

# 2016-18 CCS CATALOG

*Published August 2016*



**Community Colleges of Spokane**  
**Spokane Community College**  
**Spokane Falls Community College**

# Community Colleges of Spokane Directory

## District Administration

501 N Riverpoint Blvd MS 1009  
PO Box 6000 Spokane WA 99217-6000  
www.ccs.spokane.edu

Business Office .....	434-5275
eLearning .....	533-7400 or Toll Free 800-353-8135
Facilities .....	533-8630
Foundation .....	434-5123
Grants and Contracts .....	434-5185
Human Resources .....	434-5040
Institutional Research .....	434-5240
Lodge .....	279-6033
Marketing and Public Relations .....	434-5162
Outreach and Recruitment .....	434-5162
Provost .....	434-5060

## Spokane Community College

1810 N Greene St MS 2150  
Spokane WA 99217-5399  
509-533-7000 1-800-248-5644 www.scc.spokane.edu

Admissions .....	533-8020
Apprenticeship and Journeyman Training Center .....	533-7178
Assessment/Testing .....	533-7074
Athletics/Walter S. Johnson Sports Center .....	533-7230
Campus Visit Office .....	533-TOUR (8687)
Career & Employment Coordinator .....	533-8070
Career Services .....	533-8855
Cashier .....	533-7025
Childcare .....	533-7170
College Store .....	533-7087
Continuing Education .....	533-8483
Cooperative Education/Experiential Learning .....	533-7249
Counseling Center .....	533-7026
Disability Support Services (DSS) .....	533-7169
Division of Vocational Rehabilitation .....	363-4700
eLearning .....	533-7400 or Toll Free 800-353-8135
Financial Aid .....	533-7017
Fitness Center .....	533-7280
Information .....	533-7000 or 533-8400
International Programs/Student Services .....	533-8885
Library .....	533-7055
Marketing & Outreach .....	533-8875
Media Services and Testing .....	533-8085
Multicultural Student Services & Outreach .....	533-8875
New Student Orientation .....	533-8020
Registration .....	533-8860
Running Start .....	533-8154
Security .....	533-8624, 475-7035 (24 Hours)
Student Accounting .....	434-5228
Student Activities .....	533-8657
Student Services (Vice President) .....	533-7015
Student Success and Career Services .....	533-7249
Transcripts/Records .....	533-7012
Transfer Advising Center .....	533-8215
TTY General Information .....	533-7482
Veteran Services .....	533-7027
Vice President of Instruction .....	533-7075
Work-study Placement Services .....	533-7031
Worker Retraining Program .....	533-8056
WorkFirst Financial Aid Program .....	533-8210
For numbers not listed above, call .....	533-7000

## Spokane Community College—Off Campus Centers

ACT 2 (formerly Seniors Program) .....	279-6027
Adult Education Center .....	533-4600
Bowditch Valley Center .....	443-5508
Career Transitions .....	279-6065
Cashier .....	279-6005
Colville Center .....	685-2120 or 279-6700
Counseling .....	
Adult Education Center .....	533-4600
Magnuson Building .....	279-6024
Newport Center .....	447-3835 or 279-6954
Northern Counties .....	685-2125 or 279-6709
Disability Support Services .....	533-7169

English as a Second Language .....	533-4671
Enrollment Services .....	279-6030
Financial Aid .....	533-7017
GED® Testing/Transcripts .....	
Spokane .....	279-6200
Northern Counties .....	685-2130
Head Start/ECEAP/Early Head Start .....	533-4800
Inchelium Center .....	722-3702 or 279-6300
Ione Center .....	442-4290
Magnuson Building .....	279-6000
Newport Center .....	447-3835 or 279-6954
PACE Services .....	279-6033
Parent Education/Cooperative Preschools .....	279-6020
Registration .....	533-8860
Registration (Noncredit) .....	279-6030
Republic Center .....	775-3675 or 279-6405
Running Start Northern Counties .....	685-2120 or 279-6710
Running Start Newport .....	447-3835 or 279-6951
SEER Program .....	279-6055
Colville .....	279-6702 or 685-2122
Newport .....	279-6954
Student Activities .....	533-7082
Student Services (Vice President) .....	533-7015
Transcripts (Noncredit/High School) .....	279-6004
TTY General Information .....	279-6092
Worker Retraining Program .....	532-8056
WorkFirst Financial Aid Program .....	533-8210
Youth Zone .....	340-7820
For numbers not listed above, call .....	279-6000

