2012-2014 Catalog

Community Colleges of Spokane

Inspire. Enrich. Uplift.

Spokane Community College

Spokane Falls Community College

Institute for Extended Learning

This is a printable pdf file. To view click below on the section you wish to print.
When printing you must indicate the page numbers of the section(s) you wish to print.

RIGHTS AND RULES

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 counselor or adviser for the most current and specific information. Refer to the online catalog at www.ccs.spokane.edu for the most current 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 (CCS) 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.

For more information on CCS Policy and Procedures, go to:

- Board Policy: www.ccs.spokane.edu/getdoc/0c4b8429-ef90-49a1-9c5f-0a870cf0ec10/Board-policy-manual.aspx

- Administrative Procedures: www.ccs.spokane.edu/About-CCS/admin-procedures.aspx

ACCREDITATION

Washington Community College District 17 (CCS) includes Spokane Community College (SCC), Spokane Falls Community College (SFCC) and the Institute for Extended Learning (IEL). Spokane Community College and SFCC are accredited by the Northwest Commission on Colleges and Universities, 8060 165th Avenue NE, Suite 100, Redmond, Washington 98052-3981. Many individual programs also are accredited by additional professional accrediting associations as listed below.

Students enrolled in credit programs at the IEL centers earn their certificates and degrees through SFCC or SCC.

Completion of a certificate or degree program at the SCC, SFCC or the IEL 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 SFCC 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.

PROGRAM ACCREDITATIONS AND CERTIFICATIONS SPOKANE COMMUNITY COLLEGE

Automotive Technology (certification)
National Automotive Technicians Education Foundation (NATEF)

Automotive: Toyota T-TEN (certification)
National Automotive Technicians Education Foundation (NATEF)

Aviation Maintenance
Federal Aviation Administration (FAA)

Cosmetology
Washington State Department of Licensing Cosmetology Section

Culinary Arts
American Culinary Federation Educational Foundation Accreditation

Dental Assisting
Commission on Dental Accreditation
American Dental Association

Diagnostic Medical Sonography
The Joint Review Committee on Education in Diagnostic Medical Sonography (JRC-DMS) a branch of the Commission on Accreditation of Allied Health Education Programs (CAAHEP)

Expanded Function Dental Auxiliary
Washington State Dental Quality Assurance Commission

Health Information Technology
Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM)

Invasive Cardiovascular Technology
The Joint Review Committee on Education in Cardiovascular Technology (JRC-CVT) a branch of the Commission on Accreditation of Allied Health Education Programs (CAAHEP)

Landscape Management
Professional Landcare Network (PLANET)

Legal Nurse
American Bar Association (ABA)

Medical Assisting
Curriculum Review Board of the American Association of Medical Assistants Endowment (AAMA)

Natural Resources Management (Forestry)
Society of American Foresters (SAF)

Natural Resources Management (Wildlife/Fisheries)
North American Wildlife Technology Association (NAWTA)

Noninvasive Cardiovascular Technology/Echocardiography
The Joint Review Committee on Education in Cardiovascular Technology (JRC-CVT) a branch of the Commission on Accreditation of Allied Health Education Programs (CAAHEP)

Nursing
Washington Department of Health-Nursing Care Quality Assurance Commission (NCQAC)
National League for Nursing Accrediting Commission (NLNAC)

PROGRAM ACCREDITATIONS AND CERTIFICATIONS SPOKANE COMMUNITY COLLEGE (continued)

Paralegal
American Bar Association (ABA)

Paramedic
Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP)

Pharmacy Technician
Washington State Board of Pharmacy
American Society of Health-System Pharmacists (ASHP)

Radiology Technology
Joint Review Committee on Education in Radiologic Technology (JRCERT)

Respiratory Care
Commission on Accreditation for Respiratory Care (CoARC)

Surgical Technology
Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARC-STSA) a branch of the Commission on Accreditation of Allied Health Education Programs (CAAHEP)

Vascular Technology
The Joint Review Committee on Education in Cardiovascular Technology (JRC-CVT) a branch of the Commission on Accreditation of Allied Health Education Programs (CAAHEP)

PROGRAM ACCREDITATIONS AND CERTIFICATIONS SPOKANE FALLS COMMUNITY COLLEGE

Orthotic-Prosthetic Technician
National Commission on Orthotics and Prosthetics Education (NCOPE)

Physical Therapist Assistant
American Physical Therapy Association-Commission on Accreditation in Physical Therapy Education (APTA-CAPTE)

ACCEPTABLE USE OF INFORMATION TECHNOLOGY RESOURCES

Community Colleges of Spokane provides information technology resources (IT resources) to support the instructional, support and administrative activities of the district. The IT resources are intended for the sole use of college faculty, staff, students and other authorized users. IT resources include but are not limited to host computer systems, web sites, desktop computers and workstations, communications networks, electronic software, electronic hardware, library automation systems, multi-media equipment, electronic data, computer files, video networks, telephones, voice mail, e-mail, and internet resources. IT resources will be used according to state laws and the policies and procedures of the district and its institutions. Use of CCS IT resources, as state resources, does not confer a right to privacy in those resources. CCS reserves the right to monitor its IT resources and to take appropriate action to protect the integrity of its IT resources in accordance with existing laws, policies and procedures.

Violations of this policy or implementing procedures may subject the user to disciplinary action. (CCS Board Policy 7.30.05)

EQUAL OPPORTUNITY/NONDISCRIMINATION

Community Colleges of Spokane 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 SCC, SFCC and the IEL — 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 of Student Services Spokane Community College 1810 N Greene Street Spokane WA 99217-5399 509-533-7015	Vice President of Student Services Spokane Falls Community College 3410 W Fort George Wright Dr Spokane WA 99224-5288 509-533-3514
Vice President of Student Services Institute for Extended Learning 2917 W Fort George Wright Dr Spokane WA 99224-5202 509-279-6045	Chief Administration Officer Community Colleges of Spokane 501 N Riverpoint Blvd PO Box 6000 MS 1004 Spokane WA 99217-6000 509-434-5037

Community Colleges of Spokane has an open door policy. However, most courses and programs have prerequisites and some have limited enrollment and/or waiting lists. Additionally, some have special skill and ability requirements for participation. Information about these requirements is available by calling the appropriate admissions office: SCC, 509-533-8020; SFCC 509-533-3500; and the IEL 509-279-6000.

PROHIBITION AGAINST ALCOHOL AND UNLAWFUL DRUGS

As a recipient of federal grants and aid, CCS 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.

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 public records officer, located in the Riverpoint One Building at 501 N Riverpoint Blvd, Spokane.

Per WAC 132Q-276, requests to examine public records must be made in writing through the CCS public records officer. Direct requests to departments will not be honored. The public records request form (CCS 2136) is available online at www.ccs.spokane.edu/Contact-Us. A detailed e-mail request 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).
For more information, contact:

Public Records Officer, MS 1006
Community Colleges of Spokane
Post Office Box 6000
Spokane, WA 99217-6000
Phone: 509-434-5275 Fax: 509-434-5279
e-mail: publicrecords@ccs.spokane.edu

SEX OFFENDER ADMISSION POLICY

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. (CCS Administrative Procedure 2.30.05-M)

STUDENTS WITH DISABILITIES

In accordance with 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 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.

More information can be found at each colleges' web site or, call SCC, 509-533-7169; SFCC, 509-533-4166; IEL Spokane, 509-279-6037; IEL Colville, 509-685-2122; or IEL Pullman Center, 509-332-4003.

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-30.

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 www.ccs.spokane.edu/future/important/righttoknow.aspx.

COMPLAINT PROCEDURE

Community Colleges of Spokane has established procedures to assist students who have a complaint or concern relating to an action by a member of the CCS community. It is the belief and practice at CCS that the best way for students to address concerns is to first meet with the employee involved and attempt to resolve the concern. Students are encouraged to contact the vice president of student services at SCC, SFCC or the IEL regarding complaint procedures (CCS Administrative Procedure, 3.40.01-D Student Concerns).

STUDENT RECORDS: FERPA – NOTIFICATION OF STUDENT RIGHTS

FERPA: The Family Educational Rights and Privacy Act of 1974, requires that CCS adopt institutional procedures and guidelines in compliance with Public Law 93-380. Student rights to privacy are protected with certain restrictions on the disclosure of your student educational records and information. You have the following rights, protection and privacy of your educational records at the Community Colleges of Spokane.

1. **The right to inspect and review your student education records** within 45 days after the college receives a written request for access. If the requested records are not maintained by the Registrar's Office, the Registrar will forward the request to the appropriate college official. If the requested records contain more than one student, the student may inspect and review only the records portions which relates to him or her. Students must submit a written request to the College Registrar identifying the record(s) they wish to inspect. The college may charge reasonable fees for preparing copies for the students. The college reserves the right to have a college representative present during the review and disclosure of student records.

2. **The right to request the amendment of the student's educational records** the student believes inaccurate. A written request to the College Registrar identifying the records in question clearly identify the part which is inaccurate and specify why it is inaccurate. If the college decides not to amend the record as requested by the student, the college will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Grades are not subject to amendment of a student records.

3. **The right to consent to disclosure of personally identifiable information** contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. The college will disclose directory information (see Directory Information).

4. **The right to file a complaint with the US Department of Education** concerning alleged failures by CCS to comply with the requirements of FERPA. The name and address which administers FERPA is: Family Policy Compliance Office, US Department of Education, 400 Maryland Avenue, SW, Washington DC 20202-4605.

Spokane Community College, SFCC and the IEL are part of District 17, CCS. Educational records may be shared among the three entities for the purpose of admission, registration, library access, financial aid and billing.

There are exceptions which permit disclosures without consent such as disclosure to school officials with legitimate educational interests. A school official is a person employed by the college in an administrative, supervisory, academic, research, or support staff position (including campus security personnel and health staff); contractors, consultants, volunteers, and other outside service providers used to perform institutional services and functions; a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

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.

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 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.

Upon request, the college discloses educational records without consent to officials of another school in which a student seeks or intends to enroll, in connection with financial aid, to parents of dependent students to comply with a subpoena orders issued by the US Attorney General under the USA Patriot Act to organizations conducting studies on behalf of educational institutions.

Information may also be disclosed for health and safety reasons and as a result of a disciplinary hearing to an alleged victim.

DIRECTORY INFORMATION (WAC 132Q-02-340)

The college will disclose the following directory information: The student's name, major field of study, dates of attendance, grade level, enrollment status (e.g., full-time or part-time), participation in officially recognized sports, weight and height of members of athletic teams, degrees, honors and awards received. Students may request in writing that the college not release directory information through written notice to the Registrar.

COLLEGE RECORDS RELEASE AND DISCLOSURE RESTRICTIONS

1. Some records may be withheld by the college. Academic transcripts are withheld including online access and a block on the student record may be imposed if the student has a financial obligation to the college.

2. Students may not inspect financial information of their parents, confidential letters associated with admissions, and records to which they have waived their inspection rights.

3. The college will not release records that are not owned by the college.

4. In addition, the US Department of Defense has authorized branches of the US military to access directory information from US 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 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-02-370)

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 or the IEL or go to http://apps.leg.wa.gov/WAC/default.aspx?cite=132Q-02-370.

STUDENT RECORDS 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 student services or 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

The official college transcript is a student's permanent record of grades. Transcripts are a legal document of enrollment at CCS.

A permanent official transcript will be sent to the student, a college, university or other agency upon the student's written request only. Requests for transcripts may be made in-person, mail or online through the National Student Clearinghouse. No FAX transcript requests are accepted. Students must provide the following information: Student name, ID number, student signature, date of request and the name and mailing address of the institution or agency to receive the official transcript. Access to grades may be withheld if any financial or other obligations are not fulfilled such as outstanding tuition and fees or fines, or unreturned college property. There is a processing fee for each official transcript ordered. For instructions on ordering official transcripts go to the CCS web site.

Online through the National Student Clearinghouse, use the web links below:

- SCC: www.scc.spokane.edu/?transcripts
- SFCC or the IEL: www.spokanefalls.edu/Admissions/OfficialTransRequest

Students requesting an official transcript to be sent internally within SCC, SFCC and the IEL 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 any outstanding financial balances, library fines or equipment holds.

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.

ADMISSION AND REGISTRATION
Admission

ADMISSIONS POLICY

Community Colleges of Spokane (CCS) offers "open door" admission for any graduate of a high school or any individual who holds a General Educational Development (GED) certificate.

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.

Applications to Spokane Community College (SCC), Spokane Falls Community College (SFCC) and the Institute for Extended Learning (IEL) are due three weeks before the start of the quarter and are granted on a "first-come, first-served" basis for as many students as the 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. Refer to specific programs of study for further information. Waiting lists do occur for programs in high demand.

It is important to begin the application process well in advance of the quarter for which admission is desired to allow time for application processing.

ADMISSION PROCEDURES

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) or official CCS Application for Admission form.

• 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 submitted if the student wishes a review and evaluation for transferable credit toward degree completion and graduation purposes. Students are strongly encouraged to submit official transcripts from all colleges with their applications.

Running Start students applying to SFCC are required to submit high school transcripts.

ASSESSMENT AND PLACEMENT TESTING

New and returning college students who have not tested within the last three years will participate in assessment 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 the appropriate assessment tests, the college will administer one of these tests and a 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 (at SFCC MyMath Test [MMT], at SCC ALEKS) 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 SCC Testing Center, 509-533-8085; the SFCC Testing Center, 509-533-3401; or the IEL, 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. Community Colleges of Spokane 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 and mathematics classes 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.

4. Students who are pursuing a Vocational Technical Program not requiring a Math class.

5. Students who took Pre-Calculus in high school and earned an A or B for two semesters. A high school transcript is required for verification and must be submitted to the Testing Center within one year of graduation.

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.

SPECIAL SITUATIONS

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

GED TESTING

Persons interested in obtaining a General Educational Development (GED) certificate may schedule a GED test by calling 509-279-6200. Proof of age is required. Testing sites, schedules and further information may be obtained by calling 509-279-6000.

Spokane Community College 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.

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 admissions. 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 vice president of instruction or designee at SCC and the IEL, whichever is applicable.

DUAL CREDIT PROGRAMS

RUNNING START

Running Start is a college credit program that allows high school juniors and seniors to earn credit simultaneously for high school graduation and toward a college degree.

Spokane Community College, SFCC, the IEL and the high schools in the CCS service area (Ferry, Lincoln, Pend Oreille, Spokane, Stevens and Whitman counties) offer this program to expand the educational opportunities of junior and senior high school students. Students should contact their public high school counselor for procedures to enroll in a course(s) under the Running Start program. The high school determines if the course meets the high school graduation requirements.

The Running Start program enables an eligible high school student to seek expanded educational challenge. The student enrolls 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 the college. Classes taken at the college as part of the Running Start program are limited to "college-level classes."

Exempt from having to pay tuition, Running Start students shall pay all other mandatory fees unless eligible for a fee waiver, beginning fall quarter 2009. A *Verification of Eligibility* letter for free or reduced-price lunches in the last five years is the required documentation to receive a fee waiver. For current tuition and fees, go to http://icatalog.ccs.spokane.edu/fees.pdf.

Entrance requirements

All students who apply to the Running Start program must be tested for eligibility by taking the COMPASS test and, if appropriate, the MMT placement test for math at SFCC and the ALEKS math assessment at SCC. Testing fees will be paid by the student. Admission to the Running Start program is based on the student meeting the college-level cut-off scores that are currently in effect for college-level courses. Students are allowed to retest in unqualified area(s) one time for each quarter. There is a fee for tests and retests.

For more information, call:

SCC   509-533-8062

SFCC 509-533-3524

IEL   Colville Center, 509-685-2120 x6710
       Inchelium Center, 509-279-6300
       Ione Center, 509-442-4290
       Newport Center, 509-447-3835
       Pullman Center, 509-332-2706
       Republic Center, 509-775-3675

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 grade (3.0) or better and meet required competencies receive college credit at the same time they are completing their high school graduation requirements. To be eligible for credit, students must be currently enrolled in the high school class as credit is not awarded retroactively. To register for credit, contact your high school teacher.

This program helps high school students make the transition into post-secondary education, save on college tuition and fees, gain occupation skills and work-related experience, and train for demand careers. A complete list of eligible high school classes can be found at http://sers.techprepwa.org/searchArticulations.

For more information, call 509-434-5164.

Registration

Registration dates, including quarterly important dates, are available online at My Bigfoot student portal (https://mybigfoot.spokane.edu/). Students who plan to register at SCC, SFCC or the IEL are encouraged to confer with an academic adviser or counselor.

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 by using the student update form: www.ccs.spokane.edu/Forms/Student-services/ccs-40-194.aspx.

AUDITING A COURSE

Students are required to 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.

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 registration office.

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.

NAME CHANGES

It is the student's responsibility to keep SCC, SFCC and/or the IEL advised of changes to their legal name. Students who change their names during the year are required to bring valid photo ID and legal documentation to the Registration Office.

