Accreditation and Important Notes

ACCREDITATION

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

Students enrolled in credit programs at Institute for Extended Learning centers earn their certificates and degrees through SFCC or SCC.

Completion of a certificate or degree program at the Institute for Extended Learning, Spokane Community College or Spokane Falls Community College does not guarantee job placement.

Community Colleges of Spokane (CCS) operates under the jurisdiction of the Washington State Board for Community and Technical Colleges and is a member 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. Institute for Extended Learning centers are approved as additional locations through the two colleges for students enrolled in eligible degree or certificate programs.

EQUAL OPPORTUNITY/NONDISCRIMINATION

CCS 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).

Community Colleges of Spokane - comprised of Spokane Community College, Spokane Falls Community College and the Institute for Extended Learning - does not discriminate on the basis of race, color, national origin, sex, disability, sexual orientation or age in its programs, activities or employment. The following persons have been designated to handle inquiries regarding nondiscrimination policies.

Vice President Student and Instructional Services Spokane Community College 1810 N. Greene Street Spokane, WA 99217-5399 509-533-7015	Vice President Student and Administrative Services Spokane Falls Community College 3410 W. Fort George Wright Dr. Spokane, WA 99224-5288 509-533-3514
Dean of Student Services Institute for Extended Learning 3305 W. Fort George Wright Dr. Spokane, WA 99224-5288 509-279-6045	Chief Human Resources Officer Community Colleges of Spokane 501 N. Riverpoint Blvd. P.O. Box 6000, MS 1004 Spokane, WA 99217-6000 509-434-5037

CCS 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 about these requirements is available by calling the appropriate admissions office: SCC, 533-8020; SFCC, 533-3500; and the IEL, 279-6000.

STUDENTS WITH DISABILITIES

In accordance with the mandates of Section 504 of the Rehabilitation Act of 1973-Subpart E and the Americans with Disabilities Act, accommodations for otherwise qualified students with a disability(s) will be considered after receiving a student's request. The student will need to register with the Disability Support Services (DSS) office and provide appropriate documentation of the disability. Once the student has established a file and the disability(s) has been verified by DSS, then the facts of each situation will be thoroughly analyzed and reviewed to determine appropriate reasonable accommodations for classroom, laboratory or clinical settings. Accommodations that would compromise patient care, or fundamentally alter the essential nature of a program or activity are not considered to be reasonable.

A student who is denied an accommodation has the right to request a review of the determination through the defined grievance process available at each institution.

Procedures for student grievance are outlined in the SCC Student Handbook and in the SCC Center for Students with Disabilities Student Handbook. The SFCC Student Resources website explains the student concerns/complaints process. The IEL Student Services website explains the services available. A pamphlet is also available at the IEL. For more information, call SCC, 509-533-7169; SFCC, 509-533-4166; IEL Spokane, 509-279-6037; IEL Colville, 509-685-2122; or IEL Whitman County, 509-332-2706.

SEX OFFENDER ADMISSION POLICY
(ADMIN PROCEDURE 2.30.05-M)

Individuals convicted of sex or kidnapping offenses are required to self-disclose such status to the chief student services officer prior to admission to SCC, SFCC or the IEL as a condition of enrollment. Failure to comply may be grounds for denial of admission or expulsion from SCC, SFCC or the IEL.

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 controlled substances by students and employees on college property or at college activities, including those that occur off campus.

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 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 adviser for the most 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.

PUBLIC RECORDS REQUESTS

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

Per WAC 132Q-276, requests to examine public records must be made in writing through the CCS chief financial officer in the Riverpoint One Building. The public records request form is available online at www.ccs. spokane.edu. A detailed e-mail request to publicrecords@ccs.spokane. edu may be accepted in lieu of the form. Once collected, 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 509-434-5275 for information.

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. For information regarding international student admission, turn to the "Opportunities for International Students" section of this catalog.

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 an 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. Admission to the college does not guarantee acceptance in every program. Please refer to specific programs of study for further information, and be aware that 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 to allow time for application processing. 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 college's curricular offerings. 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 either the ASSET or COMPASS placement test, which are both administered at the colleges. Generally, a student must place at the college level in both reading and writing in order to be eligible for courses other than mathematics. To take mathematics 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 that identifies approved credit classes and is 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

Students may enter college at the beginning of any quarter (summer, fall, winter or spring). However, students should be aware that some programs of study may offer admission only during specific quarters. Please refer to individual programs of study for further information.

To apply for admission, the following should be on file in the Admissions Office of the college a student plans to attend:

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

■ Official transcripts from other colleges are not required for admission, but may prove beneficial for purposes of general advising, verifying successful completion of intermediate-level algebra and English composition, and verifying courses that may fulfill prerequisites for other courses and/or programs at the college to which a student applies. Official transcripts can be used to document courses the student wishes to use toward graduation. Therefore, students are strongly encouraged to submit official transcripts from all colleges with their applications.

Running Start students are required to submit high school transcripts to the respective college.

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.

District 17 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. Approval for granting an appeal is made by the college vice president or his/her designee.

ASSESSMENT AND PLACEMENT TESTING

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 or to complete the first two years of a four-year degree.

With this in mind, new and returning college students who have not been tested or advised by SCC or SFCC within the last three years will participate in an assessment program designed to assist in the selection of 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.

Some career and 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 509-279-6709.

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. Additionally, 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 English Speakers of Other Languages (ESOL) must satisfactorily complete a Level 6 English program 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 admission. Placement in courses will be based on ASSET or COMPASS scores.

2. For ESOL students not currently enrolled in the IEL 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 learning or designee at SFCC or the IEL, or the vice president of student and instructional services or designee at SCC, whichever is applicable.

GED TESTING

Persons interested in obtaining a General Educational Development (GED) certificate 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 classes to help prepare them for the GED test at several locations in Spokane, as well as rural sites. For more information, call 509-533-4600.

DUAL CREDIT PROGRAMS

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 up to a total of 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. High school students who have lived in Washington state less than 12 months are eligible for resident status as a Running Start student. 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; the IEL in Colville, 509-685-2120 or 509-279-6710; Newport, 509-447-3835; or Pullman, 509-332-2706.

TECH PREP

Tech Prep allows high school students to earn college credit toward career and professional certificates and degrees without ever leaving high school. Through articulation agreements between the high school and SCC or SFCC, students who register in and complete designated high school courses with a B or better grade receive college credit at the same time they are completing their high school graduation requirements. Effective Fall Quarter 2007, the CCS/Northeast Washington Technical Education Consortium Tech Prep program is fee free.

This federally-funded program helps high school students make the transition into college, save on college tuition and fees, gain occupational skills and work-related experience, and train for critical jobs. For a complete list of Tech Prep articulation agreements, go to www.ccs.spokane.edu. For more information, call 509-434-5162.

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 Fees

The State Board for Community and Technical Colleges sets tuition rates for Washington state community colleges. For current information regarding tuition, fees and waivers go to www.ccs.spokane.edu. Or contact the District Business Office at 509-434-5275 if you need a printed copy.

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's Office.

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 Registrar's Office 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 is available to answer questions in the SCC Registrar's Office or in the SFCC Dean of Enrollment Services and Student Development 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 registrar's office at the college to which 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, SFCC or the IEL:

■ 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 or after 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 509-533-8006 at SCC, 509-533-3510 at SFCC or 509-279-6712 at the IEL.

IEL SENIORS PROGRAM

Call the Seniors Program Office, 533-4756, to receive the program brochure and further information about scholarships, additional classes, and senior citizen waivers for on-campus credit classes. To register with payment by credit card, call 279-6000.

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/programs canceled by the college.

■ No refund 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 designated refund periods; otherwise, no refund will be processed.

PROCESS FOR OBTAINING A REFUND

1. To obtain a refund, the student must complete and turn in to the registration office an official withdrawal or add/drop form by the refund dates published in that quarter's 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 CCS district 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, SFCC or 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, because funding levels and student interest may affect whether or not an offering is available.

Financial Aid

Many students who want to attend CCS need financial assistance to meet college costs. Grant assistance for eligible students 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 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. Application may be filed after January 1 of each year for the following academic year. Students are encouraged to complete the application at www.fafsa.edu.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 site: www.scc.spokane.edu, www.spokanefalls. edu or www.iel.spokane.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, call the Financial Aid Office at SCC, 509-533-7017; SFCC, 509-533-3550; or IEL Student Financial Services, 509-279-6031.

WORK-STUDY EMPLOYMENT

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, call the Work-Study Placement Office at SCC, 509-533-8007 or SFCC, 509-533-4410.

WORKER RETRAINING PROGRAM

The Worker Retraining Program is designed to help eligible unemployed workers receive funding, if it is available, for retraining through SCC, SFCC or the IEL. See the Continuing Education section for more details or call SCC, 509-533-8056; SFCC, 509-533-3521; or 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 also may be available.

For more information about this program, call SCC, 509-533-8210; SFCC, 509-533-3521; or IEL, 509-279-6031 or 1-888-323-2399.

SCHOLARSHIP INFORMATION
The CCS Foundation awards thousands of scholarships each year. Interested students should call the Foundation Office at 509-434-5123 or visit www.ccs.spokane.edu/Foundation/scholarships.aspx for a scholarship application and information. A student only needs to complete one application to be eligible for all Foundation scholarships for which they qualify. 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 usually are 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 databases containing current local and national scholarship information.

For more scholarship information, call SCC, 509-533-8009; SFCC, 509-533-3545; or IEL, 509-279-6031.

Veterans Affairs
Information and assistance are available to all veterans at the veterans affairs office located on each campus. SCC's Veterans Services Office is located in the Community, Career and Employment Services, Lair-Student Center, Building (6). 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
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 VA 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 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 the campus veteran's 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
For registration dates consult 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 encouraged to confer with an academic adviser or counselor.

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. The current tuition and fees schedule can also be found on the web.

SOCIAL SECURITY NUMBERS
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 may result in administrative holds, and the student will be subject to a $50 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 concurrently 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 information, contact the counseling center, admissions, or registrar's 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. A no-fee self-service enrollment verification is available for students through the National Student Clearinghouse Student Self-Service program at https://www.studentclearinghouse.org/secure_area/Transcript/to_home.asp?+=200854&LoginHome=to_home.asp. This service provides a printed proof-of-enrollment certificate and offers other enrollment verification activities for free.

NAME CHANGES
It is the student's responsibility to keep SCC, SFCC and/or the IEL advised of their correct name. Students who change their names during the year are required to bring court documentation to the 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. Students will receive material through mail or e-mail.

Address changes may be completed through the institution's web site: SCC, www.scc.spokane.edu; SFCC, www.spokanefalls.edu; or IEL, www.iel.spokane.edu.

PICTURE IDENTIFICATION

Picture ID is required to pick up student records including class schedules, transcripts, work-study and financial aid checks. Library and bookstore transactions and/or use of the college computer/math labs also require picture ID. The first picture ID card is free, but there is a fee for replacement cards.

At SCC, student photo ID cards are available to all new students once enrollment is complete and may be obtained at the Check-out Desk in the Learning Resources Center (LRC), Building 16, Room 181. For hours of operation, call 509-533-8255.

At SFCC, photo ID cards are available to all new students once enrollment is complete and tuition and fees have been paid in full and may be obtained in the New Student Entry Center (NSEC), Building 17, Room 140. Please call 509-533-3401 for hours of operation.

For information about IEL picture ID's, visit your local center or call 509-279-6712.

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 Registrar's 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, all grades will appear on the transcript, but only 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 financial aid, veteran benefits, 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 career and technical courses exceed 5 credits because of program requirements. Students planning to enroll for more than 21 credit hours must obtain permission from a counselor, the student services dean over enrollment services, the registrar or a designee. If the cumulative overload credit hours are taken through CCS institutions, permission 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 career and 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 at www.ccs.spokane.edu.)

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 Career and Technical Education section of this catalog.

DISTANCE LEARNING

Distance learning courses (online courses, hybrid 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 courses are best for individuals who can work independently, effectively budget their time and set priorities. They 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 distance learning success.

Distance learning instruction may involve the use of computers, televised lessons, text materials and/or on-campus sessions. Some courses require on-campus visits for discussion sessions, laboratories or testing. Students may enroll through SCC, SFCC or the IEL. See the Online Courses and Telecourses sections below for more information. For current course listings, check the quarterly class schedule; call SCC, 509-533-8110, e-mail dl@scc.spokane.edu, or www.scc.spokane.edu/dl/; or SFCC/IEL, 509-533-3216, e-mail sfccdistancelearning@spokanefalls.edu, or www.spokanefalls.edu/distancelearning.

ONLINE COURSES

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. 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 listed above for current course listings and the distance learning section of the quarterly class schedule.