## Spokane Falls Community College

3410 W Fort George Wright Dr MS 3011  
Spokane WA 99224-5288  
509-533-3500 1-888-509-7944 www.spokanefalls.edu

Admissions .....	533-3300
Assessment/Testing .....	533-3401
Athletics .....	533-3630
Campus Tours .....	533-3190
Career Center .....	533-3540
Cashier .....	533-3569
Center for Workforce and Continuing Education .....	533-8483
Childcare .....	533-3624
College Store .....	533-3565
Counseling .....	533-3525
Pullman Campus .....	332-2706
Disability Support Services (DSS) .....	533-4166
eLearning .....	533-7400 or Toll Free 800-353-8135
Fairchild AFB Education Center .....	533-8937
Financial Aid .....	533-3550
Fitness Center .....	533-3488
International Student Services .....	533-3242
Library .....	533-3800
Marketing and Outreach Services .....	533-3527
Multicultural Student Services .....	533-3546 or 533-4331
Passport to College .....	533-3545
Pullman Campus .....	332-2706
Registration Office .....	533-3300
Running Start .....	533-3524 or 533-3435
Pullman Campus .....	332-2706
Security .....	475-7040
Sports Camps .....	533-3630
Student Accounting .....	434-5227 or 434-5228
Student Life .....	533-3553
Student Employment Center .....	533-3540
Student Services (Vice President) .....	533-3514
Testing .....	533-3401
Transcripts/Records .....	533-3569
TTY General Information .....	533-3838
Veterans Affairs Office .....	533-3504
Vice President of Learning .....	533-3538
Work-Study Placement .....	533-3540
Worker Retraining Program .....	533-3521
WorkFirst Financial Aid Program .....	533-3521
For numbers not listed above, call .....	533-3500

# Academic Calendar

Consult the web class schedule at <http://catalog.spokane.edu/> for a more detailed list of important dates including: registration and financial aid deadlines, tuition payment due dates, new student orientation and withdrawal and refund dates.

## Fall Quarter 2016

Faculty workdays	September 14-16
Classes begin	September 19
Holiday	November 11
Faculty workday	November 23
Holiday	November 24-25
Final exams	December 7-9
Faculty workdays	December 12-13
Winter break	December 14-January 2

## Winter Quarter 2017

Classes begin	January 3
Holiday	January 16
Holiday	February 20
Final exams	March 20-22
Faculty workdays	March 23-24
Spring break	March 27-31

## Spring Quarter 2017

Classes begin	April 3
Holiday	May 29
Final exams	June 14-16
Faculty workdays	June 19-20

## Summer Quarter 2017

Classes begin	July 3
Holiday	July 4
Last day of summer quarter	August 17

## Fall Quarter 2017

Faculty workdays	September 18-19
Classes begin	September 20
Campus development day	October 18
Holiday	November 10
Faculty workday	November 22
Holiday	November 23-24
Final exams	December 12-14
Faculty workdays	December 15
Winter break	December 16-January 1

## Winter Quarter 2018

Faculty workday	January 2
Classes begin	January 3
Holiday	January 15
Holiday	February 19
Final exams	March 20-22
Faculty workday	March 23
Spring break	March 26-30