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 may be obtained in the Library, Building 2, lower level Room 1. For hours of operation, call 509-533-3216.

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

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.

SCHEDULE CHANGES

Refer to college IMPORTANT DATES to confirm deadlines for all registration transactions.

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 or, if applicable, Financial Aid office. Deadlines and processes to follow are published in My Bigfoot student portal (https://mybigfoot.spokane.edu/).

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.

To add a class after the deadline of five days after the start of the quarter requires both instructor and the Vice President of Instruction or Vice President of Learning signatures and dates on a registration transaction form. The registration form must be submitted to the Registration office for official processing.

A student cannot officially drop a course simply by informing the instructor he or she is withdrawing or by ceasing to attend class. An official drop or withdrawal requires processing through the Registration Office. Instructors may use their discretion to process an instructor initiated drop on the third day of non-attendance, and/or when issuing a grade to students who do not go through the schedule change process.

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 an 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.

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 www.studentclearinghouse.org. This service provides a printed proof-of-enrollment certificate and offers other enrollment verification activities for free.

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. It is suggested students notify Financial Aid of withdrawal if receiving funding for the quarter. Official paperwork must be processed through the registration office issuing the proper forms.

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 FOR PRIOR LEARNING

PRIOR LEARNING ASSESSMENT

Community Colleges of Spokane values the college-level knowledge students may have acquired outside the traditional college classroom. You may have acquired this knowledge through your past work, independent reading and study, training programs or in-service courses, volunteer service, cultural or artistic pursuits, hobbies and recreational pastimes, community or religious activities, organizational memberships, adult education, non-credit courses, study abroad, military training not evaluated for credit by ACE, or other experiences.

Prior Learning Assessment (PLA) enables you to articulate this knowledge and potentially earn credit for it. Methods for evaluating prior learning include Advanced Placement examination (AP); Armed Forces-Military Education and Experience evaluation (ACE); Challenge examinations; College Level Examination Program (CLEP); Industry Training, Certifications and Licensures evaluation; International Baccalaureate examination (IB); and Prior Learning Assessment Portfolio evaluation.

Students who have been accepted to attend SCC, SFCC or the IEL are eligible for prior learning assessment consideration. No assurances of the number of credits awarded can be made prior to CCS review. While evaluation may occur before starting coursework, credit will be granted only once the student has completed 10-quarter credits in residence at CCS.

The student may request additional information at pla@ccs.spokane.edu.

Prior Learning Credit Awards

- May be used to meet appropriate graduation requirements.
- Do not count toward the residency requirement of 30-quarter credits.
- Will not satisfy credit load requirements for the purposes of veterans benefit program funding or any other student financial assistance program.
- May be granted for prior learning/life experience following completion of a portfolio class and/or evaluation of the prior learning/life experience.
- Must be obtained using methods approved by the appropriate department chair or designated department faculty member in the discipline for which credit is sought.
- Must not exceed 25% of the credits needed for a degree and may be further limited by specific degree requirements if the credit is for prior experiential learning.
- Will be identified as credit for prior learning on student transcripts without guarantee of any subsequent transfer.

Process and Fees

Students complete the Application for Prior Learning Assessment form available at www.ccs.spokane.edu. For some prior learning assessment, there is a nonrefundable fee payable in advance at the Cashier's Office. No fee is required for credit awarded through AP, CLEP, IB, or military education and experience evaluation.

ADVANCED PLACEMENT (AP)

Credit for minimum scores on Advanced Placement examinations given by the College Board is awarded upon receipt of official score reports. Official scores reports should be submitted to the Transcript Office of the SCC, SFCC, or the IEL. AP credit awards will not be granted if the student is currently enrolled in or has successfully completed or earned credit for the course.

AP Examination	AP Score	SCC/SFCC Course	Credits
ART			
Art: Studio (Drawing)	5	ART 101	4
Art 2D Design	4,5	ART 105	5
Art 3D Design	4,5	ART 106	4
Art History	4,5	ART& 100	5
COMPUTER SCIENCE			
Computer Science A	3,4,5	CS& 141	5
ECONOMICS			
Economics (Macro)	4,5	ECON& 202	5
Economics (Micro)	4,5	ECON& 201	5
Economics (Macro AND Micro)	3	ECON 100	5
ENGLISH			
English Lang/Comp	3,4	ENGL& 101	5
	5	ENGL& 101, 102	10
English Lit/Comp	3,4,5	ENGL& 101, 111	10
FOREIGN LANGUAGE			
Chinese Language	3,4,5	CHIN& 121, 122, 123	15
French Language	3	FRCH& 121, 122, 123	15
	4,5	FRCH& 221, 222, 223	15
Japanese Language	3	JAPN& 121, 122, 123	15
	4,5	JAPN& 221, 222, 223	15
Russian Language	3,4,5	RUSS& 121, 122, 123	15
Spanish Language	3	SPAN& 121, 122, 123	15
	4,5	SPAN& 221, 222, 223	15
GEOGRAPHY			
Geography	3,4,5	GEOG 101	5
HISTORY			
History – European	3	HIST& 116	5
	4	HIST& 116, 117	10
	5	HIST& 116, 117, 118	15
History – U. S.	3	HIST& 136	5
	4,5	HIST& 136, 137	10
History-World	3	HIST 106 OR HIST 107	5
MATHEMATICS			
Calculus AB	3	MATH& 151	5
	4,5	MATH& 151, 152	10
Calculus BC	3	MATH& 151	5
	4	MATH& 151, 152	10
	5	MATH& 151, 152,153	15
Statistics	3,4,5	MATH 221	5
MUSIC			
Music Theory	4	MUSC& 141, 142, 143	15
	5	MUSC& 141, 142, 143, 241, 242	25
SCIENCE			
Biology	3	BIOL& 160	5
	4,5	BIOL& 160 OR BIOL& 221, 222, 223	5 / 15
Chemistry	3	CHEM& 161	5
	4	CHEM& 161, 162	10
	5	CHEM& 161, 162, 163	15
Environmental Science	3,4,5	ENVS& 101	5
Physics – B or C	3	PHYS 101	5
	4	PHYS 101, 102	10
	5	PHYS 101, 102, 103	15
SOCIAL SCIENCES			
Government & Politics (American or Comparative)	3,4,5	POLS& 202	5
Psychology	3,4,5	PSYC& 100	5

ARMED FORCES–MILITARY EDUCATION AND EXPERIENCE

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. Credit may be granted for satisfactory completion of:

- Military service including basic training.
- Military service schools in the amount recommended by the American Council of Education (ACE) in the publication, "Guide to the Evaluation of Educational Experiences in the Armed Forces."
- United States Armed Forces Institute correspondence courses.
- DANTES Subject Standardized Tests (DSSTs) using the minimum score and credit amount based on ACE credit recommendations.
- Portfolio Assessment

CHALLENGE EXAMINATIONS

Students who wish to apply for a course challenge must be interviewed and approved through the instructional department. A course may not be challenged if the student is currently enrolled in, has previously earned credit in, or has previously audited the CCS course.

COLLEGE LEVEL EXAMINATION PROGRAM (CLEP)

Community Colleges of Spokane will award credit for CLEP examinations with a score of 50 or above. When no specific course number is listed, the most appropriate course equivalent is determined case by case by the appropriate department.

CLEP Examination	CLEP Score	SCC/SFCC Course	Credits
BUSINESS			
Financial Accounting	50	ACCT& 201	5
Info Systems & Computer Applications	50	CIS 110 OR CS 101	5
Introductory Business Law	50	BUS& 201	5
Principles of Marketing	50	MMGT 211	5
COMPOSITION & LITERATURE			
English Composition	50	APLED 121	5
HISTORY & SOCIAL SCIENCES			
American Government	50	POLS& 202	5
American History I	50	HIST& 137	5
American History II	50	HIST& 137	5
Human Growth and Development	50	PSYC& 200	5
Introductory Psychology	50	PSYC& 100	5
Intro to Macroeconomics	50	ECON& 202	5
Intro to Microeconomics	50	ECON& 201	5
Introductory Sociology	50	SOC& 101	5
Western Civilization I	50	HIST& 116	5
Western Civilization II	50	HIST& 118	5
MATHEMATICS			
Algebra Trigonometry	50	MATH&141,142	10
Calculus with Elementary Functions	50	MATH& 151	5
College Algebra	50	MATH 108	5
Pre-calculus	50	MATH& 141	5
Trigonometry	50	MATH& 142	5
WORLD LANGUAGES			
French – Level 1	50	FRCH& 122	5
French – Level 2	59	FRCH& 122, 123	10
Spanish – Level 1	50	SPAN& 122	5
Spanish – Level 2	63	SPAN& 122, 123	10

INDUSTRY CERTIFICATIONS AND LICENSURES

Individuals who have completed training through non-degree awarding agencies or institutions may apply for evaluation for credit. Examples include recognized nursing and fire service training, law enforcement/corrections, or fire science academies and other certifications or licenses. Official documentation of training or licensure is required. All certifications or licenses must be current and valid, and training must be documented with ACE National Guide to College Credit for Workforce Training. If training is not documented with ACE, students should apply for credit using the PLA Portfolio and/or Challenge Examination methods.

INTERNATIONAL BACCALAUREATE (IB)

Community Colleges of Spokane will award credit for Higher Level International Baccalaureate exam results of 4 or better. When no specific course number is listed, the most appropriate course equivalent is determined case by case by the appropriate department faculty.

IB Examination (higher level)	IB Score	SCC/SFCC Course	Credits
Art/Design	4	ART 105	5
Biology	4	BIOL 221, 222, 223	15
Chemistry	4	CHEM& 121	5
Economics	4	ECON& 201, 202	10
English A1	4	ENGL 101	5
French	5	FRCH& 221	5
	6	FRCH& 221, 222	10
	7	FRCH& 221, 222, 223	15
History	4	HIST& 118	5
History of the Americas	4	HIST& 137	5
History of Europe	4	HIST& 118	5
Mathematics	4	MATH& 141, 142	10
Music	4	MUSC& 105	5
Philosophy	4	PHIL& 101	5
Physics	4	PHYS 101, 102, 103	15
Psychology	4	PSYC& 100	5
Social Anthropology	4	ANTH& 100, 206	10
Spanish	5	SPAN& 121	5
	6	SPAN& 121, 122	10
	7	SPAN& 121, 122, 123	15
Theatre Arts	4	DRMA& 101	5

PRIOR LEARNING ASSESSMENT (PLA) PORTFOLIO

Students who wish to pursue credit by PLA Portfolio must enroll in and successfully complete a portfolio class (GENST 105). Students should have justification for their requests, such as a high school or college transcripts or detailed resumes and other pertinent documentation, prior to enrolling in the course. Normal credit charges apply for the portfolio course and a prior learning portfolio assessment fee will be charged upon portfolio course completion for prior learning credit awarded.

A PLA Portfolio is detailed documentation illustrating what students have been taught and successfully mastered. The required documentation varies from course to course, but may include samples of work, an essay explaining students' experiences and knowledge, or certificates showing successful completion of workshops or seminars.

In the portfolio class, faculty and staff members will help determine which courses are the best fit for the students' skills and will help develop student portfolios. The completed portfolio will be reviewed to determine what credit can be awarded. Once the number of credits attempted is determined, students must pay the appropriate Prior Learning Portfolio Assessment fee.

PAYING FOR COLLEGE
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 http://icatalog.ccs.spokane.edu/fees.pdf, or contact the District Business Office at 509-434-5275 if you need a printed copy.

CLASSIFICATIONS - RESIDENT AND NONRESIDENT STUDENT

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 US 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 Spokane Community College (SCC), Spokane Falls Community College (SFCC) or the Institute for Extended Learning (IEL). 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 US, 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 US 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 colleges 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.

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, call the Cashier's Office at: SCC 509-533-7025, SFCC 509-533-3569 or the IEL 509-279-6005.

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 minimal fee per course 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 regarding tuition and fees, go to http://icatalog.ccs.spokane.edu/fees.pdf. For more information, call SCC, 509-533-8006; SFCC, 509-533-3510; or the IEL, 509-279-6712.

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 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 exists, such as 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 the IEL vice president of student services 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

To be considered for federal, state or institutional student financial aid, individuals must complete the Free Application for Federal Student Aid (FAFSA). Students must reapply each year. Applications may be filed after January 1 of each year for the following academic year. Students are encouraged to complete the application at www.fafsa.ed.gov.

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

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.

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 three elements of measurement: Credits, Grade Point Average and Pace of Progression toward Maximum Time Frame. Satisfactory Progress for credits 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 and earn a college level cumulative grade point average of 2.0 at the end of their sixth quarter of enrollment.

Pace of Progression toward Maximum Time Frame measures the percentage of attempted credits that were completed toward the student's Degree. 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 SCC, 509-533-7017; SFCC, 509-533-3550; or the IEL, 509-279-6031.

MY BIGFOOT CARD

Community Colleges of Spokane has partnered with Higher One, a financial services company, to bring an efficient method of refund disbursement to students. Financial aid will be disbursed to students via the My Bigfoot Card. Check out www.MyBigfootCard.com to learn more.

SCHOLARSHIP INFORMATION

The CCS Foundation awards hundreds of scholarships each year. Students should call the Foundation Office, 509-434-5122 or visit www.ccs.spokane.edu/Foundation/scholarships for a scholarship application and information. Applications are due March 15 for awards to be utilized the following academic year. A student only needs to complete one application to be considered 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.

Spokane Community College 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 the IEL, 509-279-6031.

WORK-STUDY EMPLOYMENT

Work-study is a financial aid program that allows a student to work on-campus or with approved off-campus employers to earn money to pay for college expenses. By participating in the work-study programs students gain practical experience in the workplace while having a chance to see if the program of study they have chosen matches their expectations.

For more information, call the SCC Work-Study Placement Office, 509-533-8007; or SFCC, 509-533-3540.

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. This program is a Washington State cooperative initiative between CCS and the Washington State Employment Security Department. 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 SCC, 509-533-8056; SFCC, 509-533-3594; IEL, 509-279-6031; WorkSource Spokane, 509-532-3172; or visit www.ccs.spokane.edu/Community-Resources/Worker-Retraining.aspx

WORKFIRST FINANCIAL AID PROGRAM

The WorkFirst Financial Aid Program may pay 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, call SCC, 509-533-8210; SFCC, 509-533-3042; IEL, 509-279-6063.

Veterans Affairs

Information and assistance are available to all veterans at the veterans affairs office located on each campus. SCC's Veterans One-Stop Office is located in the Lair, Building 6, Room 0112, Student Success & Career Services.

SFCC's Veterans Affairs Office is located in the Student Union Building (upper concourse). Students intending to receive Veterans Administration (VA) educational assistance should coordinate with these offices to initiate the necessary applications for benefits. For more information, call SCC, 509-533-7027; or SFCC, 509-533-3504.

VETERANS ACADEMIC LOAD

Monthly compensation is made according to the following schedule.

All chapters except 33

  12 credits or more = full-time benefits
  9–11 credits = three-quarter-time benefits
  6–8 credits = half-time benefits
  5 credits or less = tuition cost
  Summer credits: see coordinator for details

Chapter 33 (Post 9/11)
Under the Post 9/11GI Bill (Chapter 33), the VA will pay a monthly housing stipend equivalent to E-5 BAH, with dependents. The amount of BAH is determined by if at least one course is resident (on-campus) or if the entire schedule is based on eLearning (online or hybrid). If at least one resident course is taken, BAH will be based on the zip code where the student is attending training. If the course schedule is entirely eLearning, the student will be paid a national BAH average. Contact the veterans coordinator for current rates.

  12 credits or more = full BAH (monthly housing)
  7-11 credits = prorated portion of BAH
  6 credits or less = no BAH
  Summer: 8 credits or more = full BAH
              5-7 credits = prorated portion of BAH
              4 credits or less – no BAH

The VA will pay solely for classes required for graduation in a selected area of study. Meet with a campus counselor/adviser to ensure class choices are appropriate for progression towards graduation.

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) and/or the VA provided Certificate of Eligibility 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 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.

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; or SFCC, 509-533-3504.

RESOURCES AND SERVICES
Learning Resources

BUSINESS MATH CENTER (SFCC)

Learn basic mathematical operations to solve practical business applications. Skills learned will be immediately applicable to your personal life and professional career. Business math courses are conveniently arranged into 1, 2, 3 and 5 credit options and the lab environment allows students to work as quickly as they're able while still providing one-on-one instruction and encouragement as needed. For more information, call 509-533-3703.

BUSINESS TECHNOLOGY CENTER (SCC)

The SCC Business Technology department offers individualized instruction in a broad selection of computer-based courses.