HYBRID COURSES

A hybrid course meets on campus periodically and uses online delivery for the rest of the class. Students often will find lecture material, tests,

discussions and other resources online for a hybrid course. Please visit the web sites noted above for current course listings.

TELECOURSES

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

A quarter-long telecourse includes up to 30 video lessons broadcast on cable TV over a period of 10-12 weeks. One to four new videos are broadcast each week and repeat throughout a one-week period. Videos also 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. Visit the web sites listed previously and the distance learning section of the quarterly class schedule.

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. 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 Tech Prep students who may have credits transcripted for career and 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, 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 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

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. Training documentation will be evaluated by instructional faculty in the appropriate department. The student must pay a nonrefundable $10 nontraditional credit application fee.

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.

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 AP 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.

AP Subject	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& 100 (formerly Art 107) — 5 credits
Biology	3,4,5	BIOL& 160 (formerly BIOL 101) — 5 credits *granted after completion of another life science laboratory course with a grade of 3.0 or better*
Chemistry	3	CHEM& 161 (formerly CHEM 101) — 5 credits
	4	CHEM& 161, 162 (formerly CHEM 141, 142) — 10 credits *granted after completion of CHEM& 163 (formerly CHEM 143) with a 3.0 or better*
	5	CHEM& 161, 162, 163 (formerly Chemistry 141, 142, 143) — 15 credits
Computer Science A	3,4,5	CS& 141 (formerly Computer Science 201) — 5 credits *granted after completion of CS 142 (formerly Computer Science 203) with a grade of 3.0 or better*
Economics		
Macroeconomics	4,5	ECON& 202 (formerly ECON 201) — 5 credits
Microeconomics	4,5	ECON& 201 (formerly ECON 202) — 5 credits
English Lang/Comp	3,4	ENG& 101 (formerly ENG 101) — 5 credits
	5	ENG& 101, 102 (formerly ENG 101, 201) — 10 credits
English Lit/Comp	3,4,5	ENG& 101, 111 (formerly ENG 101, 131) — 10 credits
French	3	FRCH& 121, 122, 123 (formerly FRNCH 101, 102, 103) — 15 credits
	4,5	FRCH& 221, 222, 223 (formerly FRNCH 201, 202, 203) — 15 credits
German	3	GERM& 121, 122, 123 (formerly GERMN 101, 102, 103) — 15 credits
	4,5	GERM& 221, 222, 223 (formerly GERMN 201, 202, 203) — 15 credits
Government & Politics	3,4,5	POLS& 202 (formerly POLSC 111) — 5 credits
History – European	3	HIST& 116 (formerly HIST101) — 5 credits
	4	HIST& 116, 117 (formerly HIST 101, 102) — 10 credits
	5	HIST& 116, 117, 118 (formerly HIST 101, 102, 103) — 15 credits
History – U. S.	3	HIST& 136 (formerly HIST 121) — 5 credits
	4,5	HIST& 136, 137 (formerly HIST 121, 122) — 10 credits
Calculus AB	3,4	MATH&151 (formerly MATH 124) — 5 credits *granted after completion of MATH& 152 (formerly MATH 125) with a grade of 2.0 or better*
Calculus AB	5	MATH& 151, 153 (formerly MATH 124, 126) — 10 credits
Calculus BC	3	MATH& 151 (formerly MATH 124) — 5 credits *granted after completion of MATH& 152 (formerly MATH 125) with a grade of 2.0 or better*
Calculus BC	4,5	MATH& 151, 153 (formerly MATH 124, 126) – 10 credits
Music		
Music Theory	4	MUSC& 141, 142, 143 (formerly MUSIC 101, 102, 103) – 15 credits
	5	MUSC& 141, 142, 143, 241, 242 (formerly MUSIC 101, 102, 103, 201, 202) – 25 credits
Physics – B or C	3	PHYS ~~Physics~~ 101 – 5 credits
	4	PHYS ~~Physics~~ 101, 102 – 10 credits
	5	PHYS ~~Physics~~ 101, 102, 103 – 15 credits
Psychology	4,5	PSYCH ~~Psychology~~ 101 – 5 credits
Spanish	3	SPAN& 121, 122, 123 (formerly SPAN 101, 102, 103) – 15 credits
	4,5	SPAN& 221, 222, 223 (formerly SPAN 201, 202, 203) – 15 credits
Statistics	3,4,5	MATH ~~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 established in 1945 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	Marine Corps
Army	National Guard
Coast Guard	Navy
Department of Defense	

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 (AA) 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 AA 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 AA 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 (effective summer quarter 1999). AA degrees with more than 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 system: summer, fall, winter and spring. Academic calendars are posted at www.ccs.spokane.edu.

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 career and 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 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 /Registration 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" or "Z" symbols 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		Grade Points		
Attempted		Grade		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 days after the end of each quarter via the Internet at SCC: www.scc.spokane.edu, and SFCC/IEL: www.spokanefalls.edu. Students also may access the information via a campus/center, computer or 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, 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. 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

Students who achieve the following grade point averages (GPA) will be designated by wearing honor cords when they participate in graduation.

SCC: A cumulative GPA of 3.5 and above in completion of career and technical degrees/certificates and a college-level GPA of 3.5 and above in completion of an associate of arts degree.

SFCC/IEL: A cumulative GPA of 3.5 and above in completion of degree and one-year certificate requirements.

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 Policy.)

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 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 Point 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

BUSINESS TECHNOLOGY CENTER (SCC)

The SCC Business Technology department offers individualized instruction in a broad selection of computer-based courses in its Business Technology Center in Building 1, Room 1210.

Courses for 2.5-credit in Excel, PowerPoint, Access, Word, Project and Vista 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), Machine Transcription 235, and Integrated Office Applications 263. 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 509-533-7343.

LEARNING RESOURCES CENTER (SCC)

Spokane Community College Learning Resources Center (LRC) houses the Instructional Services and Telecommunications division-the library, instructional media center, testing, graphics, video production and web and computer services offices.

The IS 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 and a wireless network (the SCC Wireless Gate) 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 Hagan Foundation 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 serves as a place for the college to hold readings, workshops, presentations, dialog and classes in an intimate, cheerful, flexible space.

The Instructional Media Lab houses more than 2,000 video tapes, players, projection systems and other equipment. It also contains an open computer lab, which has 30 networked computers that students 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.

Graphics and video production facilities are located in the LRC, in support of SCC's curriculum. Faculty and staff are encouraged to work with web services staff to create everything from simple informational web sites to sophisticated online applications that enhance students' classroom and laboratory experiences.

For more information, call the Instructional Services and Telecommunications Office, 509-533-7045.

CENTER FOR ENTREPRENEURSHIP (SCC)

The Center for Entrepreneurship offers a hands-on approach to training future business leaders and entrepreneurs. The center offers a three quarter Entrepreneurship Certificate program where students create a business from the ground up. College instructors and local business and community leaders guide student teams through the process of starting and launching a business.

Faculty and staff work closely with the SBA, Small Business Development Center, local Chambers of Commerce, Society of Retired Executives (SCORE) and many others. Advisory committee members are successful entrepreneurs, lenders, business consultants, accountants and legal experts. The center's instructors bring a wide variety of specialties and expertise to the program and have a wealth of information to offer future leaders through instruction, advice and resources.

The Center for Entrepreneurship is conveniently located in a state-of-the-art facility, specially designed for business success, in Building 1, Room 127 on the SCC campus. For more information, visit http://cfe.scc.spokane.edu or call 509-533-7372.

STUDENT SUPPORT CENTER, COLVILLE (IEL)

The Student Support Center provides students with additional resources to reinforce classroom instruction. The center assists students in strengthening their study skills and provides a wide variety of academic services that promote academic excellence and success. Located in Room 111 of the Institute of Extended Learning, Colville Center, tutors are available for a variety of subjects. Distance tutoring to other northern counties centers is available via webcam and phone appointments. The center also has computers and assistive technologies for student use.

General information and referrals for additional programs and services such as PACE, Disability Support Services and Veteran's Services are also available in the Student Support Center. Full services are offered Fall, Winter and Spring quarters with limited services available Summer quarter. For more information call 509-685-2122.

TUTORING CENTER (SCC)

SCC's Tutoring Center includes a mathematics lab, English writing center, language lab and computers for students to use, and provides tutoring in up to 20 academic/professional technical disciplines. 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.

Four computer classrooms are housed in the center. The main area has 16 computers dedicated to walk-in use. Two computer classrooms house 24 computers each, which are available for walk-in use when classes aren't scheduled. The language lab has nine computers with Rosetta Stone interactive software supporting Spanish, French and Chinese curriculum. All computers have Internet access, printing capabilities including color, and a wide variety of academic software supporting SCC's programs and courses.

Currently, the center employs approximately 45 tutors, who are SCC students, students from local universities and paid or volunteer professional staff.

The center's 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.

The SCC Tutoring Center is located in Building 1, Room 1220. For additional information, call 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 identifies 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. Two-credit sections of Read Right® start at the beginning of each quarter and at mid-quarter.

The Communications Learning Center is located in Building 5, Room 113. For more information, call 509-533-3604.

MATHEMATICS LEARNING CENTER (SFCC)

Courses from basic math through intermediate algebra 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. Video and/or computer-based tutorials are offered for these courses. Geometry also is offered as independent study.

Learning Center personnel provide assistance in the areas of math review, metric system, plane geometry, pre-algebra, elementary and intermediate algebra.

The Mathematics Learning Center is located in Building 18, Room 213. For more information, call 509-533-3671.

BUSINESS MATH CENTER (SFCC)

The SFCC Business Math Center (BMC) is located in Building 4, Room 118. Students learn practical and basic business number skills and the use of the business desktop calculator. They learn at their own pace and receive one-on-one instruction and encouragement from staff. Courses range from 1 to 5 credits depending on the student's need or program requirement.

For more information, call 509-533-3703.

BUSINESS TECHNOLOGY COMPUTER CLASSROOM (BTC) (SFCC)

The SFCC Business Technology Computer Classroom is located in Building 18, Room 219. Classes offered include beginning and advanced levels of keyboarding, formatting, skill building, machine transcription, as well as model office practicum classes. The computer classroom is open a variety of morning, evening, and Saturday hours to accommodate schedules. Students may choose to take classes for credit or noncredit, on campus or online, and should speak with an adviser/instructor to determine which class is right for them.

For more information, call 509-533-3841.

COMPUTER APPLICATIONS (CAPPS) CENTER (SFCC)

Computer applications courses are offered in Building 18, Room 219. Each quarter, a broad selection of courses is offered in a computer center setting with instructor guidance. Students can choose a variable number of credits (1-8 credits) and work at their own pace, within a due-date structure, to determine the length of their course. The computer classroom is open a variety of morning, evening, and Saturday hours to accommodate schedules. Courses offered in this setting include Windows Operating System, Introduction to Office, Word, Excel, Access, PowerPoint and Publisher. Students can also enroll in teacher-led Outlook. Enrollment in CAPPS classes can occur at the beginning of the quarter or at any time up to the last three weeks of a quarter. Students may choose to take classes for credit or noncredit, and should speak with an adviser or instructor to determine which class is right for them. For more information, call 509-533-3841.

Microsoft Computer Applications Specialist Certification - SFCC is an Authorized Testing Center for the exams. For more MCAS information, call 509-533-3486.

COMPETENCY-BASED EDUCATION LAB (SFCC)

The Competency-Based Education (CBE) Lab is primarily a Macintosh computer lab located in Building 19, Room 216. This lab supports the career and technical education division and includes an interpreter training lab, graphics lab, PC AutoCAD lab, and an open lab that is available for all currently enrolled students. The CBE Lab provides a wide variety of Internet, office, graphics, and multimedia applications along with self-paced software instruction.

For more information, call 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 houses the principal campus computer center. Internet access and Microsoft Office 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 including a small collection of laptops available for checkout. Students can also 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.

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 on campus as well as online. The library also maintains an extensive web site with resource guides and tutorials to assist students and the public with the research process.

For additional information, call 509-533-3800 or access the library at library.spokanefalls.edu.

Counseling and Special Services

COUNSELING AND ADVISING

Educational, 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.

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 509-533-8507
Lodge:
    Academic 509-279-6065
    Change Point...509-279-6065

Adult Education Center 509-533-4600
Northern Counties 509-279-6709
Whitman County..509-533-4002

DISABILITY SUPPORT SERVICES (DSS)

Community Colleges of Spokane has support service programs and centers for students who have documented disabilities 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 and technology, note takers, readers, scribes, materials and textbooks in alternate format, 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:
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, www.iel.spokane.edu/services/dss.php

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 6, Room 115.