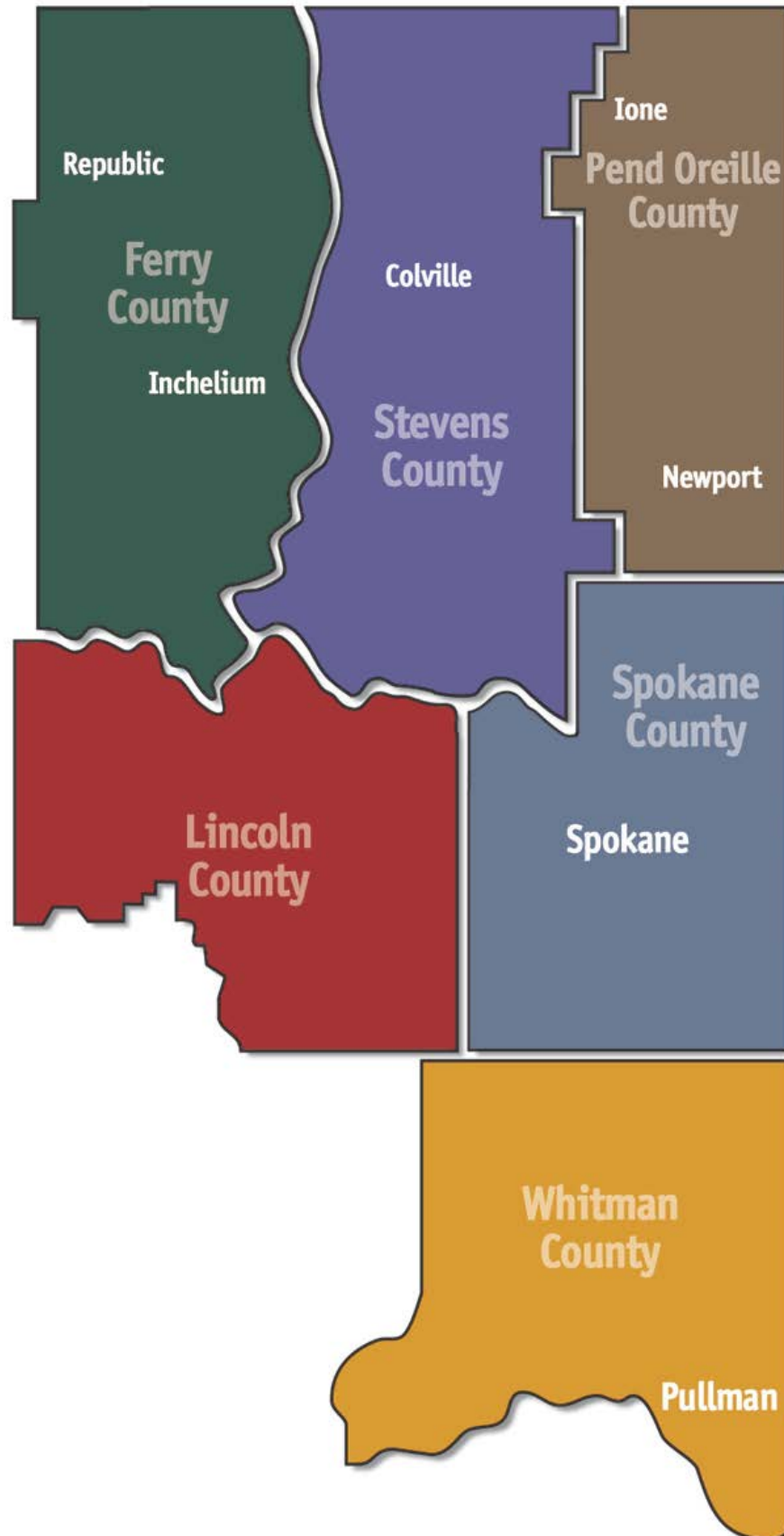
## Spring Quarter 2018

Classes begin	April 2
Campus development day	May 3
Holiday	May 28
Final exams	June 13-15
Faculty workdays	June 18-19

## Summer Quarter 2018

Classes begin	July 2
Holiday	July 4
Last day of summer quarter	August 23

# SERVING OUR COMMUNITIES





# Community Colleges of Spokane

## Values

Excellence | Access | Achievement | Stewardship | Respect

## Mission

To develop human potential through quality, relevant and affordable learning opportunities that result in improved social and economic well-being for our students and our state.

## Vision

Community Colleges of Spokane transforms lives and uplifts humanity, inspiring students to lead communities, build the nation and enrich the world.

## Chancellor's Welcome



**Chancellor Christine Johnson**

Congratulations on selecting Community Colleges of Spokane – and one of our fine institutions, Spokane Community College, Spokane Falls Community College or an off-campus center – to pursue your college education.

This catalog is an important piece of your pathway to prosperity in career and life success. Here, you'll learn about the many programs, services and opportunities available to you as a CCS student, what you can expect of your college or education center and, in turn, what we expect from you as a community college student. It contains important information about planning your transfer to a four-year school – or preparing for immediate entry into the workplace. And it is a valuable resource for knowing who to contact when you need help, information, and academic or student support.

Our catalog also reflects values that we, as CCS faculty and staff, strive to share with students each day. It is our mission to develop, unlock and celebrate each student's potential while you study at CCS. In our classes and on our campuses, we are committed to student success and ensuring access to high-quality, diverse academic opportunities that are continuously relevant and responsive to the educational and workforce development needs of our region.

You've taken a life-changing step, you're shaping your future. Know we are here to support your success and greatly value the opportunity to work with you!

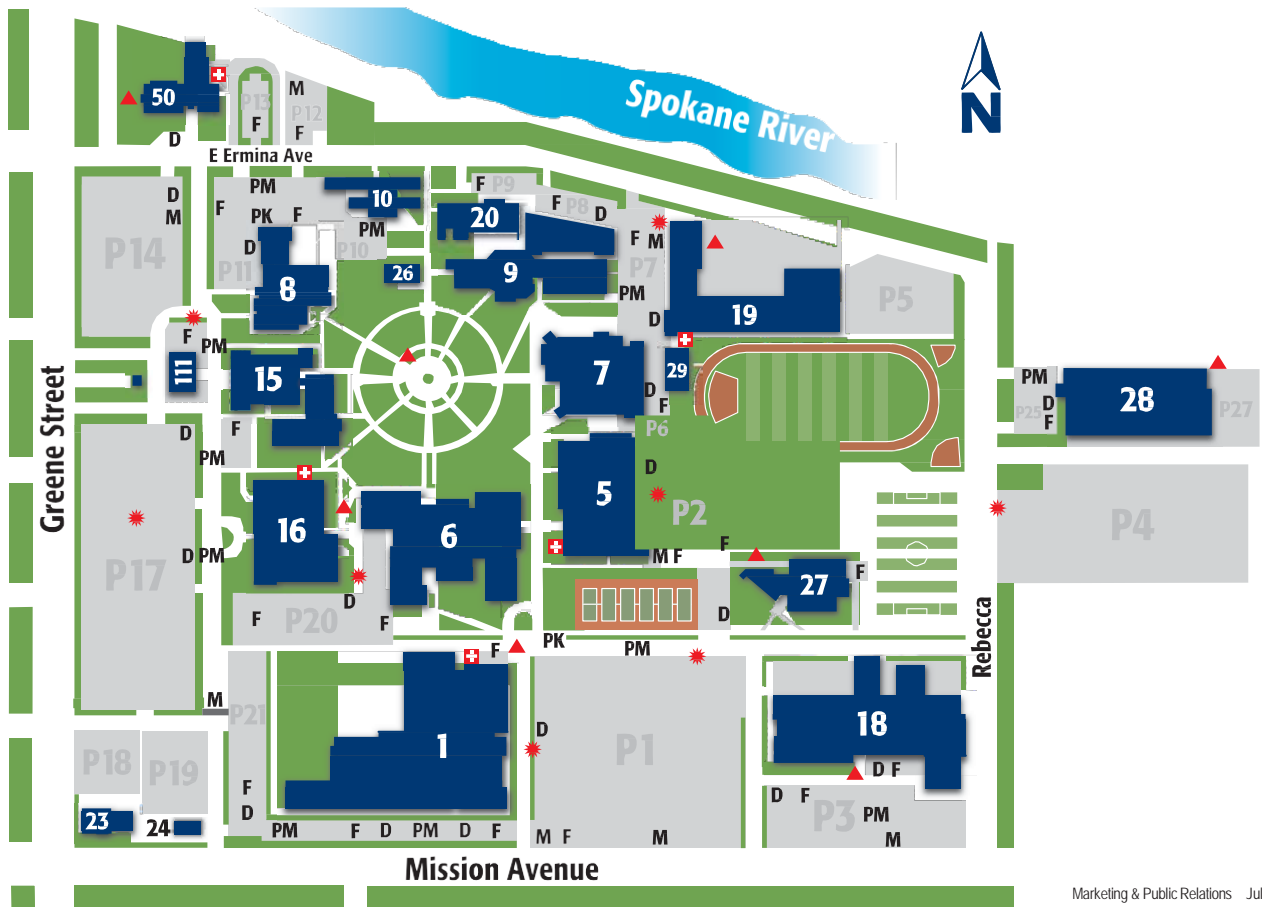
*Christine Johnson*  
Chancellor,  
Community Colleges of Spokane