Courses for 2.5-credits in Excel, PowerPoint, Access, Word, and Project are designed specifically for those who have an interest in learning more about these software programs. All of these courses meet for approximately five weeks. Five-credit courses for students preparing for an office career include Keyboarding 101, Document Processing 102, Word Processing 165, Information Processing 201 (Excel), Advanced Information Processing 202 (PowerPoint and Access), Machine Transcription 235, and Integrated Office Applications 263.

All of these courses are offered during the day and the evening, on Saturdays, and online via the Internet. For more information, call SCC, 509-533-7343.

BUSINESS TECHNOLOGY COMPUTER CLASSROOM (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 and evening 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.

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 working together with local business and community leaders guide students through the process of starting and launching a business.

Faculty and staff work closely with the Small Business Administration, 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, call 509-533-7372 or visit http://cfe.scc.spokane.edu.

COMMUNICATIONS LEARNING CENTER (SFCC)

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

COMPETENCY-BASED EDUCATION LAB (SFCC)

The Competency-Based Education (CBE) Lab is primarily a Mac computer lab located in Building 19, Room 216. It supports the Visual & Performing Arts Division as well as the Business, Professional Studies & Workforce Education Division. The CBE Lab includes a graphics/web design lab, interpreter training lab, PC AutoCAD lab, test proctoring area, and open lab space for all currently enrolled students. A wide variety of graphics, multimedia, office, and Internet applications are available. A wide variety of graphics, multimedia, office and Internet applications are available, including Adobe Creative Suite. For more information, call 509-533-3418.

COMPUTER APPLICATIONS CENTER (SFCC)

Computer applications (CAPPS) 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 and evening 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.

LEARNING RESOURCES CENTER (SCC)

The SCC Learning Resources Center (LRC) houses Library Services and the Media Center. The Library provides access to extensive information resources. The print collection includes over 44,000 volumes, complemented by approximately 150 periodical titles. The media collection includes more than 3,000 video tapes, DVDs and music CDs. In addition, the library webpage www.scc.spokane.edu/?library provides access to a variety of databases, eBooks and other resources selected to support coursework. Students can get research assistance in person at the reference desk, by phone, via e-mail, and also by using a 24/7 online chat service. Computer stations and a wireless network are available for student research. Several study rooms are available for individual and group study. 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. For more information, call Library Services, 509-533-7055.

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 Media Center houses a wide variety of technology-based services and resources. The Instructional Media Lab includes 30 computers with high speed Internet access, MS Office, resume writing software and other applications. Color and black and white laser printers are available. Students can use the open lab to create projects, work on assignments, do research, access online classes and accomplish a host of other course-related tasks. Laptop computers, video camcorders, digital cameras, media projectors and other devices can be checked out from the media service desk. Several study rooms are available for individual or group work.

The Presentation Zone is a space in the Media Lab where students can create, refine and rehearse presentations, either individually or as a group. It provides a simulated classroom environment and is equipped with a podium, computer and media projector.

The Lab is also home to the LRC's Testing Center where Media staff proctor eLearning tests and numerous certification exams offered through such services as ACT, ISO-Quality, PSI Lasergrade and Castle Worldwide. In addition to high stakes and elearning exams, the Testing Center also houses SCC's Assessment Testing. Beginning or reactivating college students are placed into the correct courses by taking the appropriate placement tests. For more information, call the Media Center, 509-533-8085.

LIBRARY (SFCC)

The SFCC 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.

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 more information, call 509-533-3800.

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.

STUDENT SUPPORT CENTER NORTHERN COUNTIES (IEL)

The Student Support Center offers supportive assistance to the Republic and Pullman tutor centers and provides all students with additional resources to reinforce classroom instruction. The Centers assist students in strengthening their study skills and they provide a wide variety of academic services that promote academic excellence and success. The main Student Support Center is located in the west lobby of the IEL, Colville Center. The Tutor Centers utilize one-on-one peer tutoring, Elluminate webcam sessions or phone appointments. They also provide assistance with FAFSA, registration, book orders and Angel. All Centers have computers and assistive technologies for student use. Full services are offered fall, winter and spring quarters with limited services available summer quarter. For more information, call 509-685-2122 or 509-279-6702.

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 more information, call 509-533-7322.

Counseling and Special Services

ADVISING AND COUNSELING

Educational, career and personal counseling services are available to all students through the counseling centers at SCC, SFCC and the IEL. Students may obtain professional counseling services prior to registration to plan their complete program of study.

For more information, call the Counseling Centers:

SCC 509-533-7026
SFCC 509-533-3525
   Fairchild AFB Education Center......................509-533-8937
IEL
   Hillyard Center 509-533-8507
   Magnuson Building..509-279-6030
     Adult Education Center 509-533-4600
     Career Transitions.....................................509-279-6065
   Newport Center 509-447-3835
   Northern Counties 509-279-6709
   Pullman Center 509-533-4002

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 or SFCC, 509-533-3527.

CAREER INFORMATION

Career planning services at SCC include a number of computerized resources: career interest inventories, a scholarship database, WinWay Resume software and Internet access for students or community members to utilize for job search or career planning activities. Reference materials include career information files (over 600), vocational biographies, career planning guides, periodicals, college catalogs, books, Graduate Placement reports, and materials regarding job search and resume writing. Labor market trends, forecasts and projections are available on the computer and in written form. The SCC Community, Career and Employment Services Office (Lair Building 6) is a WorkSource Spokane affiliate site. For more information, call 509-533-8009.

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 is available for local, state and national scholarships. The SFCC Career Center is a WorkSource Spokane affiliate site. For more information, call SFCC, 509-533-3540.

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. Because the nature and scope of services may vary between institutions, you should check with each institution's DSS office for details.

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 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
.... VP 866-327-6914
...................................www.spokanefalls.edu/Resources/DSS/
IEL
   Colville .... 509-685-2122 or 509-279-6737
   Pullman 509-332-2706
   Spokane 509-279-6037
   .... TTY 509-279-6092
   ....www.iel.spokane.edu/DSS

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 office provides a variety of services to multicultural students. Primary assistance is for academic and financial aid needs. The office also provides tutorial and career counseling to students.

SFCC organizes and offers a variety of diversity programs each year with 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 Magnuson Building Room 220D across from the SFCC campus.

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

SERVICEMEMBERS' OPPORTUNITY COLLEGE

Spokane Community College and SFCC 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.

For details regarding services available while attending a SOC institution, call the Fairchild AFB Education Center, 509-533-8937; SCC Counseling, 509-533-7026; SFCC Counseling, 509-533-3525; SCC Veterans Affairs, 509-533-7027; or SFCC Veterans Affairs, 509-533-3504. (General guidelines are listed in the SOC Guide Handbook.)

STUDENT EMPLOYMENT SERVICES

Spokane Community College 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 (Lair Building 6), 509-533-7249; SCC WorkSource, 509-533-8070; SFCC Career and Student Employment Center (SUB Building 17), 509-533-3545; SFCC WorkSource, 509-533-3540; or the IEL (Magnuson Building 27), 509-279-6065.

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 is also available on campus for students who do not qualify for financial aid work-study. For more information, call the SCC Work-Study Placement Office (Building 50, Room 118C), 509-533-8007; or SFCC Career and Student Employment Center (Building 17, Room 226), 509-533-3540.

TESTING

Assessment and placement is described in the Admission section.

VETERANS

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

Campus Services

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 visitors who will be given a reasonable time to secure a parking permit which is available from the college store, cashier's office or the parking kiosk. Parking meters are also available for students, employees or visitors to park on campus. For specific and detailed parking information, consult WAC 132Q-20 at http://apps.leg.wa.gov/WAC/default.aspx?cite=132Q-20. The schedule of parking fees and fines is posted on www.ccs.spokane.edu. CCS encourages carpooling and bus transportation whenever possible.

BUS 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, Magnuson Building, Hillyard Center and Esmeralda Center. Bus passes are also available at a discounted rate in the cashier's office on a first come, first serve basis.

CHILDCARE

Childcare services are available at CCS for the children of students. Centers with full-day child care charge childcare fees and accept children through self-pay, state and federal aid programs with year-around registration. Centers are state licensed Head Start and Early Head Start sites with infant, toddler and preschool classrooms. Head Start and Early Head Start are federally funded early childhood programs for families meeting enrollment guidelines. Full-time CCS students receive priority for enrollment. SCC and SFCC centers are nationally accredited through the National Accreditation Commission for Early Care and Education Programs.

Bigfoot Childcare Center at SCC is located north of the Health Science Building. Day and evening hours are available. For information, call 509-533-7170.

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 509-533-3624.

Adult Education Head Start Center, at 2310 N Monroe Street, offers part-day infant, toddler and preschool-aged childcare for students. For information, call 509-533-4650.

Hillyard Head Start Center, at 4410 N Market Street, offers part-day infant, toddler and preschool aged childcare for students. For information, call 509-533-8519.

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 PELL eligible student attending SCC, SFCC or the IEL. For information, call 509-533-8268.

COLLEGE STORES

Community Colleges of Spokane operates two stores – one in the Lair Student Center at SCC; the other in the Student Union Building at SFCC. Information regarding text availability is online. Students are encouraged to shop early in the store or order their textbooks online at http://bookstore.ccs.spokane.edu.

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 store. The Crimson & Gray in Pullman serves students attending the Whitman County Center.

The college stores offer many services to students, faculty and staff including Regal, AMC and Village Movie tickets at reduced rates; postage stamps; notary public services; faxing, copying, shipping services; and Silverwood ticket discounts (seasonally).

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

To find information regarding textbooks required for your classes, go to http://bookstore.ccs.spokane.edu.

Current hours of operation 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 Pullman Center, 509-332-2706; The Crimson & Gray in Pullman, 509-332-1440; or Barnes & Noble at the Bookie Too in Pullman, 509-334-3661.

HEAD START/ECEAP/EARLY HEAD START

Spokane Head Start and Early Head Start are federally funded early childhood education programs serving children of income-eligible families, from pregnancy to five years of age. The Early Childhood Education Assistance Program (ECEAP) is a state-funded preschool program for low-income families that gives priority to children who are four years old by August 31. Part-day 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 educational experiences for children and their families. For more information, call 509-533-4800 or visit www.iel.spokane.edu/Headstart.

HEALTH CARE

The Student Health Clinic is located at SCC in the Jenkins Wellness Center, Building 7, Room 118. The walk-in clinic provides services to students currently enrolled at SCC and SFCC. Care is provided by advanced practice nurse practitioners (ARNPs) and certified medical assistants. The clinic is open Monday through Friday during the academic year. Mental Health services are also available at the clinic.

Hours of operation are posted on the Student Health Clinic website www.scc.spokane.edu/?healthcenter. Students must present their ID card to utilize these resources.

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 six or more credits per quarter to be eligible. Brochures describing the coverage are available at the SCC, SFCC or the IEL Cashier's Office.

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/?stacthousing. 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.

SAFETY

The well-being and safety of students, faculty, staff, guests 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/WAC/default.aspx?cite=132Q-94.

All accidents are to be reported on the Incident/Accident Report Form (CCS 1220), available from department secretaries in campus buildings and in the Security office.

SECURITY

Security services for students and staff are provided by security officers on each campus. At SCC, the Campus Safety Office is in Main, Building 1, Room 149. At SFCC, the Campus Safety Office is in the Student Union Building, Building 17, Room 125.

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.

SCC, call 509-533-8624 weekdays or 509-475-7035 (24 hours) or visit www.scc.spokane.edu/?sec.

SFCC and the IEL, call 509-475-7040 at any time (24 hours) or visit www.spokanefalls.edu/College/Security/Home.aspx.

Student Life

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.

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 (NWAACC). Each year, Bigfoot teams rank in the top ten 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.

INTERNATIONAL CLIMATE ON CAMPUS

Students can pursue an SFCC International Studies Pre-major or International Business Certificate program. Consult a counselor or adviser for additional information.

Students at SCC and SFCC have the opportunity each quarter to participate in the International Peer Mentors through an International Programs and Service Learning partnership program. For more information, call SCC, 509-533-8659 or SFCC, 509-533-3242.

Students have the opportunity to study and work with teachers and students from many countries. Teachers from Bangladesh, China, Columbia, Cypress, France, Germany, Hungary, and Japan have taught for SFCC.

INTRAMURAL SPORTS

Intramural sports are a valuable, added component to student life and play an important role in the total student experience at CCS. Participation in intramural sports will make for a more rewarding and enjoyable collegiate experience. It adds another dimension to student life away from the rigors of the classroom and allows for extracurricular social interaction. Intramural activities help promote and improve physical fitness, self-esteem and are a great way of just having fun while attending college. CCS offers a variety of intramural sports to 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 SCC and SFCC for students and staff.

STUDENT ACTIVITIES

Student tuition includes services and activities fees. This portion of tuition provides funding for athletics, clubs, organizations, student government, and financial aid 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 Magnuson Building, 509 279-6236; IEL Colville, 509-279-6700 or 509-684-3138; IEL Newport, 509-533-8301 or 509-447-3835; IEL Ione, 509-533-4290 or 509-442-4290; IEL Republic Center, 509-533-8728 or 509-775-3675; IEL Pullman, 509-533-4002 or 509-332-2706.

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 and several meeting rooms. 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 SCC Buildings 15 and 50, respectively.

The hub of SFCC's student activities is the Student Union Building (SUB) 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 store 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 of student services and the college director of student life.

The IEL'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, college store and disability support services. At the Pullman Center, student services include counseling, admissions and registration, financial aid information and a student lounge. The Newport Center houses a student activity room, counseling, admissions/registration, financial aid information and 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, Pullman, Newport, Ione, Inchelium, and Republic Centers.

For more information, call SCC, 509-533-7081; SFCC, 509-533-3553; IEL Magnuson Building, 509-279-6236; IEL Colville, 509-279-6700; IEL Republic, 509-775-3675; IEL Newport, 509-447-3835; IEL Inchelium, 509-722-3702; IEL Hillyard 509-533-8580; IEL Adult Education Center, 509-533-4600; IEL Pullman, 509-533-4002; IEL Ione, 509-533-4290.

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. Students produce the full-color, bi-weekly tabloid, 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, San Diego and San Francisco. In 2009, the paper took fourth place in the nation at the ACP conference in Austin.

Journalism students also produce audio documentaries, videos, and podcasts on *Communicator Online*, located at www.spokanefalls.edu/communicator. In 2009, the ACP awarded *Communicator Online* its Online Pacemaker award, considered the Pulitzer Prize of collegiate journalism.

The Bigfoot Review: A Creative Arts Magazine is published by the students at the IEL's Pullman Center. It provides students with an opportunity to write and publish their poems, short stories, photographs, and illustrations. It is published a minimum of once per year and gives students experience in preparing a publication including layout design, writing, editing, teamwork and meeting deadlines.

STUDY ABROAD

Community Colleges of Spokane offers several study abroad opportunities for students.

For more information, see Global Education.

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 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 yoga, 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, 509-533-7212 or SFCC, 509-533-3816.

CORPORATE AND CONTINUING EDUCATION

CORPORATE TRAINING

Community Colleges of Spokane's affordable workforce and corporate training offerings can be customized to grow business, streamline processes, improve quality, and increase the bottom line. Training is designed, coordinated and delivered by highly skilled experts with both onsite and online options throughout eastern Washington.

For more information, call (509) 533-8483.

CONTINUING EDUCATION

Continuing education classes 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. Community Colleges of Spokane offers a wide variety of continuing education classes that offer real-world skills that can be applied directly to today's workplace. A variety of program areas focus on the lifelong learning needs of all students and are taught by today's professionals in a flexible and exciting learning environment.

For more information, visit www.ccs.spokane.edu/continuinged or call 509-533-8483.

GLOBAL EDUCATION
International Students

Spokane Community College (SCC) and Spokane Falls Community College (SFCC) 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 with a metropolitan population of more than 500,000 people. For students who wish to stay in the US 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 Community Colleges of Spokane (CCS) is to maintain a diverse student population. International students from all countries are encouraged to apply to SCC or SFCC. 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.

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.

ADMISSION POLICY
FOR INTERNATIONAL STUDENTS

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

1. A completed application form and $100 application fee.
2. Evidence of high school graduation or equivalent.
3. English translation of high school and college-level transcripts (also include any US transcripts).
4. Documented evidence of financial support for $16,900 (US Immigration and Naturalization Service requirement).
5. Copy of passport with expiration date at least six months beyond the quarter for which the student is applying

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; 61 iBT
  - IELTS score of 5.0 (all bands 5.0 or higher)
  - TOIC minimum score of 610
  - CAMBRIDGE CAE Grade C or better
- Students who complete the intensive ESL program at SCC or SFCC may be unconditionally admitted to CCS institutions. In addition, English language proficiency can also be satisfied

by program completion and a letter of recommendation from a US 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 US high school
- US 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. They are both intensive programs that offer approximately 20 hours of ESL instruction per week and are specifically designed to prepare students for entry into college studies. By completing either program, students with proof of high school completion will receive unconditional acceptance to SCC or SFCC; **no TOEFL required**.