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 Program, which assists students from diverse backgrounds with financial, academic and career counseling. The office sponsors a variety of programs focusing on issues of diversity. The office is located in the IEL Lodge across from the SFCC campus.

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, call SCC Community, Career and Employment Services Office 509-533-7249, Lair (Building 6) or SCC Work Source 509-533-8070; the SFCC Career and Student Employment Center 509-533-3545 or SFCC Work Source 509-533-3307, SUB (Building 17); or the IEL 509-279-6065, Lodge (Building 9).

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 work study employment also is available on campus for students who do not qualify for financial aid work study.

For more information, call 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. Refer-

ence 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 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 career and 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 students individually or in groups to visit the campuses, tour its facilities, and connect with faculty and staff.

For information regarding tours, call SCC, 509-533-TOUR and SFCC, 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.

Call the IEL Fairchild AFB Education Center at 509-533-8937; SCC Counseling, 509-533-7026; SFCC Counseling, 509-533-3525; or SCC Veteran Affairs, 509-533-7027; or SFCC Veteran Affairs, 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 career/technical or liberal arts education and to live in an All-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 diverse student population. International students from all countries are encouraged to apply to Spokane Community College or Spokane Falls Community College. The colleges support diversity by welcoming international students from around the world.

Resident or international students interested in international programs can talk to the counseling staff or call the International Programs Office directly at SFCC 509-533-3242 or SCC 509-533-8659.

Through its 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's degree. Or international students may choose to enroll in one of nearly 100 specialized career and technical programs offered at SCC and SFCC.

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 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 $15,000 (U.S. Immigration and Naturalization Service requirement).

ENGLISH PROFICIENCY

To be admitted to SCC or SFCC with unrestricted access to all non-English as a Second Language (ESL) classes, all nonnative speakers of English must demonstrate their proficiency in English. There are different ways to do this:

■ Students may have unrestricted access to academic classes at SCC or SFCC with the submission of
  • TOEFL Score of
    ‣ 500 Paper
    ‣ 173 Computer
    ‣ 59 iBT
  • IELTS score of 5.0

■ Students who complete the intensive ESL program at SCC or SFCC may be unconditionally admitted to Community Colleges of Spokane institutions. In addition, English language proficiency can also be satisfied by program completion and a letter of recommendation from a U.S. Intensive English Language Program such as those at 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 English ability does not meet any of the above criteria, but all other admission requirements have been met, the student can be granted conditional acceptance with the understanding that he/she will meet the English language requirements prior to official admission.

ENGLISH AS A SECOND LANGUAGE (ESL) PROGRAMS

There are ESL programs at both SCC and at SFCC. Both include intensive programs that offer from 18 to 22.5 hours of ESL per week. In addition, they are specifically designed to prepare students for entry into college studies. By completing either of these programs, the student will receive an unconditional acceptance to SCC or SFCC without having to submit

any outside test of English proficiency; no TOEFL required.

These programs are designed to raise students' English proficiency quickly, so the student can enroll in other non-ESL courses. In addition, both programs are designed to improve the full range of English language skills: reading, writing, speaking and listening.

The two ESL programs are:

- Spokane College of English Language (SCEL) at Spokane Community College
- Intensive English Language Program (IELP) and Bridge Program at Spokane Falls Community College

SPOKANE COMMUNITY COLLEGE— SPOKANE COLLEGE OF ENGLISH LANGUAGE (SCEL)

The SCEL at SCC prepares students for entering Spokane Community College by quickly raising their English language proficiency. Call 509-533-8659 or 509-533-8885 for more information. This ESL program offers:

1. INTENSIVE/SUPER INTENSIVE ENGLISH

This program is designed to improve overall competency in English. It prepares students for entry in Spokane Community College and Spokane Falls Community College programs and future university studies. Classes meet between 9:00 am and 3:00 pm daily. There are three levels from elementary to advanced. Each level is 12 weeks long, and students move up based on progress within the class and final exams in writing, speaking, listening, reading and grammar. Students in this program receive 22.5 hours of class per week.

2. CERTIFICATE/DIPLOMA IN ENGLISH

This is a 12 or 24-week academic program for students seeking proficiency in English. This program is perfect for a student wishing to take international or U.S. exams. Each level is 12 weeks long. Students move up based on progress within the class and final exams in writing, speaking, listening, reading and grammar.

3. ENGLISH FOR ACADEMIC PURPOSES (EAP)

Spokane Community College has a partnership agreement with SCEL whereby students can study EAP courses at SCEL. Completing EAP meets English entry requirements for SCC undergraduate programs. Students in the EAP program are eligible to take one regular college credit course at SCC while they are completing their ESL studies. The college course can be selected from any of hundreds of courses offered each term. This program has a prerequisite of passing an English entrance test to qualify for this program.

- Students attending SCEL have the opportunity to participate in student activities at SCC: all college clubs, all college activities, and all college facilities;
- All classes are held on the campus of SCC.

SPOKANE FALLS COMMUNITY COLLEGE— ESL PROGRAM

The ESL program at SFCC has two parts: (1) an Intensive English Language Program (IELP) and (2) an advanced Bridge Program.

1. INTENSIVE ENGLISH LANGUAGE PROGRAM (IELP)

The IELP at SFCC offers four levels of study and prepares students for entering the college by quickly raising their English Language Proficiency. Upon completion of the IELP, students receive an unconditional acceptance to either SFCC or SCC without having to submit a TOEFL score. Call 509-533-3242 or 509-533-4113 for more information.

2. BRIDGE PROGRAM

The Bridge Program at SFCC offers AA degree elective, transfer-level courses as well as 90-level developmental English courses for matriculated international and domestic ESL students designed to improve communication skills to ensure successful transition into academic and vocational college courses and programs. Call Dr. Allison Blizzard 509-533-3581 for more information.

In addition, the SFCC ESL Program also offers:

- A state-of-the-art computer language lab;
- Classes that are held on the SFCC campus;
- Classes taught by college faculty;
- Opportunity to participate in student activities at SFCC; all college clubs, all college activities, and all college facilities;
- A dynamic learning experience in a pleasant and secure environment.

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 $15,000. This includes tuition, fees, books, supplies, health insurance, housing, meals, local transportation and personal expenses. (Remember that costs are subject to change.)

In 2006-07 average education and housing costs for three quarters for international students were 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/

Call the International Programs Office, 509-533-3242/8659, for more information.

SPECIAL PROGRAMS

SCC and SFCC offer several unique and important programs to support their international students. These programs offer opportunities for increased cultural exchange opportunities between SFCC/SCC students, Spokane residents and international students.

INTERNATIONAL PEER MENTORS PROGRAM

The International Peer Mentors (IPM) program matches international students with American (resident) students in peer mentoring teams. This unique program provides peer support for internationals and Americans that enhances each student's access to intercultural experience, relationship and communication practice. In particular, the IPM program is an opportunity for international students to:

- Develop an international friendship.
- Improve English language skills.
- Gain a greater understanding of another culture.

COMMUNITY FRIENDS OF INTERNATIONAL STUDENTS

The goal of Community Friends of International Students is to promote intercultural exchange and friendship between Spokane area residents and international students. Students and their community friends share leisure, family and community activities once a month for one to three quarters.

The Community Friends program provides international students with an additional point of contact within the Spokane community and offers a further opportunity for social exchange.

HOUSING ACCOMMODATIONS

Several types of housing are available for international students attending SCC or SFCC. Students may apply to live with an American family through the Homestay Program or locate their 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 is helpful in locating an apartment. Additional information is

contained at 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 operates two bookstores — one in the Lair Student Center at Spokane Community College; the other in the Student Union Building at Spokane Falls Community College.

Students are encouraged to shop early in the store or order their textbooks online at bookstore.ccs.spokane.edu. Information regarding text availability is online.

Students attending CCS/IEL centers in Stevens, Ferry and Pend Oreille counties are served by the Northern Counties Books & More segment of the web site and the SFCC bookstore. The Crimson & Gray in Pullman serves students attending the Whitman County Center.

To select the correct texts in the bookstore, students must have their class schedules in hand. In case of error or a change of class, refer to the bookstore refund policy supplied with purchase.

A textbook buy-back service is offered at the end of each quarter. Check online or with the bookstores for the exact dates. During these dates, students can use the bookstore web site to receive a quote for their textbooks or list books they want to sell to other students.

The bookstores also carry school, photo and art supplies, gift cards, software, college-brand clothing, gifts and much more.

Current bookstore hours can be found online. For more information, call SCC, 509-533-7087 or SFCC, 509-533-3565. Northern county students should contact their local center or SFCC. Pullman students should call the Whitman County Center, 509-332-2706, or The Crimson & Gray in Pullman, 509-332-1440.

CAMPUS PARKING/DRIVING

Students, faculty, administration, college personnel, guests and visitors shall not stop, park, or leave a vehicle whether attended or unattended upon the campus without a parking permit issued pursuant to WAC 132Q-20-040, except guests and visitors who will be given a reasonable time to secure a temporary guest permit from the appropriate vice president or designee. For specific and detailed parking information, consult WAC 132Q-02 at http://apps.leg.wa.gov/WAC/default.aspx?cite=132Q-20. Parking permits are available at the Cashier's Office on each campus. The schedule of parking fees and fines is posted on http://www.ccs.spokane.edu. 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 typically arrive and depart on a half-hour basis on weekdays and every hour during evenings and weekends or according to STA's published bus schedule. At SCC, STA 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 has partnered with a private health care provider to offer health care to its students. SCC's clinic is open four days a week in the medical assistant lab in the Health Sciences Building (9). SCC offers mental health counseling in the Student Services Building (15).

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 at http://apps.leg.wa.gov/was/default.aspx?cite=132Q.

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

SECURITY

Security services for students and staff are provided by security officers on each campus. At SCC, the Security Office is in Main, Building 1, Room 153. At SFCC, the Security Office is in Student Union Building, Room 127.

Thefts, accidents, lost and found, vehicle jumpstarts, key lockouts or any other inquiries or 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.

At SCC, call (509)533-8624, weekdays, or 475-7035 (24 hours). At SFCC, call 509-475-7040 (24 hours).

HOUSING ASSISTANCE

Community Colleges of Spokane does not provide living accommodations for students. Students may call the Student Activities Office at SCC 509-533-7081, or the Student-Funded Programs Office at SFCC 509-533-3553 for information. Students also may consult the housing bulletin board, local newspapers or rental agencies for listings and log onto www.scc.spokane.edu/stact/_docs/housinglist.pdf. 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, 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 Buildings 15 and 50, respectively.

The hub of Spokane Falls Community College's student activities is the Student Union Building centrally located on 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 admissions and the Registrar's Office (student records); advising, assessment and testing; career center; cashier; counseling; disability support services; financial aid; veteran affairs; international student services; multicultural student services; parking permits; Running Start office; student-funded programs and activities; work study/placement; and the offices of the vice president and assistant dean of student services.

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

At the IEL, each center has its own student government structure. This decentralized structure allows each center to have a student government that meets its needs and has the flexibility to immediately respond to local student concerns. There are student governments at the AEC, Colville, Hillyard, Whitman County, Newport, Ione, Inchelium, Republic and Fairchild AFB Education Centers.

For additional information, call SCC, 509-533-7081; SFCC, 509-533-3553; IEL Lodge, 509-279-6081; IEL Colville Center 509-279-6700; IEL Fairchild AFB Education 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 centers throughout CCS.

For more information, call SCC, 509-533-7081; SFCC, 509-533-4197; IEL Lodge, 509-279-6081; 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.

STUDY ABROAD

SCC and SFCC are committed to offering students the opportunity to study abroad as part of their international education. The successful study abroad programs provide students with an excellent opportunity to live in another country and experience its culture, while earning college credits.

Students can choose from a wide range of study abroad opportunities, in all parts of the world, and under a range of program options. There are regular study abroad options in England, Italy, Spain, Costa Rica, and China. In addition, programs in other parts of the world are available from time to time.

For information, call the study abroad coordinator in the International Programs Office, 509-533-3242, or by email at junnieL@spokanefalls.edu.

INTERNATIONAL CLIMATE ON CAMPUS

Students also have the opportunity to study and work with teachers and students from many countries. Teachers from Bangladesh, China, Colombia, Cypress, France, Germany, Hungary, and Japan have taught for SFCC. Students can also focus their studies with the International Studies Pre-major (consult counselor or adviser for additional information).

STUDENT PUBLICATIONS

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, 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 Sasquatch Times is the bi-weekly newspaper produced by students at SCC. It provides students an opportunity to gain news gathering, writing, editing, photography, layout and publishing experience.

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.