# Spokane Community College

1810 N Greene St | Spokane WA 99217-5399

509-533-7000 1-800-248-5644

[www.scc.spokane.edu](http://www.scc.spokane.edu) Campus Safety 509-533-3333



Marketing & Public Relations July 2014

## Building Legend

- 1 Main
- 5 Walter S. Johnson Sports Center
- 6 Lair-Student Center
- 7 Jenkins Wellness Center
- 8 Environmental Sciences
- 9 Health Science
- 10 Greenhouses
- 15 Student Services
- 16 Learning Resources Center
- 18 Automotive
- 19 Heavy Equipment
- 20 Bigfoot Child Care Center
- 23 Fire Science
- 24 Fire Tower
- 27 Livingston Science and Mathematics
- 28 Stannard Technical Education
- 50 Max M. Snyder
- 111 Environmental Sciences Annex

## Off-campus

Adult Education Center  
2310 N Monroe St  
Spokane WA 99205  
509-533-4600

Apprenticeship and Journeyman Training Center  
2110 N Fancher Way  
Spokane Valley WA 99212  
509-533-7178

Esmeralda Center  
3939 N Freya St  
Spokane WA 99217  
509-533-4800

Felts Field  
5829 E Rutter Ave  
Spokane Valley WA 99212  
509-533-7320

Magnuson Building  
2917 W Fort George Wright Dr  
Spokane WA 99224  
509-279-6000

Valley Center  
11530 E Sprague Ave, Ste A and B  
Spokane Valley WA 99206  
509-443-5508

Colville Center  
985 S Elm St  
Colville WA 99114  
509-685-2120 or 1-800-276-8040

Inchelium Center  
14 Community Center Loop  
PO Box 437  
Inchelium WA 99138  
509-722-3702

Ione Center  
208 Blackwell St, Ste 2  
PO Box 906  
Ione WA 99139  
509-442-4290

Newport Center  
1204 W Fifth St  
PO Box 470  
Newport WA 99156  
509-4470-3835 or 1-888-323-2399

Republic Center  
63 N Keller St, Ste B  
PO Box 739  
Republic WA 99166  
509-775-3675 or 1-800-276-8040 ext 6405

## Campus Parking

Student—available in most lots

Visitor—paid meter or permit

- F Faculty
- M Motorcycle
- D Disability
- PM Parking Meter
- PK Parking Kiosk cash day permit
- \* Emergency Phone
- + Crisis Response Box
- ▲ Smoking Area

# Spokane Community College

## Mission

Spokane Community College offers educational opportunities in college readiness, workforce training, and university transfer that meet the needs of the diverse communities we serve. We are committed to student success through active learning, dynamic relationships, and supportive environments.

## Core Themes

- Workforce Development
- Academic Transfer
- College Readiness
- Student Success

## Vision

Spokane Community College is where students transform their lives and attain their goals, enriching our communities.

## Values

Student Success, Excellence, Accessibility, Inclusiveness, Collaboration, Mutual Respect, Responsiveness, Life-Long Learning