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

INTENSIVE ENGLISH LANGUAGE PROGRAM (IELP)
AT SCC AND SFCC

The IELP supports international students in the accelerated development of English language proficiency as well as academic and cultural competencies needed to succeed at both colleges of CCS as well as other institutions of higher education and/or in the private sector in the United States.

Methodology: This program provides a curriculum that is student-centered and focuses on communicative competence as developed through authentic, practical interaction among students.

Focus: The IELP is a four-level, 20-credit college-preparatory program established within the English Departments of SCC and SFCC. It offers excellent individualized instruction in Writing, Reading, Listening, Speaking, Grammar, Research and Study Skills. Upon completion of the IELP, students are ready to begin regular college-level classes to earn a degree, complete a technical/professional program, earn a certificate, or just take a few classes before returning to their universities and careers in their home countries.

Levels:
- High Beginner (50-level)
- Low Intermediate (60-level)
- Intermediate (70-level)
- Upper Intermediate/Advanced (80-level)

Instructors: All IELP instructors are SCC or SFCC English Department faculty who hold Masters and/or Ph.D. degrees and have extensive ESL teaching experience both at colleges and universities in the US and abroad.

Class Hours: IELP classes meet 20 hours per week and are on the same quarter system as all other classes on campus.

Advising: The IELP provides personalized academic advising through IELP International Student Academic Advisers.

Technology: Cutting-edge software for language acquisition and computer resources are available within state-of-the-art classrooms and in the International Computer Lab (ICL).

Facilities: IELP students have full access to all SCC and SFCC facilities, e.g. Fitness Center, Library, Spartan Theater, Recreation Center, and all college activities.

Integration: Student involvement in the college, district, and community is promoted by means of quarterly Service Learning programs (International Peer Mentor program), campus clubs and organizations, including the International Club and Phi Theta Kappa, as well as involvement in community participation projects. In addition, most students take advantage of the Homestay program, which allows them to live with an American family.

For more information, call: SCC International Programs, 509-533-8659; SFCC International Programs, 509-533-3242.; SCC/SFCC Intensive English Language Programs, 509-533-3581 or 509-533-3561.

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 $16,900. This includes tuition, fees, books, supplies, health insurance, housing, meals, local transportation and personal expenses (costs are subject to change).

In 2010-2011 the average education and housing costs for three quarters for international students were tuition and fees $9,000; housing and meals $5,000; miscellaneous $2,000 for a total of $16,900 for one academic year.

FINANCIAL AID

United States 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 the international 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.

HOUSING ACCOMMODATIONS

DISCLAIMER: *CCS provides this information for your convenience only and does not own or operate the housing options listed. Students are responsible for verifying the appropriateness of housing and selecting the housing option that meets their individual needs. In no event shall CCS be liable for any damages resulting from the provision of this information on student housing.*

The International Homestay Program is designed for international students studying at SCC or SFCC in academic or Intensive English Language Programs. Homestay provides an 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 CCS Homestay Program by visiting www.spokanefalls.edu/Programs/InternationalStudents/Housing.

Other types of housing options for SCC or SFCC international students to consider are:

- Dormitory-style housing: Collegiate Housing International Spokane.
- Apartments: http://onestophousing.org/ or www.LivingChoices.com
- CCS provides a housing list that includes commercial and home-sharing apartments available in locations convenient to the campuses. Check with the Student Funded Programs office on each campus.

For more information, visit the International Programs web site: www.spokanefalls.edu/Programs/InternationalStudents/Housing.

SPECIAL PROGRAMS

Spokane Community College 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.

STUDENT VISAS

International students admitted to SCC or SFCC are issued an I-20 form which must be presented at the US 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 US State Department web site for further details, www.unitedstatesvisas.org

For more information, call the International Programs Office, 509-533-3242 or 509-533-8659.

Study Abroad

Spokane Community College and SFCC are committed to offering students the opportunity to study abroad as part of their international education. Study Abroad provides an excellent opportunity to live in another country and experience its culture, while earning college credit. Students may choose from a variety of study abroad opportunities in all parts of the world and under a range of program options: United Kingdom, Spain, Japan, France and Tibet. In addition, programs in other areas of the world are also available occasionally.

Programs to Spain and Japan emphasize language study; the program to France has both art and language study options; while the programs to United Kingdom and Tibet office volunteer experience in addition to academic study.

For more information, call the Study Abroad contact in the International Programs Office at SFCC, 509-533-4131 or SCC, 509-533-8201. Also see the Study Abroad web site link: www.spokanefalls.edu/Programs/StudyAbroad/Home.

ACADEMICS, COURSES AND PROGRAMS

Academic Information

Community Colleges of Spokane (CCS) operates on a quarter system: summer, fall, winter and spring. Academic calendars are posted at www.ccs.spokane.edu.

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 general policy requirements:

- Minimum Grade Point Average: Students must achieve and maintain the required grade point average.
- Degree/Certificate Completion: Students should complete the degree or certificate within the maximum credit limit.

Community Colleges of Spokane 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 also required to follow the 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

Students must maintain a quarterly grade point average of 2.0 or better and 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 quarterly grade point average falls below a 2.0 are notified of progressive action, to include warning, probation and suspension. Students must have a final college-level GPA of 2.0 or better to receive a degree or certificate from CCS.

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.

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.

CLASS INFORMATION

GLOBAL/DIVERSITY CLASSES

Global/diversity classes are noted by a "^D" next to the course title. The study of diversity is intended to promote awareness of local and global differences, to identify shared values, to improve understanding of one's own culture, and to encourage people to explore and respect differences.

HONORS CLASSES

Honors classes are noted by a "^H" next to the course title.

WRITING INTENSIVE CLASSES

Writing intensive classes are noted by a "-W" or "^W" next to the course title. Fifty percent of the student's grade is based on composition skills.

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.

CREDIT INFORMATION

COOPERATIVE EDUCATION WORK EXPERIENCE

Students can earn credit through work experience.

Cooperative education is an organized program of study and educational work experience available throughout the student's college career.

To enroll in cooperative education the student registers for supervised cooperative work experience and the related seminar in the department appropriate to his/her academic or occupational goals. An instructor/coordinator is assigned who interviews the student and assists in locating appropriate full- or part-time paid employment as needed. In the case of those already employed, the instructor/coordinator interviews the student to determine eligibility for cooperative education. Students also may receive cooperative education credit for some types of nonpaid job experience.

Three work options are available for earning credit:

- The student works part-time and attends classes on a daily basis.
- The student works full-time and attends classes part-time. This is of particular interest to evening students.
- A student may leave the campus to work full-time for a quarter, then return to resume his/her studies. This option is desirable where work experience is located outside the service area of the community college.

A student must be registered for cooperative education work experience to receive credit.

The following courses may be offered in each academic discipline at the discretion of the vice president of learning. Specific requirements and limitations concerning courses are available from the appropriate campus instructional administrator.

Cooperative Education Seminar 266 (1-2 credits) and Cooperative Education Work Experience 267 (1-18 credits) or Cooperative Education Work Experience 288 (no seminar) (1-18 credits) can be used to meet graduation requirements for professional/technical programs with the approval of the appropriate dean.

Cooperative Education is available in many programs. For more information, call SCC, 509-533-7249 or SFCC, 509-533-3545.

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.

Student credit hour enrollment categories are shown below: (see tuition & fee schedule at www.ccs.spokane.edu/currentCatalog.)

Full-time ....12 or more credits
Three-quarter-time ....9-11 credits
Half-time..6-8 credits
Less than half-time..1-5 credits

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.

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)
0.0	F (failure)

GRADE SYMBOLS

Explanation follows symbol.

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

Conditions for which they are assigned:

F Fail — Less than 1.0 grade points/0.0 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.

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 must be accompanied by an "Incomplete Contract."

All incompletes must be made up prior to the official end of the next quarter with the following 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 chief academic officer, and (3) 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 pre-designated 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.

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.

Exceptions to the refund policy will be considered only if, in the judgment of the college, 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 with a completed official withdrawal form and written documentation (letter from the doctor in the case of illness) to the registrar. For the case of medical withdrawal, in addition to the withdrawal form the Medical Withdrawal Request Form must also be completed along with a written or typed letter on business letterhead from the student's health care provider stating date(s) of care, the health condition being treated and the letter must state "Patient is unable to attend classes and must withdraw from school."

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 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 submitting an online grade change form to the Registrar's office.

* Missing Grade — No grade received from faculty.

Academic Standards Requirements for "W" and "Z" Withdrawals

The following schedule 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

Other Symbols

R Repeat — Appears directly following letter or decimal grade. If a student repeats a course, the highest grade earned is used for computing credits attempted, credits earned and grade point average.

* Appears at the end of a course title to indicate a course has been approved to repeat up to a maximum number of occurrences or credits.

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.

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
• Chief academic officer

GRADE CHANGE

Students should request grade changes from the instructor prior to the end of the next quarter.

GRADE CHANGE IN ABSENCE OF INSTRUCTOR

Under extraordinary circumstances, and in applying due diligence, the chief academic officer will make a good faith effort to arrive at an appropriate grade.

GRADE REPORT

Grade/transcript information will be released to students seven days after the end of each quarter via the college Internet at Spokane Community College (SCC): www.scc.spokane.edu; at Spokane Falls Community College (SFCC) and the Institute for Extended Learning (IEL): www.spokanefalls.edu. Grades/transcripts may be withheld if the student has a financial obligation to the college, which may include loans, library fines or delinquent fees.

GRADUATION

Students must petition for graduation to have their credits officially evaluated for the requirements of their respective degrees and/or certificates. Graduation ceremonies are held in June. Students who completed their degree and/or certificate requirements in fall or winter quarter during the current academic year are encouraged to return to participate in these activities. Students who will finish their degree and/or certificate requirements during the spring or 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), as calculated at the end of the last graded quarter prior to the graduation ceremony, or at the end of their last quarter of enrollment in credit classes, whichever comes first, will be designated by wearing honor cords when they participate in commencement.

• A college-level 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.

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.

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.

ACT 2 (FORMERLY SENIORS PROGRAM)

The ACT 2 offers a wide variety of enrichment courses each quarter for those of retirement age throughout the Greater Spokane area. Senior Week, created from the Elderhostel model, also is offered during the summer. For more information, call 509-279-6027.

ADULT BASIC EDUCATION

Adult Basic 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 Basic Education classes are in pre-GED and prepare students for GED coursework 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.

CAREER TRANSITIONS PROGRAM

Career Transitions is a flexible, six-week career training program. Classes are scheduled from 7:30 a.m. – 4:30 p.m. Monday through Friday and students have the ability to attend as much or as little as they need in order to achieve their goals. The program is aimed at students who are looking for a job and/or wishing to brush up on some of the most sought-after skills. Core components of the program include: MS Office 2010 Applications, Keyboarding, Business Writing, Business Math, QuickBooks, Lean Office Basics, Career Coaching and Educational Counseling. For more information, call 509-279-6065.

COLLEGE PREP

Course components include math and writing review, computer skills, study skills, research skills, campus tours and guest speakers. 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.

CORRECTIONAL EDUCATIONAL PROGRAMS

Classes operate at the Airway Heights Correction Center. 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 include: Adult Basic Education (ABE), General Educational Development (GED), upholstery and interactive media, basic bookkeeping, life skills, computing, and stress and anger management. For more information, call 509-244-6897.

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 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 509-533-4671.

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

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).

Community Colleges of Spokane 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 met current OSPI standards on state assessment tests or state approved alternatives 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.

HIGH SCHOOL DIPLOMA

As stipulated by Substitute House Bill 1758 (SHB 1758), an individual enrolled in the Running Start Program through the option established under RCW 28A.600.310 through 28A.600.400 who satisfactorily completes an associate degree, including an associate of arts degree, associate of science degree, or associate in applied science degree, shall be awarded a high school diploma from the college upon written request from the student.

In addition to Running Start students, an individual, twenty-one years or older, who enrolls in the college for the purpose of obtaining an associate degree and who satisfactorily completes an associate degree, including an associate of arts degree, associate of science degree, or associate in applied science degree, shall be awarded a high school diploma from the college upon written request from the student, as stipulated by SHB 1758. For more information, call the IEL at 509-279-6004.

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 such as Automotive, Medical/Legal Office, Professional Business Technology and Social Service Technician.

Individual tutoring for both GED completion and ESL is available each day, as well as an opportunity to work on homework during a regularly scheduled "Study Lab."

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 509-279-6226.

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, Division of Vocational Rehabilitation, 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 and Transitions. Classes are held at SFCC, the IEL Colville Center and the IEL Lodge.

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 509-279-6033.

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. This is an opportunity for parents to be involved in their child's education in the early years as well as learn parenting and leadership skills for themselves. It is designed for parents and their infants, toddlers and three to five year old children. Parent "co-ops" are located in three of the six counties Community Colleges of Spokane serves.

In Spokane, one co-op offers a special group for parents with infants 10 months and younger, called Program for Early Parent Support (PEPS). This is a weekly, two-hour support/education class.

A Homeschooling Qualifying Course is offered three times a year for parents interested in homeschooling their children. This course fulfills the Washington State legal requirements for homeschooling children from preschool through grade 12.

For more information on locations and fees, call the Parent Education office at 509-279-6024, 279-6065, 800-845-3324.

PLUS 50/REWIRED PROGRAM

Today's baby boomers and seniors aren't slowing down, they are postponing retirement or are re-entering the workforce. That's why Plus 50 supports students over 50 who want to re-invent their careers, enrich their lives, or give back to the community in a meaningful way. Times are tough in today's marketplace, so a welcoming and inviting environment is created for these students in this unstable economy. Tools are provided in order to add to current skills or retrain for a new job. For more information, call 509-279-6065.

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 Monday-Thursday with open enrollment throughout the quarter. For more information, call 509-279-6028.

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 509-279-6033.

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.

TRANSITION

PACE Services offers a wide range of noncredit classes and employment services for special education students 18 to 21 years of age. PACE Services 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 509-279-6033.

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, 509-533-3525; SFCC Communications Learning Center, 509-533-3604; SFCC Mathematics Learning Center, 509-533-3671; or the IEL, 509-533-4600.

eLearning

Distance learning courses (online courses, hybrid courses and interactive television 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.

eLearning 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 types of courses below for more information. For current course listings, check the quarterly class schedule. Distance learning classes are identified with the words "Online," or "Hybrid" in the class listings. Further information can be obtained by contacting Spokane Community College (SCC), 509-533-8240, www.scc.spokane.edu/dl/; or Spokane Falls Community College (SFCC), www.spokanefalls.edu/elearning, e-mail sfccelearning@spokanefalls.edu.

ONLINE COURSES

Online courses provide flexibility and convenience in pursuing your educational goals. Online courses are not self-paced. They 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 (typically five out of every seven days for a 5-credit course). You must have access to a computer with an Internet connection and an e-mail account. Visit the web sites listed above or consult the quarterly class schedule for current course listings.

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. Visit the web sites noted above or consult the quarterly class schedule for current course listings.

Programs of Study

Students have access to a wide variety of educational programs at SCC, SFCC, and the 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 a counselor, adviser, 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, SFCC or the IEL 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.

COLLABORATIVE OPPORTUNITIES

AMERICAN HONORS COLLEGE (AHC)

Community Colleges of Spokane, partnering with American Honors College (AHC), offers high-achieving students rigorous, interactive online courses that lead to transfer opportunities through its network of top-tier four-year university partners. American Honors College classes are taught by SCC and SFCC faculty dedicated to promoting scholastic excellence. A variety of AHC classes are offered each term. For more information, contact SCC 509-533-7038 or SFCC 509-533-3524.

ARMY RESERVE OFFICERS TRAINING CORPS (ROTC)

The Reserve Officer's Training Program (ROTC) is an Officer commissioning program for the United States Army. Students who finish the program and graduate from a four-year institution receive a commission and become a 2nd Lieutenant in the US Army, National Guard or Reserve. Students who complete

ROTC courses receive college credits in addition to the credits received in their academic discipline.

Army ROTC courses are conducted through Community Colleges of Spokane (CCS) via a cross-enrollment agreement with Eastern Washington University (EWU). Students can earn the credits for the Basic Course while enrolled at SFCC and SCC in preparation for the Advanced Course. These classes are held at SFCC only.

For information, call SFCC, 509-533-3455, EWU, 509-359-2386 or visit www.ewu.edu/csbssw/programs/military-science.xml.

CCS DESTINATION EASTERN

CCS Destination Eastern is a joint admissions program for academically eligible students who want to earn the first two years of a four-year degree at SCC, SFCC or an IEL education center, then transfer to Eastern Washington University (EWU) to complete their bachelor's degree. Students enrolled in this program receive specialized joint counseling and advising, quarterly transcript evaluation and registration as an incoming junior at EWU upon completion of the AA-DTA degree. There are admissions requirements, and space in this program is limited to 100 students. For more information, contact a counselor at SCC or SFCC, or e-mail ccsdestination@ccs.spokane.edu.