The Communicator, SFCC's official student newspaper, gives students a chance to write about news, arts and entertainment, features, sports and opinion for the SFCC community while building a professional portfolio. The full-color, bi-weekly tabloid is produced by students, giving them the opportunity to gain relevant experience in graphic design, page layout, photography and management.

The Communicator regularly enters and places in national Associated Collegiate Press competitions and attends conferences in cities such as Los Angeles, St. Louis and San Francisco. The newspaper staff also publishes audio documents and podcasts on its website at
 http://www.spokanefalls.edu/communicator.

The Ripples is the newsletter produced by the students at the IEL's Newport Center. The Bigfoot Review: A Creative Arts Magazine is published by students at the IEL's Whitman County Center. Both publications provide students with an opportunity to write news articles and opinion pieces, and to conduct interviews. These works are published a minimum of once per quarter and give students experience in preparing a publication, including layout design, writing, editing, teamwork and meeting deadlines.

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 attend-

ing college. CCS offers a variety of intramural sports to 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 in the Northwest Athletic Association of Community Colleges. Each year, Bigfoot teams rank in the top 10 in a variety of NWAACC sports. Men's teams compete in cross-country, basketball, track, golf, tennis, soccer and baseball; women's in volleyball, cross-country, basketball, track, golf, tennis, soccer and softball.

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 or a 2-credit cross training 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 non-intimidating 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 include 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 scheduled 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 September 1 to August 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 CODE OF CONDUCT

Community Colleges of Spokane has adopted a student conduct code and rules for enforcement. All students should familiarize themselves with the code, which can be found online at http://apps.leg.wa.gov/wac/default.aspx?cite=132q.

The student code of conduct is 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 dean of student services 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.

Detailed information is available at http://www.ccs.spokane.edu/student/righttoknow.

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-02-380(5) is defined as: information contained in an educational record of a student that would not be generally considered harmful or an invasion of privacy if disclosed. It includes, but is not limited to, the student's name, address, telephone listing, electronic mail address, photograph, date and place of birth, major field of study, dates of attendance, grade level, enrollment status (e.g., undergraduate or graduate; full-time or part-time), participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors and awards received, and the most recent educational agency or institution attended by the student.

Verification of enrollment is given.

Students may request in writing 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, veteran 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.

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
To obtain information on the process to contest the contents of your education records, ask for a copy of Student Rights and Responsibilities at the admissions or registration offices at SCC, SFCC, IEL or go to www.ccs.spokane.edu/students.

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 in 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 DC 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) to which 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 at SCC or SFCC, or the Dean of Student Services at the IEL regarding complaint procedures.

Programs of Study

Students have access to a wide variety of educational programs at Spokane Community College (SCC), Spokane Falls Community College (SFCC), and the Institute for Extended Learning (IEL). A student may choose to complete the first two years of four-year degree programs, select among career and technical program offerings, or upgrade skills in preparation for work or college.

In order to give students an idea of some of the possibilities open to them, a number of suggested programs of study are provided on the following pages. The programs outlined are intended to provide general information. Students should seek detailed information from the campus Counseling Center or Transfer Center.

Students who plan to transfer to a four-year institution after completing the first two years at SCC or SFCC are strongly advised to consult with the community college counselor or academic adviser as well as the four-year institution they plan to attend. Requirements may vary according to the program and transfer institution.

More detailed information about the following can be found on subsequent catalog pages.

DEGREE AND CERTIFICATE REQUIREMENTS

Transfer degrees include Associate of Arts (AA), Associate of Science-Transfer (AS-T), Associate of Applied Science-Transfer (AAS-T), Associate of Fine Arts (AFA). See Transfer Program Outlines for more details and Major Related Program degrees.

Career and technical degrees include the Associate in Applied Science (AAS) in a particular state-approved career and technical program. Career and technical certificates also are offered in state-approved programs and Certificate in Fine Arts (CFA) is also offered. See Transfer Program Outlines.

ADULT EDUCATION AND TRANSITIONAL STUDIES

Adult Education and Transitional Studies include Literacy/Pre-GED, Adult Education Workplace Success Skills, General Educational Development (GED), High School Completion, English as a Second Language, Read Right®, College Prep, PACE Services, SEER Program, and Families That Work.

BASIC STUDIES

Other studies include developmental education and college level English as a Second Language (ESL) courses at SCC and SFCC.

CONTINUING EDUCATION

Continuing Education Programs are offered by SCC, SFCC and the IEL. They consist of courses and special programs designed to provide a wide range of learning opportunities for people in the communities served.

Transfer Degree Programs

DIRECT TRANSFER AGREEMENTS— ASSOCIATE OF ARTS

The Direct Transfer Agreement (DTA) Associate Degree — called the Associate of Arts (AA) is the community college degree designed to transfer to most bachelor of arts degrees at all public and many private Washington four-year institutions. In order for the agreement to be valid for transfer, however, it is essential that the degree be completed. Otherwise, each course taken may be evaluated by the receiving institution separately, and some courses may not be accepted for transfer that would have been with a completed degree. For this reason students are strongly advised to complete the appropriate transfer degree prior to transfer.

Transfer guides are available from counselors and at the SCC and SFCC Transfer Centers. Students planning to transfer should consult these guides as well as information provided by the four-year institutions. Completion of recommended courses in a pre-major for transfer does not necessarily assure a student admission to a four-year institution or a specific program. Some colleges use screening procedures (cumulative GPA, test scores, major GPA, etc.) for acceptance into certain majors and programs.

Many four-year institutions have an admissions requirement of two years of a single foreign language in high school or two to three quarters of a single foreign language in college. Additional foreign language courses may be required for graduation. Students should check this requirement carefully for the institution to which they plan to transfer.

Lower division major requirements vary among four-year schools. Therefore, students should consult the four-year institution to which they plan to transfer for specific program requirements. Careful planning is important in order to meet specific requirements.

Students planning to earn an AA or AS-T degree must meet minimum standards of preparation, which includes a math proficiency requirement. Those whose records and test scores indicate a need for additional preparation may be required to complete preliminary work in the college preparatory/developmental program.

For specific information on AA and AS-T degree requirements, refer to the Transfer Program Outlines. For descriptions of courses, please refer to the Course Descriptions section.

For most majors in the arts, humanities and social sciences, the Direct Transfer Agreement provides the best pathway. Degrees based on the DTA – degrees structured under the DTA umbrella – provide:

- Priority consideration in the admissions for most humanities and social science majors in most four-year institutions ahead of non-degreed transfers.
- Completion of most or all lower division general education requirements.
- Credit for all courses completed within the DTA up to and in some cases beyond 90 credits.
- Opportunity to explore several fields of study through the category of up to 30 credits of elective courses.
- Opportunity to complete prerequisites for a future major.

RECIPROCITY AGREEMENT

Washington community and technical colleges (CTCs) offer reciprocity to students transferring within the CTC system who are pursuing the Direct Transfer Agreement (DTA) degree or the Associate in Science-Transfer (AS-T) degree. Students who completed an individual course that met distribution degree requirements or fulfilled entire areas of their degree requirements at one college will be considered to have met those same requirements if they plan to complete the same degree when they transfer to another community or technical college in Washington. These degree requirements include Communication Skills, Quantitative Skills, or one or more Distribution Area requirements. Students must initiate the review process and must be prepared to provide necessary documentation. For complete information, students should contact an academic adviser at SCC, SFCC or the IEL.

DIRECT TRANSFER AGREEMENTS/MAJOR RELATED PROGRAMS

To help transfer students better prepare for the junior year, two-year and four-year institutions are working together to create transfer associate degrees outlining the appropriate courses in order for students to be well prepared to enter the major upon transfer - MRP degrees. MRP degrees follow either the DTA/Associate of Arts format or the Associate in Science-Transfer format.

Several MRP degrees follow the DTA guidelines and thus share the same benefits as described above, but provide specific preparation for the specific majors identified:

- Associate in Business DTA/MRP
- Associate in Math Education DTA
- Associate in Pre-Nursing DTA/MRP
- Associate in Elementary Education DTA/MRP

Students interested in learning more about any of the MRP require-

ments in any specific area should seek advising from experts in those disciplines, counselors or the SCC and SFCC Transfer Centers. Students completing one of these MRPs will have that specific degree posted on their transcript; the more general DTA will not be posted

ASSOCIATE OF SCIENCE—TRANSFER

The Associate of Science-Transfer (AS-T) degree is intended for students majoring in science who wish to transfer as juniors to four-year institutions in Washington.

Students who earn this degree will transfer with about half of the lower division general education courses required by four-year institutions. Remaining general education courses may be taken after transferring. This degree allows students to concentrate on fulfilling pre-major coursework in their intended field of study. A number of different options are offered with two basic tracks.

Track 1 involves:

- Biological science, environmental/resource sciences, chemistry, geology and earth science.

Track 2 involves:

- Computer science, physics and atmospheric science.
- Engineering, with the following specific MRPs:
  - AS-T in Bioengineering and Chemical Engineering MRP
  - AS-T Computer and Electrical Engineering MRP
  - AS-T Mechanical/Civil/Aeronautical/Industrial/Pre-Engineering

Several MRP degrees follow the AS-T guidelines and thus share the same benefits as described above, but provide specific preparation for the specific majors identified:

- Associate in Chemistry Education – AS-T Track 1
- Associate in Biology Education – AS-T Track 1
- Associate in Physics Education – AS-T Track 2
- Associate in General Science Education – AS-T Track 1

For more specific information on these MRPs, consult with an instructor in the discipline, a counselor or the SCC and SFCC Transfer Centers.

ASSOCIATE IN BUSINESS (DTA/MRP)

The Associate in Business Direct Transfer Agreement/Major Ready Program (DTA) degree is a statewide articulated transfer degree agreement for business majors between the community colleges and baccalaureate colleges and universities. The Associate in Business DTA degree shall only be granted to students who have earned a cumulative grade point average of at least 2.0, as calculated by the degree awarding institution. Students should consult with transfer advisers for the specific requirements of the intended transfer college or university.

ASSOCIATE IN ELEMENTARY EDUCATION (DTA/MRP)

The Associate in Elementary Education DTA/MRP degree is a statewide articulated transfer degree agreement for elementary education majors between the community colleges and four-year institutions. The DTA/MRP degree is only granted to students who have earned a cumulative grade point average of at least 2.0 as calculated by the degree awarding institution. It is highly recommended that students meet with an academic adviser at SCC or SFCC on a regular basis to be sure that requirements specified in this degree are met. Students should also seek academic advising at the four-year institution to which they plan to transfer early in their educational planning to learn about additional requirements and procedures for admission.

ASSOCIATE OF FINE ARTS (AFA)

A primary purpose of the Associate of Fine Arts is to offer a program of study applicable for transfer to a four-year institution. While the Associate of Fine Arts (AFA) degree does not satisfy the general education requirements for most four-year institutions, all courses are transferable. Students should consult the catalog and/or transfer manual of the school to which they plan to transfer before selecting courses.

The AFA degree prepares students to transfer to a four-year institution with a minimum of 90 credits, which include many general university requirements. Students may earn an AFA in art. Students are encouraged to meet with an art adviser before enrolling.

CERTIFICATE IN FINE ARTS (CFA)

This certificate program provides an opportunity for the student to concentrate his or her program of study in fine arts. The program is suitable for those who wish to pursue art as a profession. The program

is not designed with an emphasis on transfer, although all courses in the program are transferable.

A candidate for a Certificate in Fine Arts (CFA) must complete a minimum of 96-105 credits with a grade point average of 2.0 or better. The program can be completed in two years. However, a longer time span may be necessary for maturation of skills. Students must submit a portfolio and participate in an exhibition during their final quarter. Art faculty will work closely with students to build a strong portfolio. A review committee of faculty will evaluate the artwork before final approval to recommend awarding a Certificate in Fine Arts.

ASSOCIATE OF APPLIED SCIENCE—TRANSFER

Some career and technical programs of study may offer an Associate of Applied Science-Transfer (AAS-T) degree that is designed to provide transfer opportunities for students desiring to continue on towards achieving a baccalaureate degree at specific universities. An AAS-T degree is a degree awarded in a career and technical discipline that contains a minimum of 20 transferable general education credits in communications, quantitative reasoning, and social science, humanities or science. Not all programs offer the AAS-T. Please consult with a program faculty member or an academic adviser/counselor to determine if your program of study offers an AAS-T and into which four-year institutions it transfers. AAS-T degrees do not transfer to all four-year institutions.

Career and Technical Programs

Career and technical education programs at Community Colleges of Spokane provide avenues for students to enter high-skill and potentially high-wage occupations or transfer to university-level technical education programs. These programs are developed with business and industry input and continued oversight from professionals actively employed in the occupations. Students are able to earn certificates of completion and Associate in Applied Science degrees in more than 100 professional and technical areas. Additionally, the colleges' focus is on extended learning opportunities for students who are upgrading skills due to technological changes, seeking new occupations or re-entering the workforce.