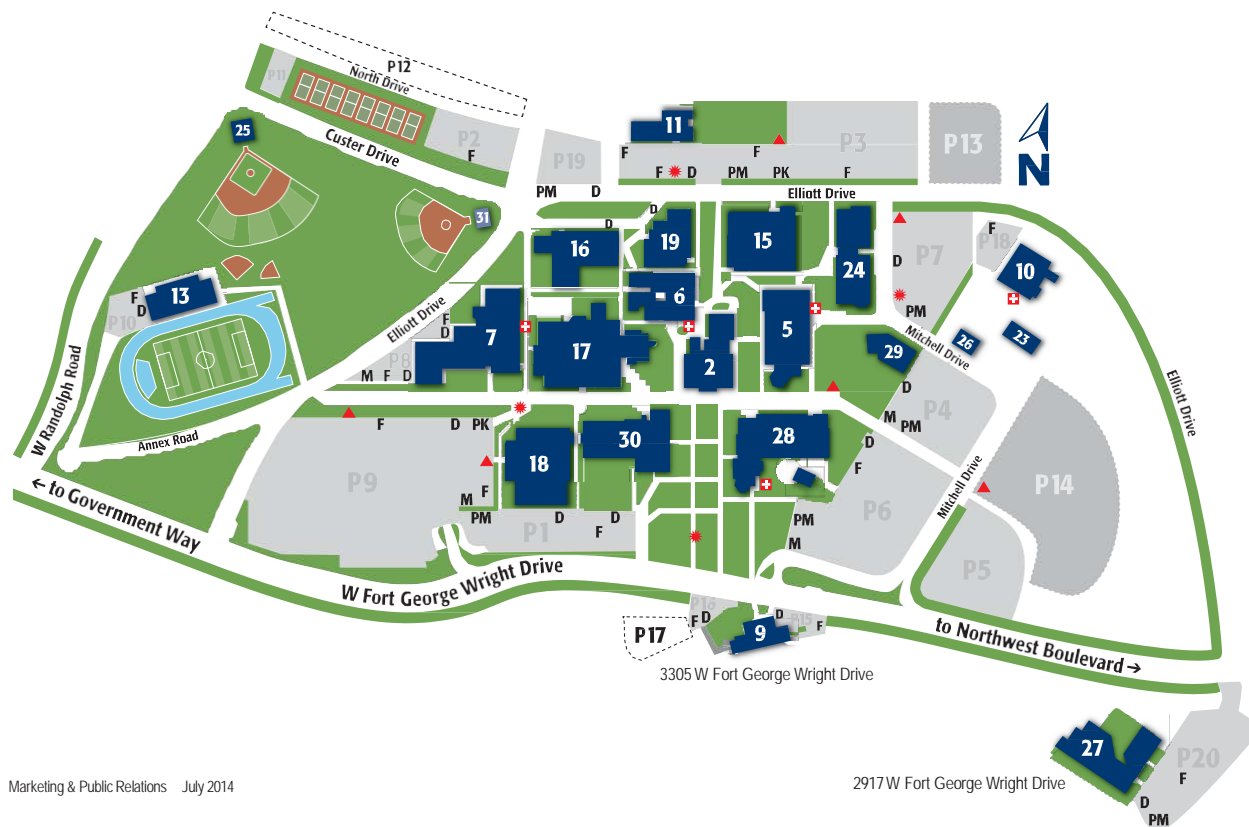
# Spokane Falls Community College

3410 Fort George Wright Dr | Spokane WA 99224-5288

509-533-3500 1-888-509-7944

[www.spokanefall.edu](http://www.spokanefall.edu)

Campus Safety 509-533-3333



Marketing & Public Relations July 2014

2917 W Fort George Wright Drive

## Building Legend

- 2 Library
- 5 Humanities (Spartan Playhouse)
- 6 Fine Arts
- 7 Gymnasium and Fitness Center
- 9 Lodge
- 10 Maintenance
- 11 Photography
- 13 Physical Education Annex/Stadium
- 15 Music/Performing Arts
- 16 Human Services/Early Learning Center
- 17 Student Union Building (Student Services)
- 18 Computing, Mathematics
- 19 Technical Arts
- 23 Storage
- 24 sn-w'ey'-mn (Business and Social Science)
- 25 Baseball
- 26 Drama Storage
- 27 Magnuson/SCC/SFCC
- 28 Science
- 29 Early Learning Center
- 30 Falls Gateway
- 31 Future Softball

## Off-campus

Pullman Campus  
115 NW State St, Ste 305A  
Pullman WA 99163  
509-332-2706 or 1-888-743-4767

Fairchild AFB Education Center  
6 W Castle St, Ste 126  
Fairchild AFB WA 99011  
509-533-8937

## Campus Parking

Student—available in most lots  
Visitor—paid meter or permit

- F** Faculty
- M** Motorcycle
- D** Disability
- PM** Parking Meter
- PK** Parking Kiosk cash day permit
- Emergency Phone
- Crisis Response Box
- Smoking Area



# Spokane Falls Community College

## Core Values

1. **Academic Excellence** in which both the learner and teacher are responsible for the learning that reflects intellectual vitality, curiosity, creativity, and rigor.
2. **Academic Freedom** in which we recognize freedom of speech, expression and ideas as well as the rights of students, faculty, and staff involved in intellectual inquiry in the development of knowledge.
3. **Collaboration** in governance and working collegially in partnerships which recognize the synergy resulting from broad participation and valuing all voices.
4. **Diversity** in our students, faculty, staff and community in the belief that it enriches our learning and growth.
5. **Personal Excellence** which reflects integrity and caring in the entire work of the college.
6. **Respect** for each other in recognition of diverse life experiences and the promotion of collegiality based on the belief in human rights and the dignity of each individual.
7. **Student Success** enhanced by our comprehensive support services designed to help students succeed.
8. **Environmental Stewardship** through which we demonstrate our respect and responsibility for the natural environment.