UNIVERSITY ARTICULATIONS

Community Colleges of Spokane has transfer articulation agreements that provide a "value-added" component to a traditional transfer program by allowing additional transfer credits, optional instructional delivery, preferred admission, etc. Current transfer articulation agreements can be viewed online at http://ccs.spokane.edu/getdoc/327e6b15-a7b6-4536-a144-6ed3e1154a1a/University-articulations.aspx.

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.

TRANSFER DEGREE PROGRAMS

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 Degree Programs 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 Program Outlines for more details.

DIRECT TRANSFER AGREEMENTS-ASSOCIATE OF ARTS (AA-DTA)

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.

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 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 25 credits of elective courses.
- Opportunity to complete prerequisites for a future major.

For more information, see the transfer program outlines section of this catalog. For a description of courses, see the course descriptions section of this catalog.

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 (DTA/MRP)

To help transfer students better prepare for the junior year, two-year and four-year institutions work together to create transfer associate pathways outlining the appropriate courses in order for students to be well prepared to enter the major upon transfer – Major Related Program (MRP) pathways follow one of the two statewide transfer agreements – the DTA format or the Associate in Science (AS-T) 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 Biology DTA/MRP
- 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 requirements 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. For more information, see the transfer program outlines section of this catalog.

ASSOCIATE OF SCIENCE-TRANSFER (AS-T)

The Associate of Science-Transfer (AS-T) degree is intended for students majoring in engineering and 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.

The Associate of Science Transfer (AS-T) Degree #1 is designed to prepare students for upper division study in the areas of biological sciences, environmental/resource sciences, chemistry, geology, and earth science. Completing the AS-T degree will prepare students for upper division study; it does not guarantee students admission to the major. Track 1 degrees offered at SCC and/or SFCC include:

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

The Associate of Science Transfer (AS-T) Degree #2 is designed to prepare students for upper division study in the areas of engineering, computer science, physics, and atmospheric science. Completing the AS-T degree will prepare

students for upper division study; it does not guarantee students admission to the major. Track 2 degrees offered at SCC and/or SFCC include:

- Computer science, physics and atmospheric science.
- Engineering:
  ○ AS-T in Bioengineering and Chemical Engineering MRP
  ○ AS-T in Computer and Electrical Engineering MRP
  ○ AS-T in Mechanical/Civil/Aeronautical/Industrial/Pre-Engineering

For more specific information on these MRPs, see the transfer program outlines section of this catalog. It is highly recommended that students meet on a regular basis with an instructor in the discipline, a counselor or academic adviser at SCC, SFCC or the IEL to be sure that requirements specified in these degrees are met.

ASSOCIATE OF APPLIED SCIENCE-TRANSFER (AAS-T)

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. 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.

For more information, see Corrections, Criminal Justice, Early Childhood Education, or Fire Science in the program outlines section of this catalog.

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, drama or music. Students are encouraged to meet with an art adviser before enrolling.

For more information, see Art, Drama, or Music in the program outlines section of this catalog.

WASHINGTON 45

The list of courses in Washington 45 does not replace the Direct Transfer Agreement, Associate of Science Tracks I and II or any Major Related Program agreement, nor will it guarantee admission to a four-year institution.

A student who completes courses selected from within the general education categories listed below at a public community, technical, four-year college or university in Washington State will be able to transfer and apply a maximum of 45 quarter credits toward general education requirement(s) at any other public and most private higher education institutions in the state. [1]

For transfer purposes, a student must have a minimum grade of C or better (2.0 or above) in each course completed from this list.

Students who transfer Washington 45 courses must still meet a receiving institution's admission requirements and eventually satisfy all their general education requirements and their degree requirements in major, minor and professional programs.

"First Year Transfer List" of general education courses

- Communications (5 credits) –ENGL& 101, ENGL& 102
- Quantitative and Symbolic Reasoning (5 credits) –MATH& 107, MATH& 148 or MATH& 151
- Humanities (10 credits in two different subject areas or disciplines [2])—PHIL& 101, MUSC& 105, DRMA& 101, ENGL& 111, or HUM& 101
  For colleges that use History as a Humanities HIST& 116, HIST& 117, HIST& 118, HIST& 146, HIST& 147, HIST& 148
- Social Science (10 credits in two different subject areas or disciplines) –PSYC& 100, SOC& 101, POLS& 101, POLS& 202
  For colleges that use History as a Social Science: HIST& 116, HIST& 117, HIST& 118, HIST& 146, HIST& 147, HIST& 148

- Natural Sciences (10 credits in two different subject areas or disciplines) - BIOL& 100, BIOL& 160 w/ lab, ASTR& 100, ASTR& 101 with lab, CHEM& 105, CHEM& 110 with lab, CHEM& 121 with lab, CHEM& 161, CHEM& 162, ENVS& 100, ENVS& 101, PHYS& 121, GEOL& 101 with lab.
- Additional 5 credits in a different discipline can be taken from any category listed above.

NOTE: Although these courses are listed under categories, the actual course may satisfy a different general education category at a receiving institution.

[1] Many private non-profit colleges and universities have distinct general education requirements. Students should check with institution(s) they plan to attend regarding application of transfer credits that will meet general education requirements.

[2] Disciplines are sometimes called subject or subject matter areas and designated by a prefix (i.e. PHIL for Philosophy and POLS for Political Science).

Transfer Program Outlines

TRANSFER RIGHTS AND RESPONSIBILITIES

Student Rights and Responsibilities

1. Students have the right to clear, accurate, and current information about their transfer admission requirements, transfer admission deadlines, degree requirements, and transfer policies that include course equivalencies.
2. Transfer and freshman-entry students have the right to expect comparable standards for regular admission to programs and comparable program requirements.
3. Students have the right to seek clarification regarding their transfer evaluation and may request the reconsideration of any aspect of that evaluation. In response, the college will follow established practices and processes for reviewing its transfer credit decisions.
4. Students who encounter other transfer difficulties have the right to seek resolution. Each institution will have a defined process for resolution that is published and readily available to students.
5. Students have the responsibility to complete all materials required for admission and to submit the application on or before the published deadlines.
6. Students have the responsibility to plan their courses of study by referring to the specific published degree requirements of the college or academic program in which they intend to earn a bachelor's degree.
7. When a student changes a major or degree program, the student assumes full responsibility for meeting the new requirements.

College and University Rights and Responsibilities

1. Colleges and universities have the right and authority to determine program requirements and course offerings in accordance with their institutional missions.
2. Colleges and universities have the responsibility to communicate and publish their requirements and course offerings to students and the public, including information about student transfer rights and responsibilities.
3. Colleges and universities have the responsibility to communicate their admission and transfer related decisions to students in writing (electronic or paper).

ASSOCIATE OF ARTS
DIRECT TRANSFER AGREEMENT (AA-DTA)
A candidate for the Associate of Arts (DTA) degree must complete 90 credits in academic courses numbered 100 and above with a cumulative grade point average of at least 2.0. Courses must be chosen from the following specified distribution areas: communication – 10 credits, quantitative/symbolic reasoning – 5 credits, humanities – 15 credits, social sciences – 15 credits, mathematics/science – 15 credits, health-related and physical education/recreational and leisure activities – 5 credits, and 25 credits in approved general electives. **At least 5 credits must be W-designated (writing-intensive). At least 5 credits must be D-designated (global/diversity)**. At least 30 credits must be earned from Spokane Community College or Spokane Falls Community College with at least 15 credits earned in residence at the college awarding the degree or certificate. It is highly recommended that students meet with a counselor or academic adviser at Spokane Community College, Spokane Falls Community College or the Institute for Extended Learning 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. Degree requirements may change; for current requirements students should consult a counselor or academic adviser. Prior college-level credits and grade points are transferred for calculating total credits and GPA.

DISTRIBUTION
Credits for a specific course may be used in only one distribution area requirement.

I. Communication (10 credits)
Two courses from this area satisfy the Communication composition requirement but not the writing-intensive requirement.
ENGL& 101 (required) **AND** one of the following:
CMST 229
CMST& 101, 220
ENGL& 102, 235
JOURN 220

II. Intermediate Algebra and Quantitative/Symbolic Reasoning (5 credits)
Both A and B must be satisfied.
A. Intermediate Algebra proficiency may be demonstrated: 1) by obtaining appropriate scores on the intermediate algebra placement exam; or 2) by completing and passing an intermediate algebra course in college (MATH 097, 098, or 099) with a grade of 2.0 or better. Intermediate Algebra proficiency does not count toward credits required for this degree.

B. Quantitative/Symbolic Reasoning (5cr)
Select 5 credits from courses listed under Quantitative
Reasoning **OR** Symbolic Reasoning.
 Quantitative Reasoning:
 BUS 217
 CHEM& 161
  MATH 201, 208, 209, 210, 211, 212, 221;
  MATH& 107, 141, 142, 148, 151, 152, 153
 PHYS 101, 201
 Symbolic Reasoning:
 CS 142, 223, 253, 255; CS&141
 PHIL& 106

III. Humanities (15 credits)
A total of 15 credits required in **three** subject areas. Courses
must be selected from Groups A, B or C with no more than two
from any one group. No more than 5 credits in a foreign
language or ASL or HUM/HUM&.
 GROUP A: Literature and Language
 CMST 227
 ENGL 208, 209, 241, 247, 248, 249, 251, 259, 261, 271,
 272, 278; ENGL& 111, 112, 113, 114, 220
 Foreign Language OR ASL – 5 credits only
 JOURN 110
 GROUP B: Aesthetic Experience
 ART 108, 109, 110, 112; ART& 100
 DRMA& 101
 HUM 141, 221, 222, 223, 224, 225, 236
 MUSC 108, 109, 124, 235, 236, 237; MUSC& 105, 141,
 142, 143, 241, 242, 243
 GROUP C: Philosophy and the Humanities
 HUM 107, 201; HUM& 101
 PHIL 210, 215, 220, 231; PHIL& 101, 106

IV. Social Sciences (15 credits)
A total of 15 credits required. Courses must be selected from
three subject areas – one from Group A, one from Group B,
and a third from either A or B in a different subject area from the
previous two – e.g., Psychology, Economics, History.
 GROUP A: Human Behavior
 ANTH& 100, 206, 210
 GEOG 101, 230, 260
 PSYC 204, 210, 250; PSYC& 100, 200, 220
 SOC 204, 211, 221, 230, 261; SOC& 101, 201
 WS 201
 GROUP B: Human Enterprise
 ECON 100; ECON& 201, 202
 HIST 106, 107, 141, 142, 222, 230, 240; HIST& 116, 117,
 118, 136, 137, 214, 219
 POLS 102, 125, 204, 205; POLS& 101, 202, 203

V. Mathematics/Science (15 credits)
A total of 15 credits required. A minimum of 10 credits must
come from Group B **OR** C, to include a minimum of one
laboratory science course. In any group no more than one
course per subject area.
 GROUP A: Mathematics
 If mathematics credits are used to meet
 Mathematics/Science requirements, they are in addition to
 the Quantitative/Symbolic Reasoning requirements.
 MATH 201, 208, 209, 210, 211, 212, 220, 221, 245;
 MATH& 107, 141, 142, 148, 151, 152, 153, 254
 GROUP B: Science
 Life Sciences
 (Laboratory courses)
 BIOL 100, 110, 115; BIOL& 160, 221, 222, 223
 BOT 111, 112, 113
 ENVS& 101
 ZOOL 121, 122
 (Nonlaboratory course)
 NUTRI 251
 OCEA& 101
 Physical Sciences
 (Laboratory courses)
 ASTR& 101

 CHEM 101, 104, 115; CHEM& 110, 121, 122, 123, 140,
 161, 162, 163, 241/251, 242/252, 243/253
 FSCI 101
 GEOL 201, 210; GEOL& 101
 PHYS 100, 101, 102, 103, 201, 202, 203
 (Nonlaboratory courses)
 ASTR& 100
 ENVS 104, 110, 207, 210, 211
 GEOL 116; GEOL& 100
 PALEO 103
 GROUP C: Science
 (Laboratory courses)
 BIOL& 241, 242, 260
 (Nonlaboratory courses)
 BIOL 244

VI. Health-Related/PE/Recreational/Leisure Activities Courses (5 credits)
A minimum of 5 credits and two courses from the following
groups. One course must be from Group A and one course from
Group B.
 GROUP A: Minimum of **one** course from:
 ART 122
 HLTH 101, 104, 174
 PE 170, 270
 GROUP B: Minimum of **one** course from:
 AQUAT 101, 110, 115, 132, 136, 224, 230, 232
 ART 101, 102, 103, 105, 106, 127, 180, 186, 188, 189,
 197, 205
 CMST 223, 224, 225
 DRMA 106, 107, 108, 211, 212
 MUSC 115, 127, 128, 139, 145, 148, 151, 170, 171,
 176, 177, 178, 182, 215, 227, 239, 245, 248, 251, 276,
 277, 278
 PE 100, 101, 106, 107, 108, 114, 115, 116, 117, 118,
 120, 122, 126, 127, 135, 139, 140, 141, 143, 144, 145,
 146, 147, 149, 151, 154, 156, 157, 158, 159, 160, 164,
 165, 169, 177, 182, 185, 186, 187, 188, 200, 201, 206,
 207, 208, 214, 215, 216, 217, 218, 220, 222, 226, 227,
 235, 239, 240, 241, 243, 244, 245, 246, 247, 249, 251,
 254, 256, 257, 258, 259, 260, 264, 265, 269, 277, 282,
 285, 286, 287, 288
 PHOTO 101

VII. Electives (25 credits)
A minimum of 25 additional credits of college-level courses
numbered 100 or above. At least 10 of the 25 elective credits
must be considered generally transferable by Intercollege
Relations Commission (ICRC) guidelines. Courses may be
chosen from distribution areas or from the generally
transferable course list:
Any ART, DRAMA, MUSIC course; ACCT& 201, 202, 203;
ANTH 221; BIOL 229, 280; BUS& 101, 201; CIS 110; CJ& 101,
105; CMST 103, 114, 120, 121, 127, 226, 250, 280, 287, 294;
CMST& 210, 230; CS 101; ECED 101, 190, 290; EDUC 267;
EDUC& 202, 204, 205; ENGL 238; ENGL& 236, 237;
FRCH 241; GEOL 114; GERM 141, 241; GRDSN 109;
HIST 280; HS 102; HSGER 101; HUM 102, 207, 241; IS 120;
JAPN 241; JOURN 224, 225; MATH 213, 225, 274;
PHOTO 237; SOC 250; SPAN 105, 107, 241, 242

Notice: For transferring students, 75 of the 90 credit total must
be fully transferable as defined by the Intercollege Relations
Commission (ICRC) guidelines for the Direct Transfer
Agreement to be honored by most four-year institutions in
Washington. A maximum of 15 elective credits may be career
and technical courses numbered 100 or above. Due to the
specialized nature of many of the listed courses, students
should consult with their counselor or academic adviser and the
catalog of the four-year institution to which they plan to transfer
for specific degree requirements.

ASSOCIATE IN BIOLOGY
DIRECT TRANSFER AGREEMENT/MAJOR RELATED PROGRAM (DTA/MRP)

The Associate in Biology DTA/MRP degree is an articulated transfer degree agreement for future biology majors between the community colleges and most four-year institutions within the state of Washington. This degree shall only be granted to students who have earned a cumulative grade point average of at least 2.0. Students will enter the four-year institution at junior standing. Admission to Washington four-year institutions' schools of sciences is not guaranteed to students holding an Associate in Biology DTA/MRP degree. It is highly recommended that students meet with a counselor or academic adviser at Spokane Community College, Spokane Falls Community College or the Institute for Extended Learning 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. To earn this degree, students must complete a minimum of 90 credits in courses numbered 100 or above and meet specific distribution requirements. Courses must be chosen from the following specified distribution areas: communication – 10 credits, quantitative reasoning – 5 credits, humanities – 15 credits, social sciences – 15 credits, science– 30 credits, health-related and physical education/recreational and leisure activities – 5 credits, and 10 credits in approved electives. **At least 5 credits must be W-designated (writing-intensive). At least 5 credits must be D-designated (global/diversity).** At least 30 credits must be earned from Spokane Community College or Spokane Falls Community College with at least 15 credits earned in residence at the college awarding the degree or certificate. Prior college-level credits and grade points are transferred for calculating total credits and GPA.

DISTRIBUTION

Credits for a specific course may be used in only one distribution area requirement.

I. Communication (10 credits)
Courses from this area do not satisfy the writing-intensive requirement.

> ENGL& 101, 102

II. Intermediate Algebra and Quantitative Reasoning (5 credits)
Both A and B must be satisfied.

A. Intermediate Algebra proficiency may be demonstrated: 1) by obtaining appropriate scores on the intermediate algebra placement exam; or 2) by completing and passing an intermediate algebra course in college (MATH 097, 098, or 099) with a grade of 2.0 or better. Intermediate Algebra proficiency does not count toward credits required for this degree.