Industrial, professional and service organizations partner with the colleges to provide work-based learning opportunities for career and technical students, enabling them to apply skills learned in an actual job setting. These opportunities also reinforce social and community focused behaviors that lead to productive and responsible citizens. For more information, see the Cooperative Education/Work Experience section in this catalog.

ASSOCIATE IN APPLIED SCIENCE (AAS)

The Associate in Applied Science (AAS) degree candidate in a career and technical area must complete a minimum of 90 credits in program requirements with a grade point average of 2.0 or better. Many programs require more than 90 credits. The candidate must earn at least 30 credits from Community Colleges of Spokane with the last quarter completed in residence.

A minimum number of credits must be completed in related instruction. Related instruction areas are defined as communications, computation and human relations/leadership. A minimum of 3 credits must be completed in each area. Safety and hygiene requirements must be completed. SCC and SFCC have different requirements that must be met and are outlined in Career Planning Guides.

A student possessing proven competencies in the program requirements and/or related instruction area may be granted advanced standing. The appropriate administrator must approve advanced standing placements.

All credits and grade points received from the time the student enrolls in the program are used for GPA calculation.

CAREER AND TECHNICAL CERTIFICATES

Career and Technical Certificates of at least three quarters in length also include a specified amount of credits in related education. The three areas of related instruction are computation, communications and human relations/leadership. A student possessing proven competencies in these areas may be granted advanced standing. The appropriate instructional dean must approve advanced standing placement. These courses also may be footnoted with the following: "This related educa-

tion requirement may be substituted with any course, or combination of courses, approved by the instructional dean." A minimum grade point average of 2.0 must be maintained. The candidate must earn at least 30 credits from CCS, with the last quarter completed at the college awarding the certificate

ADDITIONAL PROGRAMS

In addition to the previously described programs, CCS offers:

■ Aviation/Airway Science at SFCC, which through an agreement with the University of North Dakota allows students to complete their first two years earning their private and commercial pilot's licenses and multi-engine and instrument ratings before transferring to UND to complete their bachelor's of science degree.

■ Army Reserve Officers Training Corps (ROTC)-Military Science through a cross-enrollment agreement with Eastern Washington University.

■ College Level English as a Second Language for students who have been admitted to college credit programs and who are non-native speakers of English.

Degree and Certificate Requirements

TIME TO DEGREE

A student is eligible to graduate either (1) by completing the degree requirements in effect at the time of initial enrollment within four academic calendar years, or (2) by completing the requirements in effect at the beginning of the last continuous (summer quarter excepted) enrollment or (3) by completing the most recent requirements in effect during the quarter of graduation.

A candidate for a degree may include courses newly approved to meet degree requirements even though the course approval comes after the credit has been earned.

In instances where changes in professional degrees and certificates make the above guidelines inappropriate, the respective division administrator, working with the individual student, shall determine which degree requirements to follow.

GRADUATION REQUIREMENTS

Students who plan to receive a two-year degree or a one-year certificate must file a Graduation Application with the graduation evaluator.

Students should apply for a degree when they have completed 50% of the degree requirements.

Filing a Graduation Application provides the student with the opportunity to review and check his or her degree or certificate requirements. It allows the student an opportunity to plan or change his/her course schedule to ensure completion of all requirements. It also ensures that all degrees/certificates earned will be correctly posted to the student's transcript.

Degrees/certificates will not be awarded if the student has not fulfilled all financial obligations to the college.

Adult Education and Transitional Studies

Adult Education and Transitional Studies programs are designed to meet the employment and precollege educational needs of students 19 years or older regardless of previous educational background or ability. Courses are individualized to better serve the special needs of each student. All day and evening courses are offered on a continuous, open-enrollment basis during the year at more than 20 community sites, public schools and special institutions throughout the district.

LITERACY/PRE-GED

Adult education offers students an opportunity to improve literacy skills through a holistic, integrated approach to reading. In reading lab classes, learners participate in group work and individualized instruction to improve word recognition, vocabulary skills and comprehension. In addition to improving literacy, the program also emphasizes necessary job skills and basic computer skills.

Adult education classes in pre-GED prepare students for GED course-work in the areas of mathematics, writing, reading, social studies and science. The program also focuses on improving students' potential for employment and developing computer knowledge and skills. For more information call 509-533-4600.

ADULT EDUCATION/WORKPLACE SUCCESS SKILLS

Course components include: workplace reading skills (comprehension, main points, summarizing), workplace writing skills, computer basics (Word, Excel, PowerPoint and keyboarding), learning styles assessment (how to apply this information to the workplace), soft skill job strategies or "hidden rules of the workplace" (communications and real work scenarios), job search tools (cover letters, resumes, interviewing skills, dress for success, business letters and memos), career planning and vocational assessment, self-concept and personality styles in the workplace.

For more information, call 509-533-4600.

GENERAL EDUCATIONAL DEVELOPMENT (GED)

Adults wishing to enroll in credit programs offered by community and technical colleges must have a high school diploma or GED certificate. State community colleges automatically accept students who have passed the GED exam. If you have a GED certificate, you may qualify to enroll in College Prep. College Prep is a program designed to help successfully transition students who attain a GED to college level coursework.

GED classes offer instruction to adult learners 19 years of age and older in the following areas: mathematics, science, social studies, writing skills, literature and the arts. Learners ages 16 through 18 may be admitted to the GED program if they have an Office of the Superintendent of Public Instruction (OSPI) release from the school district where they reside.

GED certificates are issued by the OSPI and represent an alternative educational achievement. In addition, GED students may have the opportunity to receive computer basics (computer literacy and keyboard training).

CCS also offers an online GED program.

For more information, call 509-533-4600.

HIGH SCHOOL COMPLETION

Students enrolled in the IEL's High School Completion (HSC) program may earn from one to three credits to complete graduation requirements for a Washington state diploma. Students must have passed the WASL reading and writing portions prior to enrolling in HSC; however, the culminating project and High School and Beyond Plan are included as part of the HSC curriculum. Prior credits, military work and life experiences may be considered. Some qualifying criteria must be met prior to enrollment in the program. Students who are 17 through 18 years old will be accepted into the program only with an Office of the Superintendent of Public Instruction (OSPI) written release from the high school of the school district where they reside. For more information, call 509-533-4600.

ENGLISH AS A SECOND LANGUAGE (ESL)

From beginning literacy through advanced English as a second language, the IEL offers what students need to meet Washington state's six levels of competencies. ESL is integrated into ABE/GED, College Prep, Computer Basics and Workplace Basics.

ESL is instruction for non-native English speakers. There are six levels of instruction and they are directly tied to competencies in listening, speaking, reading, writing and observing.

Job readiness, as well as retention and advancement in the workplace, are components of all ESL instruction. Computer literacy and ESL-specific software programs are a part of all curricula.

Students wishing to enroll in ESL must complete placement testing at the Adult Education Center before class assignments can be made. Students who have documentation of high school completion, as well as clearance from the Spokane K-12 system, may attend these classes. For placement testing or more information, call 509-533-4612.

Workplace ESL assists students in improving vocabulary and writing in the workplace and is offered through online ESL classes. Call 509-533-8522.

READ RIGHT®

Adults who have difficulty reading, worry that reading problems will prevent them from succeeding in school or work, or find reading boring and learning new information difficult, are discovering Read Right® .

The program helps eliminate reading problems and greatly improves comprehension. The end result is process of reading correctly, eliminating the reading problem. Read Right® classes are offered in one-or three-hour blocks, Monday-Friday with open enrollment throughout the quarter. For more information, call 509-279-6028.

COLLEGE PREP

Course components include math and writing review, computer skills, study skills, research skills, campus tours and guest speakers. Morning and afternoon classes are offered with open enrollment in the first weeks of the quarter. This class is a must for anyone interested in brushing up on skills for entering college. For more information, call 509-533-4600.

PACE SERVICES

PACE Services (People Accessing Careers and Education) helps adults who have cognitive, physical, sensory or psychiatric disabilities to achieve employment and ongoing education. In addition to self-referral, individuals can be referred by the Division of Developmental Disabilities, public school districts and other programs within the community colleges. Programs are designed to help individuals gain the knowledge and skills to achieve their goals through education, resource coordination and vocational support. Classes include Job Skills, Communication Skills, Life Skills, Computer Skills, Computer Basics and Applications, Sign Language, Life Dynamics, Reading, Creative Writing, Driver's Education, Transitions, and physical conditioning classes. Classes are held at Spokane Falls Community College, Spokane Community College and IEL Hillyard Center.

PACE is accredited by the Commission on Accreditation of Rehabilitation Facilities for the following employment services: community employment for job development, job-site training and job supports, and employment planning services. For more information, call 509-533-8550.

SEER PROGRAM

SEER (Supported Education and Employment Enhancing Rehabilitation) is a noncredit college-based supported education and employment program designed to assist individuals with psychiatric disabilities to pursue work, education and volunteerism as part of their recovery. The program offers classes for skill development as well as numerous support services to assist students while enrolled in SEER classes, credit classes or vocational services. For more information, call 509-279-6055.

READY PROGRAM

The READY program is employment based and designed for individuals with barriers to both academic achievement and productive employment. General workplace skills include problem solving, communication, business basics and learning employment strategies. READY offers industry-specific training in Automotive Maintenance, Hospitality/Food Service, and Child Care. For more information, call 509-533-8550.

TRANSITION

PACE Services offers a wide range of noncredit classes and employment services for special education students 18 to 21 years of age. PACE works with the student, student's family, and student's high school to develop an individualized program. Modeled after the Running Start concept, this service allows the student to progress to a college environment while completing high school. For more information, call 509-533-8550.

FAMILIES THAT WORK

This program offers low-income single parents the opportunity to build self-confidence, increase skills, and make the transition from public assistance to productive employment and self-sufficiency. Classes include ABE/GED, Workplace Basics, Computer Basics, Parent Education, Life Skills and Family Management. For more information, call 509-533-4633 or 533-4600.

I-BEST TRAINING

I-BEST (Integrated Basic Education and Skills Training) is a collaborative program that allows eligible adult students to complete adult education courses, such as GED and ESL, at the same time they are enrolled in college-level technical education programs in high-demand fields like CNC machining, welding and social service technician.

Individual tutoring for both GED completion and ESL is available each day one hour before classes begin.

Upon successful completion of the program, I-BEST graduates are eligible for entry-level specialist jobs; have new job-specific math, reading and communication skills; and may have completed or be close to completing a GED certificate or high school diploma. Students also earn college credits during the program, which can be applied to a one-year professional certificate or two-year Associate in Applied Science degree at a community college. Financial aid may be available for students who qualify. For more information call 509-434-5166.

Basic Studies

DEVELOPMENTAL EDUCATION (SCC AND SFCC)

Many students entering college or returning after an extended absence from studies need additional work to prepare for college-level courses. To meet the needs of these students, SCC and SFCC offer a series of courses in mathematics, reading, writing and study skills. Placement into many of these courses is determined by recommendation or performance on assessment tests usually taken before admission to the college. Many courses are offered in the traditional classroom format and through individualized, self-paced instruction in a learning center. These courses are numbered below 100 and, although taken for credit, are nontransferable. They are included in the Course Descriptions section of this catalog under the English and mathematics headings. For more information, call the SCC Counseling Center 509-533-7026, SCC Liberal Arts Center 509-533-7322, SFCC Counseling Center 509-533-7026, SFCC Communications Learning Center 509-533-3604, SFCC Mathematics Learning Center 509-533-3671 or IEL 509-533-4600.

Continuing Education

Continuing education programs focus on lifelong learning needs for personal enrichment and career development. These programs respond to current community needs through seminars, workshops and classes focusing on interests and needs of individuals and groups. SCC, SFCC and the IEL offer a wide variety of continuing education noncredit state-supported programs and self-support programs. The latter provides adults and young people a creative outlet to pursue activities not related to a college credit program. Financial aid is not available for these classes.

CCS continuing education programs include a variety of personal interest, creative, recreational, skills assessment, counseling and enrichment courses for men and women of all ages. Career and technical courses, customized training for business and industry and small business courses also are offered. Classes range from one-day or evening workshops to three- to eleven-week classes offered during the day, evening or weekend.

CCS welcomes program suggestions from the community and is eager to work closely with business, industry and community agencies to develop or customize special courses and programs to meet specific needs. Employers are encouraged to contact the colleges about classes of interest to their employees.