## Mission

Spokane Falls Community College meets the needs of our community by advancing student achievement through quality, accessible learning opportunities that embrace diversity, promote equity, and foster global awareness.

## Core Themes

We fulfill our mission through five core themes.

### Excellent Instruction/Learning

SFCC faculty, students, and administration commit to excellence in instruction and learning.

### Student Achievement

SFCC provides students with the tools and opportunities to achieve their goals.

### Broad Access

SFCC opens access to all students through a variety of teaching methods, modalities of instruction and services, and locations.

### Diversity, Equity, Global Awareness

SFCC advances diversity, promotes equity, and prepares students to live responsibly in an increasingly global civilization.

### Responsiveness to Community Needs

SFCC meets the changing needs of our community stakeholders through collaboration and innovation.

## Vision

SFCC is an educational leader and partner with the community and region in providing flexible, responsive programs of the highest quality. Our faculty and staff are dedicated to student success, cultural enrichment and lifelong learning in a student-centered environment that encourages personal and professional growth.

# 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 policy, procedure, calendar, and curriculum revisions and program changes, including changes in the quarters in which courses are offered or discontinuation of programs. Changes may apply not only to prospective students, but also to those who are currently enrolled. Students are encouraged to refer to the online catalog at [www.ccs.spokane.edu](http://www.ccs.spokane.edu) for the most current information and should consult the appropriate academic unit counselor or adviser.

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/BoardPolicies](http://www.ccs.spokane.edu/BoardPolicies)
- Administrative Procedures: [www.ccs.spokane.edu/AdminProcedures](http://www.ccs.spokane.edu/AdminProcedures)

## ACCREDITATION

Washington Community College District 17 (CCS) includes Spokane Community College (SCC), Spokane Falls Community College (SFCC), and off-campus centers.

Spokane Community College and Spokane Falls Community College are regionally accredited by the Northwest Commission on Colleges and Universities. Accreditation of an institution of higher education by the Northwest Commission on Colleges and Universities indicates that it meets or exceeds criteria for the assessment of institutional quality evaluated through a peer review process. An accredited college or university is one which has available the necessary resources to achieve its stated purposes through appropriate educational programs, is substantially doing so, and gives reasonable evidence that it will continue to do so in the foreseeable future. Institutional integrity is also addressed through accreditation.

Accreditation by the Northwest Commission on Colleges and Universities is not partial but applies to the institution as a whole. As such, it is not a guarantee of every course or program offered, or the competence of individual graduates. Rather, it provides reasonable assurance about the quality of opportunities available to students who attend the institution.

Inquiries regarding an institution's accredited status by the Northwest Commission on Colleges and Universities should be directed to the administrative staff of the institution. Individuals may also contact: Northwest Commission on Colleges and Universities, 8060 165th Avenue N.E., Suite 100, Redmond, WA 98052, (425) 558-4224, [www.nwccu.org](http://www.nwccu.org).

Many individual programs also are accredited by additional professional accrediting associations as listed below.

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

Completion of a certificate or degree program at SCC or SFCC 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.

Both SCC and SFCC are approved to participate in Federal Title IV, Washington State Financial Aid and Title 38 Veterans Educational Benefit programs. Off-campus centers are approved as additional locations through the two colleges for students enrolled in eligible degree or certificate programs.

## PROGRAM ACCREDITATIONS SPOKANE COMMUNITY COLLEGE

Culinary Arts

*American Culinary Federation (ACF)*

Dental Assisting

*American Dental Association (ADA)/Commission on Dental Accreditation (CODA)*

Diagnostic Medical Sonography

*Commission on Accreditation of Allied Health Education Programs (CAAHEP) upon the recommendation of the Joint Review Committee on Education in Diagnostic Medical Sonography (JRC-DMS)*

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

*Commission on Accreditation of Allied Health Education Programs (CAAHEP) upon the recommendation of the Joint Review Committee on Education in Cardiovascular Technology (JRC-CVT)*

Medical Assisting

*Commission on Accreditation of Allied Health Education Programs (CAAHEP) upon the recommendation of the Medical Assisting Education Review Board (MAERB)*

Natural Resources Management (Forestry)

*Society of American Foresters (SAF)*

Noninvasive Cardiovascular Technology/Echocardiography

*Commission on Accreditation of Allied Health Education Programs (CAAHEP) upon the recommendation of the Joint Review Committee on Education in Cardiovascular Technology (JRC-CVT)*

Nursing

*Washington Department of Health-Nursing Care Quality Assurance Commission (NCQAC)  
Accreditation Commission on Education in Nursing (ACEN)*

Pharmacy Technician

*Washington State Board of Pharmacy  
American Society of Health-System Pharmacists (ASHP)/  
Pharmacy Technician Accreditation Commission (PTAC)*

## PROGRAM ACCREDITATIONS SPOKANE COMMUNITY COLLEGE (continued)

### Radiology Technology

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

*Commission on Accreditation of Allied Health Education Programs (CAAHEP) upon the recommendation of the Joint Review Committee on Education in Cardiovascular Technology (JRC-CVT)*