B. Quantitative Reasoning (5cr)
> MATH& 151 (required)

III. Humanities (15 credits)
A total of 15 credits required in **three** subject areas. Courses must be selected from Groups A, B or C with no more than two from any one group. No more than 5 credits in a foreign language or ASL or HUM/HUM&.

GROUP A: Literature and Language
> CMST 227
> ENGL 208, 209, 241, 247, 248, 249, 251, 259, 261, 271, 272, 278; ENGL& 111, 112, 113, 114, 220
> Foreign Language OR ASL – 5 credits only
> JOURN 110

GROUP B: Aesthetic Experience
> ART 108, 109, 110, 112; ART& 100
> DRMA& 101
> HUM 141, 221, 222, 223, 224, 225, 236
> MUSC 108, 109, 124, 235, 236, 237; MUSC& 105, 141, 142, 143, 241, 242, 243

GROUP C: Philosophy and the Humanities
> HUM 107, 201; HUM& 101
> PHIL 210, 215, 220, 231; PHIL& 101, 106

IV. Social Sciences (15 credits)
A total of 15 credits required. Courses must be selected from **three** subject areas – one from Group A, one from Group B, and a third from either A or B in a different subject area from the previous two – e.g., Psychology, Economics, History.

GROUP A: Human Behavior
> ANTH& 100, 206, 210
> GEOG 101, 230, 260
> PSYC 204, 210, 250; PSYC& 100, 200, 220
> SOC 204, 211, 221, 230, 261; SOC& 101, 201
> WS 201

GROUP B: Human Enterprise
> ECON 100; ECON& 201, 202
> HIST 106, 107, 141, 142, 222, 230, 240; HIST& 116, 117, 118, 136, 137, 214, 219
> POLS 102, 125, 204, 205; POLS& 101, 202, 203

V. Science (30 credits)
Each group must be satisfied.

GROUP A: Biology (15cr)
> BIOL& 221, 222, 223 (required)

GROUP B: Chemistry (15cr)
> CHEM& 161, 162, 163 (required)

VI. Health-Related/PE/Recreational/Leisure Activities Courses (5 credits)
Select a minimum of 5 credits and two courses from the following groups. One course must be from Group A and one course from Group B.

GROUP A: Minimum of one course from:
> ART 122
> HLTH 101, 104, 174
> PE 170, 270

GROUP B: Minimum of **one** course from:
> AQUAT 101, 110, 115, 132, 136, 224, 230, 232
> ART 101, 102, 103, 105, 106, 127, 151, 180, 186, 188, 189, 197, 205
> CMST 223, 224, 225
> DRMA 106, 107, 108, 211, 212
> MUSC 115, 127, 128, 139, 145, 148, 151, 170, 171, 176, 177, 178, 182, 215, 227, 239, 245, 248, 251, 276, 277, 278
> PE 100, 101, 106, 107, 108, 114, 115, 116, 117, 118, 120, 122, 126, 127, 135, 139, 140, 141, 143, 144, 145, 146, 147, 149, 151, 154, 156, 157, 158, 159, 160, 164, 165, 169, 177, 182, 185, 186, 187, 188, 200, 201, 206, 207, 208, 214, 215, 216, 217, 218, 220, 222, 226, 227, 235, 239, 240, 241, 243, 244, 245, 246, 247, 249, 251, 254, 256, 257, 258, 259, 260, 264, 265, 269, 277, 282, 285, 286, 287, 288
> PHOTO 101

VII. Electives (10 credits)
A minimum of 10 additional credits of college-level courses numbered 100 or above, as needed, to satisfy the 90 quarter credits required for this degree. **These additional credits should be planned in consultation with a counselor or academic adviser.** Electives allow students to include additional courses to prepare for the biology major based on college selection. Examples include a full year sequence of organic chemistry for majors; a full year sequence of physics for science majors; or further math at the pre-calculus level or above or statistics. Students should check with the transfer institution prior to taking any further biology courses beyond the one-year sequence. Some colleges require all continuing biology courses be taken at the 300 level.

ASSOCIATE IN BUSINESS
DIRECT TRANSFER AGREEMENT/MAJOR RELATED PROGRAM (DTA/MRP)

The Associate in Business (DTA/MRP) degree is a statewide articulated transfer degree agreement for business majors between the community colleges and most four-year institutions. The Associate in Business DTA/MRP degree shall only be granted to students who have earned a cumulative grade point average of at least 2.0. Students will enter the four-year institution at junior standing. Admission to Washington four-year institutions' schools of business is not guaranteed to students holding a DTA/MRP degree. It is highly recommended that students meet with a counselor or academic adviser at Spokane Community College, Spokane Falls Community College or the Institute for Extended Learning 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. To earn this degree, students must complete 90 credits in courses numbered 100 or above. Courses must be chosen from the following specified distribution areas: communication – 10 credits, quantitative/symbolic reasoning – 5 credits, humanities – 15 credits, social sciences – 15 credits, mathematics/science – 20 credit, health-related and physical education/recreational and leisure activities – 5 credits, required business courses – 20 credits. **At least 5 credits must be W-designated (writing-intensive). At least 5 credits must be D-designated (global/diversity).** At least 30 credits must be earned from Spokane Community College or Spokane Falls Community College with at least 15 credits earned in residence at the college awarding the degree or certificate. Prior college-level credits and grade points are transferred for calculating total credits and GPA.

DISTRIBUTION

Credits for a specific course may be used in only one distribution area requirement.

I. Communication (10 credits)

Two courses from this area satisfy the Communication composition requirement but not the writing-intensive requirement.

> ENGL& 101, 102

II. Intermediate Algebra and Quantitative/Symbolic Reasoning (5 credits)

Both A and B must be satisfied.

> **A. Intermediate Algebra proficiency** may be demonstrated: 1) by obtaining appropriate scores on the intermediate algebra placement exam; or 2) by completing and passing an intermediate algebra course in college (MATH 097, 098, or 099) with a grade of 2.0 or better. Intermediate Algebra proficiency does not count toward credits required for this degree.
>
> **B. Quantitative/Symbolic Reasoning (5 credits)**
> BUS 217

III. Humanities (15 credits)

A total of 15 credits required in **three** subject areas. Courses must be selected from Groups A, B or C with no more than two from any one group. No more than 5 credits in a foreign language or ASL or HUM/HUM&.

> **GROUP A: Literature and Language**
> CMST 227
> ENGL 208, 209, 241, 247, 248, 249, 251, 259, 261, 271, 272, 278; ENGL& 111, 112, 113, 114, 220
> Foreign Language **OR** ASL[1] – 5 credits only
> JOURN 110
>
> **GROUP B: Aesthetic Experience**
> ART 108, 109, 110, 112; ART& 100
> DRMA& 101
> HUM 141, 221, 222, 223, 224, 225, 236
> MUSC 108, 109, 124, 191, 235, 236, 237; MUSC& 105,

141, 142, 143, 241, 242, 243

> **GROUP C: Philosophy and the Humanities**
> HUM 107, 201; HUM& 101
> PHIL 210, 215, 220, 231; PHIL& 101, 106

Note: Students intending the international business major should consult their potential transfer institutions regarding the level of world language required for admission to major. Five credits in world languages may apply to the Humanities requirement.

IV. Social Sciences (15 credits)

Select one course from Group A. Both courses in Group B are required.

> **GROUP A: Human Behavior**
> ANTH& 100, 206, 210
> GEOG 101, 230, 260
> PSYC 204, 210, 250; PSYC& 100, 200, 220
> SOC 204, 211, 221, 230, 261; SOC& 101, 201
> WS 201
>
> **GROUP B: Human Enterprise**
> ECON& 201, 202

V. Mathematics/Science (20 credits)

Both courses in Group A are required. Ten credits must come from Group B **OR** C, to include a minimum of one laboratory science course. In any group no more than one course per subject area.

> **GROUP A: Mathematics**
> MATH 201; MATH& 148[1]
>
> **GROUP B: Science**
> Life Sciences
> (Laboratory courses)
> BIOL 100, 110, 115; BIOL& 160, 221, 222, 223
> BOT 111, 112, 113
> ENVS& 101
> ZOOL 121, 122
> (Nonlaboratory courses)
> NUTRI 251
> OCEA& 101
> Physical Sciences
> (Laboratory courses)
> ASTR& 101
> CHEM 101, 104, 115; CHEM& 110, 121, 122, 123, 140, 161, 162, 163, 241/251, 242/252, 243/253
> FSCI 101
> GEOL 201, 210; GEOL& 101
> PHYS 100, 101, 102, 103, 201, 202, 203
> (Nonlaboratory courses)
> ASTR& 100
> ENVS 104, 110, 207, 210, 211
> GEOL 116; GEOL& 100
> PALEO 103
>
> **GROUP C: Science**
> (Laboratory courses)
> BIOL& 241, 242, 260
> (Nonlaboratory courses)
> BIOL 244

Note: Students intending the manufacturing management major at WWU should consult WWU or a counselor or academic adviser regarding the selection of natural science courses required for admission to the major.

VI. Health-Related/PE/Recreational/Leisure Activities Courses (5 credits)

A minimum of 5 credits and two courses from the following groups: One course must be from Group A and one course from Group B.

> **GROUP A: Minimum of one course from:**
> ART 122
> HLTH 101, 104, 174
> PE 170, 270
>
> **GROUP B: Minimum of one course from:**
> AQUAT 101, 110, 115, 132, 136, 224, 230, 232
> ART 101, 102, 103, 105, 106, 127, 180, 186, 188, 189, 197, 205

CMST 223, 224, 225
DRMA 106, 107, 108, 211, 212
MUSC 115, 127, 128, 139, 145, 148, 151, 170, 171, 176, 177, 178, 182, 215, 227, 239, 245, 248, 251, 276, 277, 278
PE 100, 101, 106, 107, 108, 114, 115, 116, 117, 118, 120, 122, 126, 127, 135, 139, 140, 141, 143, 144, 145, 146, 147, 149, 151, 154, 156, 157, 158, 159, 160, 164, 165, 169, 177, 182, 185, 186, 187, 188, 200, 201, 206, 207, 208, 214, 215, 216, 217, 218, 220, 222, 226, 227, 235, 239, 240, 241, 243, 244, 245, 246, 247, 249, 251, 254, 256, 257, 258, 259, 260, 264, 265, 269, 277, 282, 285, 286, 287, 288
PHOTO 101

VII. Required Business Courses[2] (20 Credits)
ACCT& 201, 202, 203
BUS& 201

[1] *Students intending to transfer to EWU should consult with a counselor or academic adviser.*
[2] *Four institutions (GU, PLU, SPU, WSU) have requirements for admission to the major that go beyond those specified above. Students intending to transfer to these institutions should consult with a counselor or academic adviser.*

ASSOCIATE IN ELEMENTARY EDUCATION
DIRECT TRANSFER AGREEMENT/MAJOR RELATED PROGRAM (DTA/MRP)
The Associate in Elementary Education DTA/MRP degree is an articulated transfer degree agreement for elementary education majors between the community colleges and most four-year institutions within the state of Washington. This degree shall only be granted to students who have earned a cumulative grade point average of at least 2.0. Students will enter the four-year institution at junior standing. Admission to Washington four-year institutions' schools of education is not guaranteed to students holding an Associate in Elementary Education DTA/MRP degree. It is highly recommended that students meet with a counselor or academic adviser at Spokane Community College, Spokane Falls Community College or the Institute for Extended Learning 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. To earn this degree, students must complete a minimum of 90 credits in courses numbered 100 or above. Courses must be chosen from the following specified distribution areas: communication – 15 credits, quantitative reasoning – 10 credits, humanities – 15 credits, social sciences – 25 credits, science – 15 credits, health-related and physical education/recreational and leisure activities – 5 credits, additional education courses – 5-17 credits. **At least 5 credits must be W-designated (writing-intensive). At least 5 credits must be D-designated (global/diversity).** At least 30 credits must be earned from Spokane Community College or Spokane Falls Community College with at least 15 credits earned in residence at the college awarding the degree or certificate. Prior college-level credits and grade points are transferred for calculating total credits and GPA.

DISTRIBUTION
Credits for a specific course may be used in only one distribution area requirement.
I. Communication (15 credits)
Courses from this area do not satisfy the writing-intensive requirement.
CMST& 101
ENGL& 101, 102
II. Intermediate Algebra and Quantitative Reasoning (10-15 credits)
Both A and B must be satisfied.

A. Intermediate Algebra proficiency may be demonstrated: 1) by obtaining appropriate scores on the intermediate algebra placement exam; or 2) by completing and passing an intermediate algebra course in college (MATH 097, 098, or 099) with a grade of 2.0 or better. Intermediate Algebra proficiency does not count toward credits required for this degree.
B. Quantitative Reasoning (10-15cr)
Complete one series
MATH 208, 209 **AND** 210 (15cr)
OR MATH 211 **AND** 212 (10cr)
III. Humanities (15 credits)
A total of 15 credits required in **three** subject areas. Courses must be selected from Groups A, B, or C with no more than two from any one group. No more than 5 credits in a foreign language or ASL or HUM/HUM&.
GROUP A: Literature and Language
CMST 227
ENGL 208, 209, 241, 247, 248, 249, 251, 259, 261, 271, 272, 278; ENGL& 111, 112, 113, 114, 220[1]
Foreign Language OR ASL – 5 credits only
JOURN 110
GROUP B: Aesthetic Experience
ART 108, 109, 110, 112; ART& 100[1]
DRMA& 101[1]
HUM 141, 221, 222, 223, 224, 225, 236
MUSC 108, 109, 124, 191, 235, 236, 237;
MUSC& 105, 141, 142, 143, 241, 242, 243[1]
GROUP C: Philosophy and the Humanities
HUM 107, 201; HUM& 101
PHIL 210, 215, 220, 231; PHIL& 101, 106[1]
IV. Social Sciences (25 credits)
A total of 25cr required in at least **three** subject areas. Select a minimum of 5cr from Group A **AND** a minimum of 10cr from required courses in Group B.
GROUP A: Human Behavior (5cr minimum)
ANTH& 100, 206, 210[1]
GEOG[1] 101, 230[2], 260
PSYC 204, 210, 250; PSYC& 100, 200[2], 220
SOC 204, 211, 221, 261; SOC& 101, 201
WS 201
GROUP B: Human Enterprise
ECON 100; ECON& 201, 202
HIST& 136 **OR** 137 (minimum of one required)
HIST 106, 107, 141, 142, 230, **OR** 240; HIST& 117, 118, 219 (minimum of one required)
POLS 102, 125, 204, 205; POLS& 101, 202, 203[1]
V. Science (15 credits)
A total of 15cr required. Select 5cr from Group A, 5cr from Group B **AND** 5cr from Group C.
GROUP A: (5cr) One course required.
BIOL 100, 115; BIOL& 160
ENVS&101
GROUP B: (5cr) One course required.
GEOL& 101; GEOL 210
GROUP C: (5cr) One course required.
ASTR& 100, 101
CHEM 101, 115; CHEM& 110, 121, 122, 123, 140, 161, 162, 163
FSCI 101
PHYS 100, 101, 102, 103, 201, 202, 203
VI. Health-Related/PE/Recreational/Leisure Activities Courses (5 credits)
Select a minimum of 5 credits and two courses from the following groups. One course must be from Group A and one course from Group B.
GROUP A: Minimum of **one** course from:
ART 122
HLTH 101, 104, 174
PE 170, 270
GROUP B: Minimum of **one** course from:
AQUAT 101, 110, 115, 132, 136, 224, 230, 232

ART 101, 102, 103, 105, 106, 127, 180, 186, 188, 189, 197, 205
CMST 223, 224, 225
DRMA 106, 107, 108, 211, 212
MUSC 115, 127, 128, 139, 145, 148, 151, 170, 171, 176, 177, 178, 182, 215, 227, 239, 245, 248, 251, 276, 277, 278
PE 100, 101, 106, 107, 108, 114, 115, 116, 117, 118, 120, 122, 126, 127, 135, 139, 140, 141, 143, 144, 145, 146, 147, 149, 151, 154, 156, 157, 158, 159, 160, 164, 165, 169, 177, 182, 185, 186, 187, 188, 200, 201, 206, 207, 208, 214, 215, 216, 217, 218, 220, 222, 226, 227, 235, 239, 240, 241, 243, 244, 245, 246, 247, 249, 251, 254, 256, 257, 258, 259, 260, 264, 265, 269, 277, 282, 285, 286, 287, 288
PHOTO 101

VII. Additional Courses (5-17 credits)
EDUC& 202 (SFCC) OR EDUC 267/EDUC& 202 (SCC) (required)
CS 101 OR IS 120 (SFCC) OR CIS 110 (SCC) (recommended)
EDUC& 204 (recommended)

[1] *Recommended subject areas*
[2] *EWU requires GEOG 230, WSU requires PSYC& 200*

Note: Some four-year institutions have requirements for admission to the major that go beyond those specified above. Students can meet these requirements by careful selection of additional elective courses. Students should work with a counselor or academic adviser for further guidance specific to their goals. Although not required for this degree, students should be advised they must pass the Washington Educators Skills Test-Basic (WEST-B) in order to apply to teacher preparation programs.