Registration procedures for continuing education courses are different from those for credit courses. Students may register by mail using the registration form in the quarterly class schedule, in person at the college continuing education registration area, and by phone, fax or online using MasterCard or Visa. Because of the large number of students frequently attending continuing education classes, admission is granted on a first-come, first-served basis. Some courses or programs require a minimum age of 18 years, prerequisites and/or employment in an occupation related to the course.

For a current list of continuing education courses, consult the CCS quarterly class schedule; or SCC Continuing Education, 509-533-8010, and www.scc.spokane.edu/ce; SFCC Continuing Education, 509-533-3140, and www.spokanefalls.edu/Programs/ContinuingEd; or IEL Enrollment Services, 509-279-6000, and www.iel.spokane.edu.

BUSINESS AND COMMUNITY TRAINING

The Business and Community Training (BCT) Division of the Institute for Extended Learning is located at 3939 N Freya Street. Using the educational and technical resources of SCC, SFCC and the IEL, BCT specializes in designing, coordinating and delivering training programs in a multitude of areas, ranging from technical skills to leadership/man-

agement issues. Training is customized to meet the specific needs of businesses, with alternatives for locations, times and methodology that include onsite training to businesses throughout eastern Washington, 24 hours a day, seven days a week. For specific information on customized training programs for business and industry, call 509-533-4700.

BCT also offers personal enrichment classes and small business training for students 18 years and older, as well as programs for those of retirement age and parent education/cooperative preschools. For information on these programs, call the numbers listed in the following sections.

COMMUNITY EDUCATION
The Community Education program offers a wide variety of noncredit personal enrichment and professional computer classes for students 18 years and older. These affordable classes range from one-night workshops to multiple-session classes and are offered at convenient times in the evening or on weekends at public schools and other locations throughout Spokane County. These classes provide an important connection between the community colleges and the community. For more information, call 509-533-4748.

PARENT EDUCATION/COOPERATIVE PRESCHOOL PROGRAM
Parenting is treated as a vocation by the state of Washington. This noncredit program invites parents to explore the ways they influence children; discover how children "read their world"; discover how self-image develops; and explore quality-of-life issues such as family, communication skills, finances and relationships. Parent "co-ops" are located in three counties of the college district.

This program is designed to meet the schedules of parents with infants, toddlers, and 3- to 5-year old children.

In Spokane, several co-ops offer a special group for parents with infants under age 10 months, called Program for Early Parent Support (PEPS). It is a weekly, two-hour support/education class.

For more information on locations and fees, call the Parent Education office, 509-533-4895, 800-845-3324, or e-mail jgunn@iel.spokane.edu.

SENIORS PROGRAM
The Seniors Program offers a wide variety of enrichment courses each quarter for those of retirement age throughout the Spokane area. Senior Week, created from the Elderhostel model, also is offered during the summer. For more information, call 509-533-4756.

WASHINGTON STATE CUSTOMIZED TRAINING PROGRAM
The Customized Training Program (CTP) is designed to provide training assistance to businesses locating new jobs or expanding jobs in Washington state. CTP training is a tool for enhancing the growth of Washington's economy, increasing employment opportunities and adding to the state's quality of life. All of the training is customized to meet the training needs of the company. For more information, call 509-533-4700.

WASHINGTON STATE JOB SKILLS PROGRAM
An economic development program established and funded by the Washington State Legislature, the Job Skills Program (JSP) provides customized job skills training to meet Washington state employers' specific skill needs for new and current employees. The JSP provides specialized training in the areas of computer skills, leadership, Lean Manufacturing/Office, and other training considered necessary to improve business quality and emerge with a stronger, more competitive workforce. For more information, call 590-533-4700.

CORRECTIONAL EDUCATIONAL PROGRAMS
Classes operate at the Airway Heights Correction Center and Pine Lodge Corrections Center for Women. A grant from the Washington State Board for Community and Technical Colleges (SBCTC) enables the college to provide educational services for the Washington State Department of Corrections. The classes offered at Airway Heights Correction Center and Pine Lodge Corrections Center for Women include: Adult Basic Education (ABE), General Educational Development (GED), English as a Second Language (ESL), Information Technology Certificate (ITC), Office Assistant and Front Office Professional Certificates, upholstery, interactive media, electronics training, and parenting. For more information, call the education centers at: Airway Heights Correction Center, 509-244-6897; and Pine Lodge Corrections Center for Women, 509-299-2312.

DISPLACED HOMEMAKER CENTER/CHANGE POINT
The Displaced Homemaker Center offers six-week classes to women and men in transition following divorce, separation, or the death, disability or incarceration of a spouse or domestic partner. These classes are designed to prepare students for employment and continuing education. The Change Point Program offers vocational counseling, basic computer training, and support, addressing barriers and challenges to becoming self-sufficient. For more information, call 509-279-6065.

HEAD START/ECEAP/EARLY HEAD START
Spokane Head Start and Early Head Start are federally-funded programs serving children of low-income families, from birth to five years of age. The Early Childhood Education Assistance Program (ECEAP) is a state-funded preschool program that gives priority to children who are four years old by August 31. Services are free to eligible families and include early childhood education, nutrition, social services and disabilities support. Parent involvement is encouraged. Some sites provide fee-based, full-day childcare services integrated with Head Start/ECEAP/Early Head Start. At more than 20 sites throughout Spokane County, Head Start/ECEAP/Early Head Start staff and parents work together to provide positive experiences for children and their families. For more information, call 509-533-4800 or visit www.iel.spokane.edu/Headstart.

WORKER RETRAINING PROGRAMS
Worker Retraining is a Washington State cooperative initiative between Community Colleges of Spokane and the Washington State Employment Security Department. This initiative is designed to help eligible unemployed workers receive funding for retraining at CCS. Eligible unemployed workers include: (1) dislocated workers, (2) laid-off workers receiving unemployment benefits, (3) workers who have exhausted their unemployment benefits, (4) formerly self-employed workers, and (5) displaced homemakers. Services include employment and training assistance, career counseling, school-to-work and job transition, goal setting, customized training for job skills upgrade and job placement.

For more information, call the Worker Retraining Office at SCC, 509-533-8056; SFCC, 509-533-3521; IEL, 509-279-6031; WorkSource Spokane, 509-532-3172, or find us on the web at www.ccs.spokane.edu/.

Common Course Numbering

The recent Common Course Numbering Project allows courses to be titled and numbered in the same way at many Washington community colleges. Common courses are easily identified with an ampersand (&) in the course ID, i.e., BIOL&106. When you take a common course at one Washington community college, it will be the same course at other state community colleges. This means it should transfer easily.

Courses that do not appear on the list below, but were previously listed in the Direct Transfer Agreement, will still transfer as in the past. The numbers for some courses that are not common courses have been changed due to conflicts in numbering.

If you have questions, call the SCC Registration Office, 509-533-7004, or SFCC Admissions Office, 509-533-3500.

CCS Former Number	CCS former Course Title	New Number	New Course Title
A-P 140	Medical Sciences Vocabulary	BIOL 140	Medical Sciences Vocabulary
A-P 242	Human Anatomy and Physiology	BIOL& 241	Human A & P 1
A-P 243	Human Anatomy and Physiology	BIOL& 242	Human A & P 2
ACCT 101	Principles of Accounting	ACCT& 201	Prin of Accounting I
ACCT 102	Principles of Accounting	ACCT& 202	Prin of Accounting II
ACCT 105	Managerial Accounting	ACCT& 203	Prin of Accounting III
ACCT 201	Financial I	ACCT 210	Financial I
ACCT 202	Financial II	ACCT 211	Financial II
ACCT 203	Introduction to Cost Accounting	ACCT 215	Introduction to Cost Accounting
ANTHR 101	Physical Anthropology and Archeology	ANTH& 100	Survey of Anthropology
ANTHR 201	Cultural Anthropology	ANTH& 206	Cultural Anthropology
ANTHR 204	Indians of North America	ANTH& 210	Indians of North America
ANTHR 221	Stone Age Survival	ANTH 221	Stone Age Survival
ART 107	Introduction to Art	ART& 100	Art Appreciation
ASTR 101	Principles of Astronomy	ASTR& 101	Intro to Astronomy
ASTR 115	Astronomy Telecourse	ASTR& 100	Survey of Astronomy
BIOL 101	General Biology	BIOL& 160	General Biology w/Lab
CHEM 100	Survey of Chemistry	CHEM& 110	Chemical Concepts w/Lab
CHEM 110	Fundamental Concepts of Chemistry	CHEM 104	Fundamental Concepts of Chemistry
CHEM 141	Advanced General Chemistry	CHEM& 161	General Chem w/Lab I
CHEM 142	Advanced General Chemistry	CHEM& 162	General Chem w/Lab II
CHEM 143	Advanced General Chemistry	CHEM& 163	General Chem w/Lab III
CHEM 161	General Chemistry for Health Sciences	CHEM& 121	Intro to Chemistry
CHEM 162	Organic Chemistry for Health Sciences	CHEM& 122	Intro to Organic Chem
CHEM 163	Biochemistry for Health Sciences	CHEM& 123	Intro to Biochemistry
CHEM 201	Principles of Organic Chemistry	CHEM& 241	Organic Chem I
CHEM 202	Principles of Organic Chemistry	CHEM& 242	Organic Chem II
CHEM 203	Principles of Organic Chemistry	CHEM& 243	Organic Chem III
CHEM 211	Organic Chemistry Laboratory	CHEM& 251	Organic Chem Lab I
CHEM 212	Organic Chemistry Laboratory	CHEM& 252	Organic Chem Lab II
CHEM 213	Organic Chemistry Laboratory	CHEM& 253	Organic Chem Lab III
CHINA 101	Elementary Chinese	CHIN& 121	Chinese I
CHINA 102	Elementary Chinese	CHIN& 122	Chinese II
CHINA 103	Elementary Chinese	CHIN& 123	Chinese III
CHINA 122	Chinese Conversation and Culture	CHIN 141	Chinese Conversation and Culture
CHINA 222	Chinese Conversation and Culture	CHIN 241	Chinese Conversation and Culture
CHINA 223	Modern China--Educational Tour	CHIN 224	Modern China--Educational Tour
CJ 101	Introduction to Criminal Justice	CJ& 101	Intro Criminal Justice
CJ 105	Introduction to Traffic Investigation	CJ 108	Introduction to Traffic Investigation
CJ 108	Introduction to Corrections	CJ& 105	Intro to Corrections
CS 201	Introduction to Computer Science I	CS& 141	Computer Science I Java
CS 203	Introduction to Computer Science II	CS 142	Introduction to Computer Science II
DRAMA 106	Rehearsal and Performance	DRMA 106	Rehearsal and Performance
DRAMA 107	Rehearsal and Performance	DRMA 107	Rehearsal and Performance
DRAMA 108	Rehearsal and Performance	DRMA 108	Rehearsal and Performance
DRAMA 115	Introduction to the Theater	DRMA& 101	Intro to Theatre
DRAMA 120	Performance and Audition Techniques	DRMA 120	Performance and Audition Techniques
DRAMA 121	Contemporary Acting	DRMA 121	Contemporary Acting
DRAMA 220	Classical Acting	DRMA 220	Classical Acting
DRAMA 221	Acting for Film and Television	DRMA 221	Acting for Film and Television
DRAMA 230	Stagecrafting Theatrical Design	DRMA 230	Stagecrafting Theatrical Design
DRAMA 233	Makeup	DRMA 233	Makeup
DRAMA 266	Cooperative Education Seminar	DRMA 266	Cooperative Education Seminar
DRAMA 267	Cooperative Education Work Experience	DRMA 267	Cooperative Education Work Experience
ECOL 101	Environmental Science	ENVS& 101	Intro to Env Science
ECON 201	Introduction to Macroeconomics	ECON& 202	Macro Economics
ECON 202	Introduction to Microeconomics	ECON& 201	Micro Economics
ED 100	Exploring Teaching	EDUC 100	Exploring Teaching
ED 120	Survey of Core Competencies in Special Education	EDUC 120	Survey of Core Competencies in Special Education
ED 201	Introduction to Education	EDUC& 202	Intro to Education
ED 202	Survey of Education	EDUC& 205	Intro to Ed w/Field Exp
ED 204	Introduction to Special Education	EDUC& 204	Exceptional Child
ED 205	Tutor Training	EDUC 206	Tutor Training
ED 206	Advanced Tutor Training	EDUC 207	Advanced Tutor Training
ED 208	Tutorial Practicum	EDUC 208	Tutorial Practicum
ED 252	Social/Emotional Development	EDUC 252	Social/Emotional Development