## PROGRAM AFFILIATIONS SPOKANE COMMUNITY COLLEGE

### Automotive Technology

*National Automotive Technicians Education Foundation (NATEF)*

### Automotive: Toyota T-TEN

*National Automotive Technicians Education Foundation (NATEF)*

### Aviation Maintenance

*Federal Aviation Administration (FAA)*

### Cosmetology

*Washington State Department of Licensing Cosmetology Section*

### Landscape Management

*National Association of Landscape Professionals (NALP)*

### Legal Nurse

*American Bar Association (ABA)*

### Natural Resources Management (Wildlife/Fisheries)

*North American Wildlife Technology Association (NAWTA)*

### Paralegal

*American Bar Association (ABA)*

## PROGRAM ACCREDITATIONS SPOKANE FALLS COMMUNITY COLLEGE

### Addiction Studies

*National Addiction Studies Accreditation Commission (NASAC)*

### Occupational Therapy Assistant

*Accreditation Council for Occupational Therapy Education (ACOTE)*

### 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/TITLE IX

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 and SFCC — 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 And are also known as the Title IX Coordinators. Discrimination, sexual harassment, sexual misconduct, domestic or dating violence, stalking, and retaliation are in violation of and prohibited by the CCS Board Policy. Students who believe they have been harassed, discriminated, or retaliated against should contact the appropriate Title IX Coordinator.

Vice President of Student Services

Title IX Coordinator  
Spokane Community College  
1810 N Greene Street  
Spokane WA 99217-5399  
509-533-7015

For complaints against students

Vice President of Student Services

Title IX Coordinator  
Spokane Falls Community College  
3410 W Fort George Wright Dr  
Spokane WA 99224-5288  
509-533-3514

For complaints against students

Chief Administration Officer

Title IX Coordinator  
Community Colleges of Spokane  
501 N Riverpoint Blvd  
PO Box 6000 MS 1004  
Spokane WA 99217-6000  
509-434-5037

For complaints against employees, vendors, contractors and guests

Members of the CCS community, guests, and visitors have the right to be free from all forms of sexual and gender-based discrimination, examples of which can include acts of sexual violence, sexual harassment, domestic violence, dating violence, and stalking. All members of the CCS community are expected to conduct themselves in a manner that does not infringe upon the rights of others. Sexual misconduct matters are handled according to the procedures outlined in the Standards of Conduct for Students, WAC 132Q-10-Sections 101-503. Also see Administrative Procedure 3.30.01-A. Complaints alleging misconduct by employees, contractors, guests or visitors will follow the procedures in CCS Administrative Procedure 2.30.01-A.

Community Colleges of Spokane takes gender-based violence seriously. When an allegation of misconduct is made, and a responding party is found to have violated this policy, appropriate sanctions will be used to remedy and prevent such behavior. For more information regarding sexual assault and relationship violence, including CCS's policies, procedures and resources please see <http://www.ccs.spokane.edu/Sexual-Assault-and-Relationship-Violence-Resources.aspx>

To receive this information in an alternative format, contact the appropriate Title IX Coordinator.

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.

## **PROHIBITION AGAINST ALCOHOL, MARIJUANA, AND UNLAWFUL DRUGS**

The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance in all facilities, grounds, events or activities directly or indirectly under the control of Community Colleges of Spokane shall not be tolerated and, pursuant to this policy, shall be prohibited. Community Colleges of Spokane will comply with the Federal Drug-Free Workplace Act of 1988, Drug-Free Schools and Communities Act of 1989, and U.S. Department of Transportation regulations implementing the Federal Omnibus Transportation Employee Testing Act of 1991. Employees or students engaging in prohibited activities shall be subject to disciplinary action, pursuant to applicable rules, regulations and employment contracts, which may result in suspension or termination. Refer to WAC 132Q-30-228.

## **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. The public records request form (CCS 2136) is available online at [www.ccs.spokane.edu/Contact-Us](http://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, PO Box 6000, Spokane, WA 99217-6000. Phone: 509-434-5275; Fax: 509-434-5279; e-mail: [publicrecords@ccs.spokane.edu](mailto: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 or designee prior to admission to SCC, SFCC, or off-campus centers as a condition of enrollment. Failure to comply may be grounds for denial of admission or expulsion from SCC, SFCC, or the off-campus centers. (CCS Administrative Procedure 2.30.05-M)

## **STUDENTS WITH DISABILITIES**

In accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act, accommodations for otherwise qualified students with a disability(s) will be considered on a case by case basis. Students should identify themselves as having a disability(s) with the Disability Support Services (DSS) Office, request services and/or accommodations during an intake interview and provide appropriate documentation of the disability. Accommodations are determined on an individual basis through an interactive process and are formulated based upon documentation of disability and information obtained during an intake interview with DSS. Support services and accommodations may be reviewed each quarter. Accommodations that would compromise patient care or fundamentally alter the essential nature or learning outcomes of a program or activity are not considered to be reasonable.

A student who is denied an accommodation or seeks the review or reconsideration of an action, inaction or a decision made by DSS has the right to request a review of the determination through the grievance procedure for students with concerns with DSS. Refer to CCS Administrative Procedure 3.20.01-B.

Students who believe they have been harassed or discriminated against based upon their disability status should refer to the Equal Opportunity/Nondiscrimination/Title IX section of the catalog to learn the appropriate procedure to follow.