ASSOCIATE IN MATHEMATICS EDUCATION
DIRECT TRANSFER AGREEMENT (DTA)
The Associate in Mathematics Education (DTA) degree is an articulated transfer degree agreement for future secondary mathematic teachers between the community colleges and most four-year institutions within the state of Washington. This degree shall only be granted to students who have earned a cumulative grade point average of at least 2.0. Students will enter the four-year institution at junior standing. Admission to Washington four-year institutions' schools of education is not guaranteed to students holding an Associate in Mathematics Education DTA degree. It is highly recommended that students meet with a counselor or academic adviser at Spokane Community College, Spokane Falls Community College or the Institute for Extended Learning 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. To earn this degree, students must complete a minimum of 90-92 credits in courses numbered 100 or above and meet specific distribution requirements. Courses must be chosen from the following specified distribution areas: communication – 15 credits, quantitative reasoning – 25 credits, humanities – 15 credits, social sciences – 15 credits, science– 10 credits, health-related and physical education/recreational and leisure activities – 5 credits, additional required courses – 5-7 credits. **At least 5 credits must be W-designated (writing-intensive). At least 5 credits must be D-designated (global/diversity).** At least 30 credits must be earned from Spokane Community College or Spokane Falls Community College with at least 15 credits earned in residence at the college awarding the degree or certificate. Prior college-level credits and grade points are transferred for calculating total credits and GPA.

DISTRIBUTION
Credits for a specific course may be used in only one distribution area requirement.
I. Communication (15 credits)
Courses from this area do not satisfy the writing-intensive requirement.
CMST& 101
ENGL& 101, 102
II. Intermediate Algebra and Quantitative Reasoning (25 credits)
Both A and B must be satisfied.
A. Intermediate Algebra proficiency may be demonstrated: 1) by obtaining appropriate scores on the intermediate algebra placement exam; or 2) by completing and passing an intermediate algebra course in college (MATH 097, 098, or 099) with a grade of 2.0 or better. Intermediate Algebra proficiency does not count toward credits required for this degree.
B. Quantitative Reasoning (25cr)
MATH 220; MATH& 151, 152, 153, 254
III. Humanities (15 credits)
A total of 15 credits required in **three** subject areas. Courses must be selected from Groups A, B, or C with no more than two from any one group. No more than 5 credits in a foreign language or ASL or HUM/HUM&.
GROUP A: Literature and Language
CMST 227
ENGL 208, 209, 241, 247, 248, 249, 251, 259, 261, 271, 272, 278; ENGL& 111, 112, 113, 114, 220[1]
Foreign Language **OR** ASL – 5 credits only
JOURN 110
GROUP B: Aesthetic Experience
ART 108, 109, 110, 112; ART& 100[1]
DRMA& 101[1]
HUM 141, 221, 222, 223, 224, 225, 236
MUSC 108, 109, 124, 191, 235, 236, 237; MUSC& 105, 141, 142, 143, 241, 242, 243[1]
GROUP C: Philosophy and the Humanities
HUM 107, 201; HUM& 101
PHIL 210, 215, 220, 231; PHIL& 101, 106[1]
IV. Social Sciences (15 credits)
Select PSYC& 100 from Group A, one from Group B, and a third from either Group A or B.
GROUP A: Human Behavior
ANTH& 100, 206, 210[1]
GEOG 101, 230, 260
PSYC& 100 (required)
SOC 204, 211, 221, 230, 261; SOC& 101, 201
WS 201
GROUP B: Human Enterprise
ECON 100; ECON& 201, 202
HIST 106, 107, 141, 142, 222, 230, 240; HIST& 116, 117, 118, 136, 137, 214, 219
POLS 102, 125, 201, 204, 205; POLS& 101, 202, 203[1]
V. Science (10 credits)
Complete 10cr from Group A or B to include a minimum of one lab science. In any group no more than one course per subject area.
GROUP A: Science
Life Sciences
(Laboratory courses)
BIOL 100, 110, 115; BIOL& 160
BOT 111, 112, 113
ENVS& 101
ZOOL 121, 122
(Nonlaboratory courses)
NUTRI 251
OCEA& 101
Physical Sciences
(Laboratory courses)
ASTR& 101

CHEM 101, 104, 115; CHEM& 110, 121, 122, 123, 140, 161, 162, 163, 241/251, 242/252, 243/253
GEOL 201, 210; GEOL& 101
PHYS 100, 101, 102, 103, 201, 202, 203
(Nonlaboratory courses)
ASTR& 100
ENVS 104, 110, 207, 210, 211
GEOL 116 (5cr only); GEOL& 100
PALEO 103

GROUP B: Science
(Laboratory courses)
BIOL& 241, 242, 260

VI. Health-Related/PE/Recreational/Leisure Activities Courses (5 credits)
A minimum of 5 credits and two courses from the following groups. One course must be from Group A and one course from Group B.

GROUP A: Minimum of **one** course from:
ART 122
HLTH 101, 104, 174
PE 170, 270

GROUP B: Minimum of **one** course from:
AQUAT 101, 110, 115, 132, 136, 224, 230, 232
ART 101, 102, 103, 105, 106, 127, 180, 186, 188, 189, 197, 205
CMST 223, 224, 225
DRMA 106, 107, 108, 211, 212
MUSC 115, 127, 128, 139, 145, 148, 151, 170, 171, 176, 177, 178, 182, 215, 227, 239, 245, 248, 251, 276, 277, 278
PE 100, 101, 106, 107, 108, 114, 115, 116, 117, 118, 120, 122, 126, 127, 135, 139, 140, 141, 143, 144, 145, 146, 147, 149, 151, 154, 156, 157, 158, 159, 160, 164, 165, 169, 177, 182, 185, 186, 187, 188, 200, 201, 206, 207, 208, 214, 215, 216, 217, 218, 220, 222, 226, 227, 235, 239, 240, 241, 243, 244, 245, 246, 247, 249, 251, 254, 256, 257, 258, 259, 260, 264, 265, 269, 277, 282, 285, 286, 287, 288
PHOTO 101

VII. Required Education Courses (5-7 credits)
EDUC& 202 (SFCC) **OR** EDUC 267/EDUC& 202 (SCC) (required)

¹ *Recommended subject area.*

ASSOCIATE IN PRE-NURSING
DIRECT TRANSFER AGREEMENT/MAJOR RELATED PROGRAM (DTA/MRP)
The Associate in Pre-Nursing DTA/MRP degree is a statewide articulated transfer degree agreement for nursing majors between the community colleges and most four-year institutions. The Associate in Pre-Nursing DTA/MRP degree shall only be granted to students who have earned a cumulative grade point average of at least 2.0. Students will enter the four-year institution at junior standing. Admission to Washington four-year institutions' schools of nursing is not guaranteed to students holding a Pre-Nursing DTA/MRP degree. It is highly recommended that students meet with a counselor or academic adviser at Spokane Community College, Spokane Falls Community College or the Institute for Extended Learning 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. To earn this degree, students must complete 100-105 credits in courses numbered 100 or above and meet specific distribution requirements. Courses must be chosen from the following specified distribution areas: communication – 15 credits, quantitative/symbolic reasoning– 5 credits, humanities – 15 credits, social sciences – 20 credits, mathematics/science – 40-45 credits, health-related and physical education/recreational

and leisure activities – 5 credits. **At least 5 credits must be W-designated (writing-intensive). At least 5 credits must be D-designated (global/diversity).** At least 30 credits must be earned from Spokane Community College or Spokane Falls Community College with at least 15 credits earned in residence at the college awarding the degree or certificate. Prior college-level credits and grade points are transferred for calculating total credits and GPA.

Note: Students should always check with the receiving university for additional requirements. Most have competitive admissions and require one year of residency at their institution.

DISTRIBUTION
Credits for a specific course may be used in only one distribution area requirement.

I. Communication (15 credits)
Courses from this area do not satisfy the writing-intensive requirement.
CMST& 101
ENGL& 101, 102

II. Intermediate Algebra and Quantitative/Symbolic Reasoning (5 credits)
Both A and B must be satisfied.
A. Intermediate Algebra proficiency may be demonstrated: 1) by obtaining appropriate scores on the intermediate algebra placement exam; or 2) by completing and passing an intermediate algebra course in college (MATH 097, 098, or 099) with a grade of 2.0 or better. Intermediate Algebra proficiency does not count toward credits required for this degree.
B. Quantitative/Symbolic Reasoning (5cr)
BUS 217 **OR** MATH 221

III. Humanities (15 credits)
A total of 15 credits required in **three** subject areas. Courses must be selected from Groups A, B, or C with no more than two from any one group. No more than 5 credits in a foreign language or ASL or HUM/HUM&.
GROUP A: Literature and Language
CMST 227
ENGL 208, 209, 241, 247, 248, 249, 251, 259, 261, 271, 272, 278; ENGL& 111, 112, 113, 114, 220
Foreign Language **OR** ASL – 5 credits only
JOURN 110
GROUP B: Aesthetic Experience
ART 108, 109, 110, 112; ART& 100
DRMA& 101
HUM 141, 221, 222, 223, 224, 225, 236
MUSC 108, 109, 124, 235, 236, 237; MUSC& 105, 141, 142, 143, 241, 242, 243
GROUP C: Philosophy and the Humanities
HUM 107, 201; HUM& 101
PHIL 210, 215, 220, 231; PHIL& 101, 106

IV. Social Sciences (20 credits)
Select 15 credits from required courses in Group A and any 5 credit course in Group B.
GROUP A: Human Behavior (15cr)
PSYC& 100 **AND** 200
SOC& 101 **OR** 201
GROUP B: Human Enterprise (5cr)
ECON 100; ECON& 201, 202
HIST 106, 107, 141, 142, 222, 230, 240; HIST& 116, 117, 118, 136, 137, 214, 219
POLS 102, 125, 204, 205; POLS& 101, 202, 203

V. Mathematics/Science (40-45 credits)
A total of 40-45 credits are required. Complete all courses listed in Group B.
GROUP A: Mathematics
MATH& 141¹
GROUP B: Science (40cr) (all courses required)
Life Sciences
BIOL& 160, 241, 242, 260

NUTRI 251
Physical Sciences
  CHEM& 121, 122, 123
VI. Health-Related/PE/Recreational/Leisure Activities Courses (5 credits)
A minimum of 5 credits and two courses from the following groups. One course must be from Group A and one course from Group B.
  GROUP A: Minimum of **one** course from:
    ART 122
    HLTH 101, 104, 174
    PE 170, 270
  GROUP B: Minimum of **one** course from:
    AQUAT 101, 110, 115, 132, 136, 224, 230, 232
    ART 101, 102, 103, 105, 106, 127, 180, 186, 188, 189, 197, 205
    CMST 223, 224, 225
    DRMA 106, 107, 108, 211, 212
    MUSC 115, 127, 128, 139, 145, 148, 151, 170, 171, 176, 177, 178, 182, 215, 227, 239, 245, 248, 251, 276, 277, 278
    PE 100, 101, 106, 107, 108, 114, 115, 116, 117, 118, 120, 122, 126, 127, 135, 139, 140, 141, 143, 144, 145, 146, 147, 149, 151, 154, 156, 157, 158, 159, 160, 164, 165, 169, 177, 182, 185, 186, 187, 188, 200, 201, 206, 207, 208, 214, 215, 216, 217, 218, 220, 222, 226, 227, 235, 239, 240, 241, 243, 244, 245, 246, 247, 249, 251, 254, 256, 257, 258, 259, 260, 264, 265, 269, 277, 282, 285, 286, 287, 288
    PHOTO 101

It is recommended that sequential science courses be completed at one institution.

[1] *Required at UW and Seattle University only.*

Note: Some institutions have requirements for admission to the major and institutions that go beyond those specified above. Students can meet these requirements by careful selection of additional elective courses. Students should work with a counselor or academic adviser for further guidance specific to their goals.

ASSOCIATE OF SCIENCE TRANSFER (TRACK 1)
BIOLOGICAL SCIENCES, ENVIRONMENTAL/RESOURCE SCIENCES, CHEMISTRY, GEOLOGY AND EARTH SCIENCE
The Associate of Science Transfer (AS-T #1) degree is designed to prepare students for upper division study in the areas of biological sciences, environmental/resource sciences, chemistry, geology and earth science. A candidate for an Associate of Science Transfer degree must complete 90 credits in academic courses numbered 100 or above with a cumulative grade point average of at least 2.0. Courses must be chosen from the following specified distribution areas: communication – 5 credits, humanities/social sciences – 15 credits, mathematics – 10 credits, science – 45-50 credits, and 10-15 credits in approved academic electives. **At least 5 credits must be W-designated (writing-intensive).** At least 30 credits must be earned from Spokane Community College or Spokane Falls Community College with at least 15 credits earned in residence at the college awarding the degree or certificate. Prior college-level credits and grade points are transferred for calculating total credits and GPA. This degree does not fulfill all general education requirements of four-year institutions.

DISTRIBUTION
Credits for a specific course may be used in only one distribution area requirement.
I. Communication (5 credits)
Courses from this area do not satisfy the writing-intensive requirement.
  ENGL& 101, 102, 235
  JOURN 220

II. Humanities/Social Sciences (15 credits)
Minimum of 5 credits from Group A: Humanities. Minimum of 5 credits from Group B: Social Sciences. Additional 5 credits from Group A or Group B. No more than 5 credits in a foreign language or ASL.
  GROUP A: Humanities
    ART 108, 109, 110, 112; ART& 100
    CMST 227
    DRMA& 101
    ENGL 208, 209, 241, 247, 248, 249, 251, 259, 261, 271, 272, 278; ENGL& 111, 112, 113, 114, 220
    Foreign Language **OR** ASL – 5 credits only
    HUM 107, 141, 201, 221, 222, 223, 224, 236; HUM& 101
    JOURN 110
    MUSC 108, 109, 124, 235, 236, 237; MUSC& 105, 141, 142, 143, 241, 242, 243
    PHIL 210, 215, 220, 231; PHIL& 101, 106
  GROUP B: Social Sciences
    ANTH& 100, 206, 210
    ECON 100; ECON& 201, 202
    GEOG 101, 230, 260
    HIST 106, 107, 141, 142, 222, 230, 240; HIST& 116, 117, 118, 136, 137, 214, 219
    POLS 102, 125, 204, 205; POLS& 101, 202, 203
    PSYC 204, 210, 250; PSYC& 100, 200, 220
    SOC 204, 211, 221, 230, 261; SOC& 101, 201
    WS 201
III. Mathematics (10 credits)
10 credits at or above introductory calculus.
  MATH 220, 274; MATH& 151, 152, 153, 254
IV. Science (45-50 credits)
Each group must be satisfied.
  GROUP A: Chemistry (15cr sequence)
    CHEM& 161, 162, 163 **OR** CHEM& 241/251, 242/252, 243/253
  GROUP B: Third quarter calculus or approved statistics course (5cr)
    MATH 221 **OR** MATH& 153
  GROUP C: Biological Sciences or Physics (15cr)
  15 credits from listed Biological Science courses **OR** a 15 credit Physics sequence[1].
  Biological Sciences (laboratory courses)
    BIOL& 221, 222, 223
  Physics Sequence[1]
    PHYS 101, 102, 103 OR PHYS 201, 202, 203
  GROUP D: Additional 10-15 science credits
  Choose from listed courses, preferably in a 2 or 3 quarter sequence.
    Group A
    Group B
    Group C
    GEOL 201, 210; GEOL& 100
    MATH 220, 274; MATH& 254
    Note: Biology majors should select organic chemistry or physics for this requirement.
V. Electives (10-15 credits)
Additional college-level credits as needed to satisfy the 90 quarter credits required for this degree. These remaining credits may include prerequisites for major courses (e.g., pre-calculus), additional major coursework, or specific general education or other four-year institution requirements, as approved by a counselor or academic adviser.

[1] *Some four-year institutions require Physics with calculus to meet this requirement.*

Notes:
1. Students are responsible for checking specific major requirements of four-year institutions in the year prior to transferring.
2. It is recommended that sequential science classes be completed at one institution.