CCS Former Number	CCS former Course Title	New Number	New Course Title
ED 266	Cooperative Education Seminar	EDUC 266	Cooperative Education Seminar
ED 267	Cooperative Education Work Experience	EDUC 267	Cooperative Education Work Experience
ED 270	Introduction to Developmental Disabilities	EDUC 270	Introduction to Developmental Disabilities
ED 275	Learning Disabilities	EDUC 275	Learning Disabilities
ED 280	Behavior/Classroom Management	EDUC 280	Behavior/Classroom Management
ED 281	Education/Special Education Practicum I	EDUC 281	Education/Special Education Practicum I
ED 282	Education/Special Education Practicum II	EDUC 282	Education/Special Education Practicum II
ENG 050	ESL Writing	ENGL 050	ESL Writing
ENG 051	Basic Reading Skills	ENGL 051	Basic Reading Skills
ENG 052	ESL Reading	ENGL 052	ESL Reading
ENG 053	ESL Listening and Speaking	ENGL 053	ESL Listening and Speaking
ENG 061	ESL Writing	ENGL 061	ESL Writing
ENG 062	ESL Reading	ENGL 062	ESL Reading
ENG 063	ESL Listening and Speaking	ENGL 063	ESL Listening and Speaking
ENG 071	ESL Writing	ENGL 071	ESL Writing
ENG 072	ESL Reading	ENGL 072	ESL Reading
ENG 073	ESL Listening and Speaking	ENGL 073	ESL Listening and Speaking
ENG 081	ESL Writing	ENGL 081	ESL Writing
ENG 082	Reading and Study Skills for the ENS (English for the Non-native Speaker)	ENGL 082	Reading and Study Skills for the ENS (English for the Non-native Speaker)
ENG 083	ESL Conversation	ENGL 083	ESL Conversation
ENG 087	Spelling Skills Development	ENGL 087	Spelling Skills Development
ENG 090	Reading and Study Skills	ENGL 090	Reading and Study Skills
ENG 091	Writing Workshop	ENGL 091	Writing Workshop
ENG 092	Communication for International Students	ENGL 092	Communication for International Students
ENG 093	Individualized Study Skills	ENGL 093	Individualized Study Skills
ENG 094	Study Skills	ENGL 094	Study Skills
ENG 095	Reading Lab	ENGL 095	Reading Lab
ENG 096	Reading Improvement	ENGL 096	Reading Improvement
ENG 097	Basic Writing: From Sentence to Paragraph	ENGL 097	Basic Writing: From Sentence to Paragraph
ENG 098	Writing Lab	ENGL 098	Writing Lab
ENG 099	Improvement of Writing	ENGL 099	Improvement of Writing
ENG 100	Composition Preparation	ENGL 100	Composition Preparation
ENG 101	English Composition	ENGL& 101	English Composition I
ENG 105	Pro/Tech: Basic Writing	ENGL 105	Pro/Tech: Basic Writing
ENG 109	Speech Composition		Course deleted; part of CMST& 101
ENG 110	Term Paper Workshop	ENGL 110	Term Paper Workshop
ENG 111	Composition for Speech		Course deleted; part of CMST& 220
ENG 112	Grammar and Punctuation	ENGL 104	Grammar and Punctuation
ENG 120	Applied Technical Writing for Vocations	ENGL 120	Applied Technical Writing for Vocations
ENG 131	Introduction to Literature	ENGL& 111	Intro to Literature
ENG 150	Academic Communication Skills for International Students	ENGL 150	Academic Communication Skills for International Students
ENG 151	College Reading and Study Skills	ENGL 151	College Reading and Study Skills
ENG 152	Reading Rate Improvement	ENGL 152	Reading Rate Improvement
ENG 153	Vocabulary Development	ENGL 153	Vocabulary Development
ENG 156	Listening and Note-taking	ENGL 156	Listening and Note-taking
ENG 157	Using Study Systems: Before, During and After Reading	ENGL 157	Using Study Systems: Before, During and After Reading
ENG 158	Test Preparation and Test-Taking	ENGL 158	Test Preparation and Test-Taking
ENG 188	Introduction to Writing for Vocational Students	ENGL 188	Introduction to Writing for Vocational Students
ENG 189	Writing for Vocational Students	ENGL 189	Writing for Vocational Students
ENG 195	Special Topics in English for International Students	ENGL 195	Special Topics in English for International Students
ENG 201	Advanced English Composition	ENGL& 102	Composition II
ENG 205	Technical Writing	ENGL& 235	Technical Writing
ENG 208	British Literature to 1800	ENGL 208	British Literature to 1800
ENG 209	British Literature since 1800	ENGL 209	British Literature since 1800
ENG 210	Introduction to Shakespeare	ENGL& 220	Intro to Shakespeare
ENG 221	Creative Writing	ENGL& 236	Creative Writing I
ENG 222	Creative Writing	ENGL& 237	Creative Writing II
ENG 225	Advanced Expository Writing	ENGL 238	Advanced Expository Writing
ENG 226	Literary Magazine Production	ENGL 254	Literary Magazine Production
ENG 227	Advanced Literary Magazine Production	ENGL 255	Advanced Literary Magazine Production
ENG 241	The Bible as Literature	ENGL 241	The Bible as Literature
ENG 245	American Literature to 1865	ENGL 248	American Literature to 1865
ENG 246	American Literature since 1865	ENGL 249	American Literature since 1865
ENG 247	American Multicultural Literature	ENGL 247	American Multicultural Literature
ENG 251	Introduction to Language	ENGL 251	Introduction to Language
ENG 261	Twentieth Century Novel	ENGL 261	Twentieth Century Novel
ENG 266	Cooperative Education Seminar	ENGL 266	Cooperative Education Seminar
ENG 267	Cooperative Education Work Experience	ENGL 267	Cooperative Education Work Experience
ENG 271	World Literature to 1650	ENGL 271	World Literature to 1650
ENG 272	World Literature since 1650	ENGL 272	World Literature since 1650
ENG 275	Introduction to Poetry	ENGL& 113	Intro to Poetry
ENG 276	Introduction to Dramatic Literature	ENGL& 114	Intro to Drama
ENG 277	Introduction to Fiction	ENGL& 112	Intro to Fiction

CCS Former Number	CCS former Course Title	New Number	New Course Title
ENG 278	Women Writers	ENGL 278	Women Writers
ENG 294	Special Topics in Writing	ENGL 294	Special Topics in Writing
ENG 295	Special Studies in Literature	ENGL 295	Special Studies in Literature
ENVSC 101	Environmental Conservation	ENVS 104	Environmental Conservation
ENVSC 110	Plant Biology	ENVS 110	Plant Biology
ENVSC 207	Wildlife Biology	ENVS 207	Wildlife Biology
ENVSC 210	Environmental Soil Science	ENVS 210	Environmental Soil Science
ENVSC 211	Weather and Climate	ENVS 211	Weather and Climate
ENVSC 217	Field Sampling Techniques	ENVS 217	Field Sampling Techniques
ENVSC 218	Environmental Science Conservation Planning	ENVS 218	Environmental Science Conservation Planning
ENVSC 227	Advanced Wildlife Biology	ENVS 227	Advanced Wildlife Biology
FRNCH 101	Elementary French I	FRCH& 121	French I
FRNCH 102	Elementary French II	FRCH& 122	French II
FRNCH 103	Elementary French III	FRCH& 123	French III
FRNCH 201	Intermediate French I	FRCH& 221	French IV
FRNCH 202	Intermediate French II	FRCH& 222	French V
FRNCH 203	Intermediate French III	FRCH& 223	French VI
FRNCH 241	Conversation and Culture	FRCH 241	Conversation and Culture
FRNCH 266	Cooperative Education Seminar	FRCH 266	Cooperative Education Seminar
FRNCH 267	Cooperative Education Work Experience	FRCH 267	Cooperative Education Work Experience
GBUS 100	Money Management	BUS 100	Money Management
GBUS 101	Introduction to Business	BUS& 101	Intro to Business
GBUS 102	Math Skills for Business	BUS 102	Math Skills for Business
GBUS 103	Basic Business Math and Electronic Calculators	BUS 103	Basic Business Math and Electronic Calculators
GBUS 104	Business Mathematics	BUS 104	Business Mathematics
GBUS 105	Principles of Leadership	BUS 105	Principles of Leadership
GBUS 107	Introduction to Electronic Calculators	BUS 107	Introduction to Electronic Calculators
GBUS 108	eBusiness	BUS 108	eBusiness
GBUS 109	Internet Marketing	BUS 109	Internet Marketing
GBUS 110	Number Skills	BUS 110	Number Skills
GBUS 111	Math Skills	BUS 111	Math Skills
GBUS 112	Advanced Calculator Skills	BUS 112	Advanced Calculator Skills
GBUS 113	Essential Business Applications	BUS 113	Essential Business Applications
GBUS 114	Basic Retail Application	BUS 114	Basic Retail Application
GBUS 115	Budgeting Skills	BUS 115	Budgeting Skills
GBUS 116	Cash, Checks and Credit Cards	BUS 116	Cash, Checks and Credit Cards
GBUS 117	Smart Consumer Buying Techniques	BUS 117	Smart Consumer Buying Techniques
GBUS 118	Managing Risk	BUS 118	Managing Risk
GBUS 120	International Business	BUS 120	International Business
GBUS 121	Global Business Life and Culture	BUS 121	Global Business Life and Culture
GBUS 130	International Finance	BUS 130	International Finance
GBUS 140	International Marketing	BUS 140	International Marketing
GBUS 150	International Economics	BUS 150	International Economics
GBUS 160	International Management	BUS 160	International Management
GBUS 170	Export/Import Techniques	BUS 170	Export/Import Techniques
GBUS 180	Travel and Tourism	BUS 180	Travel and Tourism
GBUS 182	Selling Travel	BUS 182	Selling Travel
GBUS 185	Travelography: Destinations for Business and Tourism	BUS 185	Travelography: Destinations for Business and Tourism
GBUS 186	Customer Service for Travel	BUS 186	Customer Service for Travel
GBUS 187	Making Travel Arrangements	BUS 187	Making Travel Arrangements
GBUS 188	Organizing and Leading Tours	BUS 188	Organizing and Leading Tours
GBUS 190	Call Center Job Preparation Skills	BUS 190	Call Center Job Preparation Skills
GBUS 191	Job Success	BUS 191	Job Success
GBUS 192	Special Business Topics	BUS 192	Special Business Topics
GBUS 193	Special Business Topics	BUS 193	Special Business Topics
GBUS 194	Special Business Topics	BUS 194	Special Business Topics
GBUS 204	Introduction to Law	BUS 204	Introduction to Law
GBUS 205	Business Law (5 cr) (SCC, SFCC)	BUS& 201	Business Law
GBUS 209	Internet Project	BUS 209	Internet Project
GBUS 217	Business Statistics	BUS 217	Business Statistics
GBUS 280	Human Relations in Business	BUS 280	Human Relations in Business
GBUS 284	Special Business Topics	BUS 284	Special Business Topics
GBUS 285	Special Business Topics	BUS 285	Special Business Topics
GBUS 286	Special Business Topics	BUS 286	Special Business Topics
GBUS 295	Special Topics in Business	BUS 295	Special Topics in Business
GEOL 101	Principles of Geology	GEOL& 101	Intro Physical Geology
GEOL 115	Geology Telecourse	GEOL& 100	Survey of Earth Science
GERMN 101	Elementary German	GERM& 121	German I
GERMN 102	Elementary German	GERM& 122	German II
GERMN 103	Elementary German	GERM& 123	German III
GERMN 141	German Conversation and Culture	GERM 141	German Conversation and Culture
GERMN 201	Intermediate German	GERM& 221	German IV
GERMN 202	Intermediate German	GERM& 222	German V
GERMN 203	Intermediate German	GERM& 223	German VI