3. Students completing this Associate of Science Transfer (AS-T) degree will receive the same priority consideration for admission to the four-year institution as they would for completing the direct transfer associate's degree and will be given junior status by the receiving institution; this degree does not guarantee student's admission to the major.
4. Additional general education requirements, cultural diversity requirements, and foreign language requirements, as required by the transfer institution, must be met prior to the completion of a baccalaureate degree.
5. This degree may not fulfill all general education requirements of a particular baccalaureate institution. Students should work with a counselor or academic adviser for further guidance specific to their goals.

ASSOCIATE OF SCIENCE TRANSFER (TRACK 2)
COMPUTER SCIENCE, PHYSICS & ATMOSPHERIC SCIENCE

The Associate of Science Transfer (AS-T #2) degree is designed to prepare students for upper division study in the areas of computer science, physics, and atmospheric science. A candidate for an Associate of Science Transfer degree must complete 90 credits in academic courses numbered 100 or above with a cumulative grade point average of at least 2.0. Courses must be chosen from the following specified distribution areas: communication – 5 credits, humanities/social sciences – 15 credits, mathematics – 10 credits, science – 30 credits, and 30 credits in approved academic electives. **At least 5 credits must be W-designated (writing-intensive).** At least 30 credits must be earned from Spokane Community College or Spokane Falls Community College with at least 15 credits earned in residence at the college awarding the degree or certificate. Prior college-level credits and grade points are transferred for calculating total credits and GPA. This degree does not fulfill all general education requirements of four-year institutions.

DISTRIBUTION
Credits for a specific course may be used in only one distribution area requirement.

I. Communication (5 credits)
Courses from this area do not satisfy the writing-intensive requirement.
    ENGL& 101, 102, 235
    JOURN 220

II. Humanities/Social Sciences (15 credits)
Minimum of 5 credits from Group A: Humanities. Minimum of 5 credits from Group B: Social Sciences. Additional 5 credits from Group A or Group B. No more than 5 credits in a foreign language or ASL.

  GROUP A: Humanities
    ART 108, 109, 110, 112; ART& 100
    CMST 227
    DRMA& 101
    ENGL 208, 209, 241, 247, 248, 249, 251, 259, 261, 271, 272, 278; ENGL& 111, 112, 113, 114, 220
    Foreign Language **OR** ASL – 5 credits only
    HUM 107, 141, 201, 221, 222, 223, 224, 236; HUM& 101
    JOURN 110
    MUSC 108, 109, 124, 235, 236, 237; MUSC& 105, 141, 142, 143, 241, 242, 243
    PHIL 210, 215, 220, 231; PHIL& 101, 106
  GROUP B: Social Sciences
    ANTH& 100, 206, 210
    ECON 100; ECON& 201, 202
    GEOG 101, 230, 260
    HIST 106, 107, 141, 142, 222, 230, 240; HIST& 116, 117, 118, 136, 137, 214, 219
    POLS 102, 125, 204, 205; POLS& 101, 202, 203
    PSYC 204, 210, 250; PSYC& 100, 200, 220
    SOC 204, 211, 221, 261; SOC& 101, 201
    WS 201

III. Mathematics (10 credits)
10 credits at or above introductory calculus.
    MATH 220, 274; MATH& 151, 152, 153, 254

IV. Science (30 credits)
Each group must be satisfied.
  GROUP A: Physics[1] (15cr sequence)
    PHYS 101, 102, 103 **OR** PHYS 201[2], 202[2], 203[2]
  GROUP B: Chemistry (5cr)
    CHEM& 161, 162, 163, 241/251, 242/252, 243/253
  GROUP C: Computer Programming[2] (5cr)
    CS 142 **OR** CS& 141
  GROUP D: Third quarter calculus or approved statistics course (5cr)
    MATH 221 **OR** MATH& 153

V. Electives (30 credits)
An additional 30 quarter credits, as needed, to satisfy the 90 quarter credits required for this degree. These courses should be planned with the help of a counselor or an academic adviser based on the requirements of the specific discipline at the four-year institution the student plans to attend.

[1] *Some four-year institutions require physics with calculus to meet this requirement.*
[2] *Courses offered at SFCC only.*

Notes:
1. Students are responsible for checking specific major requirements of four-year institutions in the year prior to transferring.
2. It is recommended that sequential science classes be completed at one institution.
3. Students completing this Associate of Science Transfer (AS-T) degree will receive the same priority consideration for admission to the four-year institution as they would for completing the direct transfer associate's degree and will be given junior status by the receiving institution; this degree does not guarantee student's admission to the major.
4. Additional general education requirements, cultural diversity requirements, and foreign language requirements, as required by the transfer institution, must be met prior to the completion of a baccalaureate degree.
5. This degree may not fulfill all general education requirements of a particular baccalaureate institution. Students should work with a counselor or academic adviser for further guidance specific to their goals.

ASSOCIATE IN BIOENGINEERING AND CHEMICAL PRE-ENGINEERING (AS-T #2)

The Associate in Bioengineering and Chemical pre-Engineering (AS-T #2) degree is a statewide articulated transfer agreement for future engineers between community colleges and most four-year institutions. A candidate for this degree must complete 95 credits in academic courses numbered 100 and above with a cumulative grade point average of at least 2.0. Courses must be chosen from the following specified distribution areas: communication – 5 credits; humanities/ social sciences – 15 credits; mathematics –25 credits; science/engineering – 40 credits; and 10 credits in pre-engineering electives. **At least 5 credits must be W-designated (writing-intensive).** At least 30 credits must be earned from Spokane Community College or Spokane Falls Community College with at least 15 credits earned in residence at the college awarding the degree or certificate. Prior college-level credits and grade points are transferred for calculating total credits and GPA. This degree does not fulfill all general education requirements of four-year institutions.

DISTRIBUTION
Credits for a specific course may be used in only one distribution area requirement.

I. Communication (5 credits)
Courses from this area do not satisfy the writing-intensive requirement.

ENGL& 101, 102
JOURN 220
II. Humanities/Social Sciences (15 credits)
Minimum of 5 credits from Group A: Humanities. Minimum of 5 credits from Group B: Social Sciences. Additional 5 credits from Group A or Group B. No more than 5 credits in a foreign language or ASL.
GROUP A: Humanities
ART 108, 109, 110, 112; ART& 100
CMST 227
DRMA& 101
ENGL 208, 209, 241, 247, 248, 249, 251, 259, 261, 271, 272, 278; ENGL& 111, 112, 113, 114, 220
Foreign Language OR ASL – 5 credits only
HUM 107, 141, 201, 221, 222, 223, 224, 236; HUM& 101
JOURN 110
MUSC 108, 109, 124, 235, 236, 237; MUSC& 105, 141, 142, 143, 241, 242, 243
PHIL 210, 215, 220, 231; PHIL& 101, 106
GROUP B: Social Sciences
ANTH& 100, 206, 210
ECON 100; ECON& 201, 202[1]
GEOG 101, 230, 260
HIST 106, 107, 141, 142, 222, 230, 240; HIST& 116, 117, 118, 136, 137, 214, 219
POLS 102, 125, 204, 205; POLS& 101, 202, 203
PSYC 204, 210, 250; PSYC& 100, 200, 220
SOC 204, 211, 221, 261; SOC& 101, 201
WS 201
III. Mathematics (25 credits)
MATH 274; MATH& 151, 152, 153, 254
IV. Science/Engineering (40 credits)
Groups A and B requirements must all be met.
GROUP A: Physics (calculus-based) (15cr sequence)
PHYS 201, 202, 203
GROUP B: Chemistry (25cr)
CHEM& 161, 162, 163, 241/251, 242/252
V. Pre-Engineering Electives (10 credits)
Select electives as appropriate for intended major and intended four-year institution in consultation with the engineering adviser.
BIOL& 222
ENGL& 235
ENGR 210
MATH 220
Programming Course (ENGR 120 and 240)

[1] *A course in Macro Economics is recommended.*

Notes:
1. Students are responsible for checking specific major requirements of four-year institutions in the year prior to transferring.
2. It is recommended that sequential science classes be completed at one institution.
3. Students completing this Associate of Science Transfer (AS-T) degree will receive the same priority consideration for admission to the four-year institution as they would for completing the direct transfer associate's degree and will be given junior status by the receiving institution; this degree does not guarantee student's admission to the major.
4. Additional general education requirements, cultural diversity requirements, and foreign language requirements, as required by the transfer institution, must be met prior to the completion of a baccalaureate degree.
5. This degree may not fulfill all general education requirements of a particular four-year institution. Students should work with the engineering adviser for further guidance specific to their goals.

ASSOCIATE IN COMPUTER AND ELECTRICAL PRE-ENGINEERING (AS-T #2)
The Associate in Computer and Electrical pre-Engineering (AS-T #2) degree is a statewide articulated transfer agreement for future engineers between community colleges and most four-year institutions. A candidate for this degree must complete 100 credits in academic courses numbered 100 and above with a cumulative grade point average of at least 2.0. Courses must be chosen from the following specified distribution areas: communication – 5 credits; humanities/ social sciences – 15 credits; mathematics –30 credits; science/engineering – 40 credits; and 10 credits in pre-engineering electives. **At least 5 credits must be W-designated (writing-intensive).** At least 30 credits must be earned from Spokane Community College or Spokane Falls Community College with at least 15 credits earned in residence at the college awarding the degree or certificate. Prior college-level credits and grade points are transferred for calculating total credits and GPA. This degree does not fulfill all general education requirements of four-year institutions.

DISTRIBUTION
Credits for a specific course may be used in only one distribution area requirement.
I. Communication (5 credits)
Courses from this area do not satisfy the writing-intensive requirement.
ENGL& 101, 102
JOURN 220
II. Humanities/Social Sciences (15 credits)
Minimum of 5 credits from Group A: Humanities. Minimum of 5 credits from Group B: Social Sciences. Additional 5 credits from Group A OR Group B. No more than 5 credits in a foreign language or ASL.
GROUP A: Humanities
ART 108, 109, 110, 112; ART& 100
CMST 227
DRMA& 101
ENGL 208, 209, 241, 247, 248, 249, 251, 259, 261, 271, 272, 278; ENGL& 111, 112, 113, 114, 220
Foreign Language OR ASL – 5 credits only
HUM 107, 141, 201, 221, 222, 223, 224, 236; HUM& 101
JOURN 110
MUSC 108, 109, 124, 235, 236, 237; MUSC& 105, 141, 142, 143, 241, 242, 243
PHIL 210, 215, 220, 231; PHIL& 101, 106
GROUP B: Social Sciences
ANTH& 100, 206, 210
ECON 100; ECON& 201, 202[1]
GEOG 101, 230, 260
HIST 106, 107, 141, 142, 222, 230, 240; HIST& 116, 117, 118, 136, 137, 214, 219
POLS 102, 125, 204, 205; POLS& 101, 202, 203
PSYC 204, 210, 250; PSYC& 100, 200, 220
SOC 204, 211, 221, 230, 261; SOC& 101, 201
WS 201
III. Mathematics (30 credits)
MATH 220, 274; MATH& 151, 152, 153, 254
IV. Science/Engineering (40 credits)
Groups A, B, C and D requirements must all be met.
GROUP A: Physics (calculus-based) (15cr sequence)
PHYS 201, 202, 203
GROUP B: Chemistry (5cr)
CHEM& 161
GROUP C: Computer Programming[2] (10cr)
CS 253 and 255; OR CS 142 and CS& 141
GROUP D: Engineering (10cr)
ENGR 190, 210

V. Pre-Engineering Electives (10 credits)
Select two electives as appropriate for intended major and intended four-year institution in consultation with the engineering adviser.
    BIOL& 222
    ENGL& 235
    ENGR 201

[1] *A course in Macro Economics is recommended.*
[2] *Although 2 quarters of computer language are required for the AS-T #2, GU requires CS& 141 only for Electrical Engineering and EWU requires CS 255 only for Electrical Engineering. Students should consult intended transfer institution for computer language requirements.*

Notes:
1. Students are responsible for checking specific major requirements of four-year institutions in the year prior to transferring.
2. It is recommended that sequential science classes be completed at one institution.
3. Students completing this Associate of Science Transfer (AS-T) degree will receive the same priority consideration for admission to the four-year institution as they would for completing the direct transfer associate's degree and will be given junior status by the receiving institution; this degree does not guarantee student's admission to the major.
4. Additional general education requirements, cultural diversity requirements, and foreign language requirements, as required by the transfer institution, must be met prior to the completion of a baccalaureate degree.
5. This degree may not fulfill all general education requirements of a particular four-year institution. Students should work with the engineering adviser for further guidance specific to their goals.

ASSOCIATE IN MECHANICAL/CIVIL/ AERONAUTICAL/INDUSTRIAL PRE-ENGINEERING (AS–T #2)

The Associate in Mechanical/Civil/Aeronautical/Industrial pre-Engineering (AS-T #2) degree is a statewide articulated transfer agreement for future engineers between community colleges and most four-year institutions. A candidate for this degree must complete 105 credits in academic courses numbered 100 and above with a cumulative grade point average of at least 2.0. Courses must be chosen from the following specified distribution areas: communication – 5 credits; humanities/social sciences – 15 credits; mathematics – 30 credits; science/engineering – 50 credits; and 5 credits in approved academic electives. **At least 5 credits must be W-designated (writing-intensive).** At least 30 credits must be earned from Spokane Community College or Spokane Falls Community College with at least 15 credits earned in residence at the college awarding the degree or certificate. Prior college-level credits and grade points are transferred for calculating total credits and GPA. This degree does not fulfill all general education requirements of four-year institutions.

DISTRIBUTION
Credits for a specific course may be used in only one distribution area requirement.
I. Communication (5 credits)
Courses from this area do not satisfy the writing-intensive requirement.
    ENGL& 101, 102
    JOURN 220

II. Humanities/Social Sciences (15 credits)
Minimum of 5 credits from Group A: Humanities. Minimum of 5 credits from Group B: Social Sciences. Additional 5 credits from Group A **OR** Group B. No more than 5 credits in a foreign language or ASL.
    GROUP A: Humanities
    ART 108, 109, 110, 112; ART& 100
    CMST 227
    DRMA& 101
    ENGL 208, 209, 241, 247, 248, 249, 251, 259, 261, 271, 272, 278; ENGL& 111, 112, 113, 114, 220
    Foreign Language **OR** ASL – 5 credits only
    HUM 107, 141, 201, 221, 222, 223, 224, 236; HUM& 101
    JOURN 110
    MUSC 108, 109, 124, 235, 236, 237; MUSC& 105, 141, 142, 143, 241, 242, 243
    PHIL 210, 215, 220, 231; PHIL& 101, 106
    GROUP B: Social Sciences
    ANTH& 100, 206, 210
    ECON 100; ECON& 201, 202[1]
    GEOG 101, 230, 260
    HIST 106, 107, 141, 142, 222, 230, 240; HIST& 116, 117, 118, 136, 137, 214, 219
    POLS 102, 125, 204, 205; POLS& 101, 202, 203
    PSYC 204, 210, 250; PSYC& 100, 200, 220
    SOC 204, 211, 221, 230, 261; SOC& 101, 201
    WS 201
III. Mathematics (30 credits)
    MATH 220, 274; MATH& 151, 152, 153, 254
IV. Science/Engineering (50 credits)
Each group must be satisfied.
    GROUP A: Physics (calculus-based) (15cr sequence)
    PHYS 201, 202, 203
    GROUP B: Chemistry: (10cr)
    CHEM& 161, 162
    GROUP C: Engineering/Computing: (25cr)
    ENGR 103, 120, 201, 202, 203, 240
V. Electives (5 credits)
Select one elective as appropriate for intended major and intended four-year institution in consultation with the engineering adviser.
    ENGL& 235
    ENGR 203

[1] *A course in Macro Economics is recommended.*

Notes:
1. Students are responsible for checking specific major requirements of four-year institutions in the year prior to transferring.
2. It is recommended that sequential science classes be completed at one institution.
3. Students completing this Associate of Science Transfer (AS-T) degree will receive the same priority consideration for admission to the four-year institution as they would for completing the direct transfer associate's degree and will be given junior status by the receiving institution; this degree does not guarantee student's admission to the major.
4. Additional general education requirements, cultural diversity requirements, and foreign language requirements, as required by the transfer institution, must be met prior to the completion of a baccalaureate degree.
5. This degree may not fulfill all general education requirements of a particular four-year institution. Students should work with a counselor or academic adviser for further guidance specific to their goals.

Career and Technical Programs

Career and technical education programs at CCS 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 of 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 CCS 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 three credits must be completed in each area. Safety and hygiene requirements must be completed. Spokane Community College and SFCC have different requirements that must be met and are outlined online and in the program outlines section of this catalog.

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 education 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.

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 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.

For more information, see Art (Certificate in Fine Arts) in the program outlines section of this catalog.

Program Outlines

For detailed information on career and technical program offerings at SCC, SFCC and the IEL, go online to: http://icatalog.ccs.spokane.edu/program/default.aspx.

For detailed information on individual courses, view our course descriptions online at: http://icatalog.ccs.spokane.edu/course/default.aspx