PROGRAMS OF STUDY

CCS Former Number	CCS former Course Title	New Number	New Course Title
GERMN 241	German Conversation and Culture	GERM 241	German Conversation and Culture
GERMN 266	Cooperative Education Seminar	GERM 266	Cooperative Education Seminar
HIST 101	History of Western Civilization	HIST& 116	Western Civilization I
HIST 102	History of Western Civilization	HIST& 117	Western Civilization II
HIST 103	History of Western Civilization	HIST& 118	Western Civilization III
HIST 121	American Civilization	HIST& 136	US History 1
HIST 122	American Civilization	HIST& 137	US History 2
HIST 140	Introduction to American Indian History	HIST& 219	Native American History
HIST 260	History and Government of Washington and the Pacific Northwest	HIST& 214	Pacific NW History
HSEAR 101	American Sign Language I	ASL& 121	Am Sign Language I
HSEAR 102	American Sign Language II	ASL& 122	Am Sign Language II
HSEAR 103	American Sign Language III	ASL& 123	Am Sign Language III
HUMAN 101	Intro to Humanities	HUM& 101	Intro to Humanities
HUMAN 102	Introduction to Women's Studies	HUM 102	Introduction to Women's Studies
HUMAN 107	Introduction to Cultural Studies	HUM 107	Introduction to Cultural Studies
HUMAN 141	Introduction to Film	HUM 141	Introduction to Film
HUMAN 201	Humanities, Past, Present and Future	HUM 201	Humanities, Past, Present and Future
HUMAN 205	British Life and Culture	HUM 205	British Life and Culture
HUMAN 207	Basic Moviemaking Techniques	HUM 207	Basic Moviemaking Techniques
HUMAN 221	Great Directors	HUM 221	Great Directors
HUMAN 222	American Film Classics	HUM 222	American Film Classics
HUMAN 223	Classic International Cinema	HUM 223	Classic International Cinema
HUMAN 224	Contemporary Global Cinema	HUM 224	Contemporary Global Cinema
HUMAN 225	Independent Film	HUM 225	Independent Film
HUMAN 236	The Documentary Film	HUM 236	The Documentary Film
HUMAN 241	The Impact of the Nazi Past	HUM 241	The Impact of the Nazi Past
HUMAN 266	Cooperative Education Seminar	HUM 266	Cooperative Education Seminar
HUMAN 267	Cooperative Education Work Experience	HUM 267	Cooperative Education Work Experience
HUMAN 295	Special Topics in Humanities	HUM 295	Special Topics in Humanities
HUMAN 296	Special Topics in Humanities	HUM 296	Special Topics in Humanities
HUMAN 297	Special Topics in Humanities	HUM 297	Special Topics in Humanities
JAPAN 101	Elementary Japanese	JAPN& 121	Japanese I
JAPAN 102	Elementary Japanese	JAPN& 122	Japanese II
JAPAN 103	Elementary Japanese	JAPN& 123	Japanese III
JAPAN 201	Intermediate Japanese	JAPN& 221	Japanese IV
JAPAN 202	Intermediate Japanese	JAPN& 222	Japanese V
JAPAN 203	Intermediate Japanese	JAPN& 223	Japanese VI
JAPAN 267	Cooperative Education Work Experience	JAPN 267	Cooperative Education Work Experience
MATH 111	Pre-Calculus I	MATH& 141	Precalculus I
MATH 112	Pre-Calculus II	MATH& 142	Precalculus II
MATH 115	Math for the Liberal Arts	MATH& 107	Math in Society
MATH 124	Calculus and Analytic Geometry I	MATH& 151	Calculus I
MATH 125	Calculus and Analytic Geometry II	MATH& 152	Calculus II
MATH 126	Calculus and Analytic Geometry III	MATH& 153	Calculus III
MATH 202	Survey of Calculus	MATH& 148	Business Calculus
MATH 224	Multivariable Calculus	MATH& 254	Calculus IV
MBIOL 231	General Microbiology	BIOL& 260	Microbiology
MUSIC 100	Music Fundamentals	MUSC 100	Music Fundamentals
MUSIC 101	Music Theory I	MUSC& 141	Music Theory I
MUSIC 102	Music Theory II	MUSC& 142	Music Theory II
MUSIC 103	Music Theory III	MUSC& 143	Music Theory III
MUSIC 104	History of Jazz	MUSC 124	History of Jazz
MUSIC 105	History of Popular Music	MUSC 106	History of Popular Music
MUSIC 107	Introduction to Music	MUSC& 105	Music Appreciation
MUSIC 108	Music and Cinema	MUSC 108	Music and Cinema
MUSIC 109	World Music	MUSC 109	World Music
MUSIC 111	Improvisation I	MUSC 111	Improvisation I
MUSIC 112	Improvisation II	MUSC 112	Improvisation II
MUSIC 114	Contemporary Harmony	MUSC 114	Contemporary Harmony
MUSIC 115	Symphony Orchestra	MUSC 115	Symphony Orchestra
MUSIC 127	Chamber Singers	MUSC 127	Chamber Singers
MUSIC 227	Chamber Singers	MUSC 227	Chamber Singers
MUSIC 133	Jazz Combo	MUSC 134	Jazz Combo
MUSIC 139	All College Chorus	MUSC 139	All College Chorus
MUSIC 142	Concert Band	MUSC 145	Concert Band
MUSIC 144	Commercial Music Groups	MUSC 144	Commercial Music Groups
MUSIC 148	Stage Band	MUSC 148	Stage Band
MUSIC 151	String Ensemble	MUSC 151	String Ensemble
MUSIC 166	Functional Piano I	MUSC 166	Functional Piano I
MUSIC 167	Functional Piano II	MUSC 167	Functional Piano II
MUSIC 170	Fundamentals of Singing	MUSC 170	Fundamentals of Singing
MUSIC 171	Advanced Fundamentals of Singing	MUSC 171	Advanced Fundamentals of Singing
MUSIC 176	Beginner Piano Class I	MUSC 176	Beginner Piano Class I
MUSIC 177	Beginner Piano Class II	MUSC 177	Beginner Piano Class II

CCS Former Number	CCS former Course Title	New Number	New Course Title
MUSIC 178	Beginner Piano Class III	MUSC 178	Beginner Piano Class III
MUSIC 180	Private Lessons	MUSC 180	Private Lessons
MUSIC 182	Guitar Class I	MUSC 182	Guitar Class I
MUSIC 191	Musical Events	MUSC 191	Musical Events
MUSIC 201	Music Theory IV	MUSC& 241	Music Theory IV
MUSIC 202	Music Theory V	MUSC& 242	Music Theory V
MUSIC 203	Music Theory VI	MUSC& 243	Music Theory VI
MUSIC 204	Arranging I	MUSC 204	Arranging I
MUSIC 210	Improvisation III	MUSC 210	Improvisation III
MUSIC 211	Improvisation IV	MUSC 211	Improvisation IV
MUSIC 212	Improvisation V	MUSC 212	Improvisation V
MUSIC 214	Contemporary Harmony II/Songwriting	MUSC 214	Contemporary Harmony II/Songwriting
MUSIC 215	Symphony Orchestra	MUSC 215	Symphony Orchestra
MUSIC 221	History of Western Music I	MUSC 235	History of Western Music I
MUSIC 222	History of Western Music II	MUSC 236	History of Western Music II
MUSIC 223	History of Western Music III	MUSC 237	History of Western Music III
MUSIC 233	Jazz Combo	MUSC 234	Jazz Combo
MUSIC 239	All College Chorus	MUSC 239	All College Chorus
MUSIC 242	Concert Band	MUSC 245	Concert Band
MUSIC 244	Commercial Music Groups	MUSC 244	Commercial Music Groups
MUSIC 248	Stage Band	MUSC 248	Stage Band
MUSIC 251	String Ensemble	MUSC 251	String Ensemble
MUSIC 276	Advanced Piano Class I	MUSC 276	Advanced Piano Class I
MUSIC 277	Advanced Piano Class II	MUSC 277	Advanced Piano Class II
MUSIC 278	Advanced Piano Class III	MUSC 278	Advanced Piano Class III
MUSIC 280	Private Lessons	MUSC 280	Private Lessons
MUSIC 282	Guitar Class II	MUSC 282	Guitar Class II
OCEAN 102	Introduction to Marine Biology	OCEA& 101	Intro to Oceanography
PHIL 101	Introduction to Philosophy	PHIL& 101	Intro to Philosophy
PHIL 201	Introduction to Logic	PHIL& 106	Intro to Logic
POLSC 101	Introduction to Politics	POLS& 101	Intro Political Science
POLSC 102	Comparative Government	POLS 102	Comparative Government
POLSC 111	American National Politics	POLS& 202	American Government
POLSC 125	Introduction to Global Issues	POLS 125	Introduction to Global Issues
POLSC 201	State and Local Government	POLS 201	State and Local Government
POLSC 202	Political Philosophy	POLS 204	Political Philosophy
POLSC 203	Islam and the West: Theater of Cooperation and Conflict	POLS 205	Islam and the West: Theater of Cooperation and Conflict
POLSC 270	International Relations	POLS& 203	International Relations
POLSC 280	Introduction to Modern British Government and Social Services	POLS 280	Introduction to Modern British Government and Social Services
PSYCH 101	Introduction to Psychology	PSYC& 100	General Psychology
PSYCH 181	Psychology Seminar	PSYC 181	Psychology Seminar
PSYCH 182	Psychology Seminar	PSYC 182	Psychology Seminar
PSYCH 201	Developmental Psychology	PSYC& 200	Lifespan Psychology
PSYCH 204	Research Methods	PSYC 204	Research Methods
PSYCH 210	Conception through Adolescent Developmental Psychology	PSYC 210	Conception through Adolescent Developmental Psychology
PSYCH 215	Abnormal Psychology	PSYC& 220	Abnormal Psychology
PSYCH 250	Psychology of Adjustment	PSYC 250	Psychology of Adjustment
PSYCH 266	Cooperative Education Seminar	PSYC 266	Cooperative Education Seminar
PSYCH 267	Cooperative Education Work Experience	PSYC 267	Cooperative Education Work Experience
RUSSN 101	Elementary Russian	RUSS& 121	Russian I
RUSSN 102	Elementary Russian	RUSS& 122	Russian II
RUSSN 103	Elementary Russian	RUSS& 123	Russian III
SOC 101	Introduction to Sociology	SOC& 101	Intro to Sociology
SOC 240	Social Problems	SOC& 201	Social Problems
SPAN 101	Elementary Spanish	SPAN& 121	Spanish I
SPAN 102	Elementary Spanish	SPAN& 122	Spanish II
SPAN 103	Elementary Spanish	SPAN& 123	Spanish III
SPAN 201	Intermediate Spanish	SPAN& 221	Spanish IV
SPAN 202	Intermediate Spanish	SPAN& 222	Spanish V
SPAN 203	Intermediate Spanish	SPAN& 223	Spanish VI
SPCH 101	Introduction to Speech Communication	CMST& 101	Introduction to Comm
SPCH 102	Interpersonal Communication	CMST& 210	Interpersonal Communicatn
SPCH 103	Effective Listening	CMST 103	Effective Listening
SPCH 104	College Ambassadors	CMST 104	College Ambassadors
SPCH 105	College Ambassadors	CMST 105	College Ambassadors
SPCH 106	College Ambassadors	CMST 106	College Ambassadors
SPCH 107	ESL Speech	CMST 107	ESL Speech
SPCH 110	Voice and Articulation	CMST 110	Voice and Articulation
SPCH 111	Voice and Articulation for ESL I	CMST 111	Voice and Articulation for ESL I
SPCH 112	Voice and Articulation for ESL II	CMST 112	Voice and Articulation for ESL II
SPCH 113	Voice and Articulation for ESL III	CMST 113	Voice and Articulation for ESL III
SPCH 114	Oral Interpretation of Literature	CMST 114	Oral Interpretation of Literature
SPCH 120	Practical Communication for Technicians	CMST 120	Practical Communication for Technicians
SPCH 121	Job Communication Skills	CMST 121	Job Communication Skills

CCS Former Number	CCS former Course Title	New Number	New Course Title
SPCH 127	Leadership Development	CMST 127	Leadership Development
SPCH 201	Speech for Business and Professions	CMST 201	Speech for Business and Professions
SPCH 204	College Ambassadors	CMST 204	College Ambassadors
SPCH 205	College Ambassadors	CMST 205	College Ambassadors
SPCH 206	College Ambassadors	CMST 206	College Ambassadors
SPCH 210	Gender Communications	CMST 226	Gender Communications
SPCH 220	Intercultural Communication	CMST 227	Intercultural Communication
SPCH 223	Intercollegiate Speech and Debate	CMST 223	Intercollegiate Speech and Debate
SPCH 224	Intercollegiate Speech and Debate	CMST 224	Intercollegiate Speech and Debate
SPCH 225	Intercollegiate Speech and Debate	CMST 225	Intercollegiate Speech and Debate
SPCH 250	Managing Conflict Through Communication	CMST 250	Managing Conflict Through Communication
SPCH 266	Cooperative Education Seminar	CMST 266	Cooperative Education Seminar
SPCH 267	Cooperative Education Work Experience	CMST 267	Cooperative Education Work Experience
SPCH 280	Public Relations	CMST 280	Public Relations
SPCH 285	Effective Speaking	CMST& 220	Public Speaking
SPCH 286	Small Group Communication	CMST& 230	Small Group Communicatn
SPCH 287	Business and Professional Communication	CMST 287	Business and Professional Communication
SPCH 294	Special Topics in Speech Communication	CMST 294	Special Topics in Speech Communication