More information can be found at each college's web site or, call SCC, 509-533-7169; SFCC, 509-533-4166; SFCC Pullman Campus, 509-332-2706.

# **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-10>. Students with questions regarding the code should contact SCC or SFCC.

In addition, CCS follows all applicable federal and state laws regarding the prohibition of the use of firearms and dangerous

weapons. Per WAC 132Q-10-228, Community Colleges of Spokane prohibits being observably under the influence of any legend drug, narcotic drug or controlled substance or otherwise using, possessing, delivering, manufacturing, or seeking any such drug or substance, except in accordance with a lawful prescription for that student by a licensed health care professional or as otherwise expressly permitted by federal, state, or local law. Use of drugs 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 is prohibited.

## 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 including but not limited to campus crime statistics and security; undergraduate completion, transfer and graduation rates; and athletic information including expenditures and revenue, and participation by team and gender.

Detailed information is available on our web site at [www.ccs.spokane.edu/RighttoKnow](http://www.ccs.spokane.edu/RighttoKnow).

## 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 or SFCC regarding complaint procedures (CCS Administrative Procedure, 3.40.01-D Student Concerns). Students who believe they have been harassed or discriminated against should refer to the Equal Opportunity/Nondiscrimination/ Title IX section of the Catalog to learn the appropriate procedure to follow.

In addition, the Higher Education Act (HEA) prohibits an institution of higher education from engaging in a "substantial misrepresentation of the nature of its educational program, its financial charges, or the employability of its graduates." 20 U.S.C. §1094(c)(3)(A). Further, each state must have "a process to review and appropriately act on complaints concerning the institution including enforcing applicable state laws." 34 C.F.R. § 600.9. The Washington State Board for Community and Technical Colleges (SBCTC) maintains a process to investigate complaints of this nature brought by community and technical college students in the state of Washington. For information, contact SBCTC Student Services, PO Box 42495, Olympia, WA 98504-2495, [ballinder@sbctc.edu](mailto:ballinder@sbctc.edu), 360-704-4315 or visit [sbctc.edu](http://sbctc.edu).

## 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 have some control over the disclosure of information from student's education** contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. The college may 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 and SFCC are part of District 17, CCS. Educational records may be shared among the two 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.

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

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 subpoena orders issued by the US Attorney General under the USA Patriot Act to organizations conducting studies on behalf of educational institutions.

FERPA also permits disclosure to the parents of a student regarding the student's violation of any federal, state or local law, or if any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under 21.

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 may 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 off-campus centers, 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. 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. 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](http://www.scc.spokane.edu/?transcripts)
- SFCC: [www.spokanefalls.edu/transcripts](http://www.spokanefalls.edu/transcripts)

Students requesting an official transcript to be sent internally within SCC, SFCC and the off-campus centers, 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

### ADMISSION REQUIREMENTS

#### GENERAL ADMISSION FOR HIGH SCHOOL GRADUATES AND APPLICANTS 18 AND OLDER

Spokane Community College and Spokane Falls Community College have an “open door” admission policy that admits any graduate of a high school or any individual who holds a certificate of educational competence. For information regarding international student admission, turn to the “Global Education” section of this catalog.

Applicants who do not meet the above requirements, but who are at least 18 years of age, may be granted provisional admission by the college vice president or his/her designee. Admission in such cases is based on an applicant’s level of general education as defined by placement test scores that meet the Federal Financial Aid “ability to benefit” option. Students admitted under ability to benefit exception are not eligible for Federal Financial Aid.

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

It is important to begin the application process well in advance of the quarter for which admission is desired to allow time for application processing. Each college has slightly different admission procedures and registration schedules.

#### SPECIAL ADMISSIONS FOR STUDENTS UNDER AGE 18

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

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

### ADMISSION PROCEDURES

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. Career and technical programs may use test scores as criteria for admission.

The assessment process includes an evaluation for the purpose of determining current skill levels in reading, writing and mathematics. The college will administer a placement test for students who have not taken one. A test fee is required. Students who have taken the appropriate placement test within the last three years and wish to use those scores must have their scores on file prior to registration.

#### GUIDELINES FOR PLACEMENT/ASSESSMENT

##### Math and/or English assessment 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 information, call the SCC Placement Testing Center, 509-533-7074; the SFCC Testing Center, 509-533-3401; or the off-campus centers, 509-279-6709.

##### Math and/or English assessment is not required for:

1. Students who have taken the appropriate placement test 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 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 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.

#### Placement Reciprocity Agreement Policy

For all entering students at any Washington community and technical college, system policy provides that:

1. A student who qualifies for a specific level of pre-college math, English or reading, either through course completion or local skills assessment, will have that course placement level honored at another Washington CTC if the student so requests, even if the courses may not be exact equivalents.



2. A student who qualifies for entry into college-level math, English, or reading, either through course completion or local skills assessment, will be considered to have met the entry college-level standard at every community and technical college.
3. Students requesting reciprocity must initiate the process within one year of their initial placement assessment.

For more information, call the SCC Placement Testing Center, 509-533-7074; the SFCC Testing Center, 509-533-3401; or the off-campus centers, 509-279-6709.

### **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.

### **GED® TESTING**

Persons interested in obtaining a General Educational Development (GED®) certificate may have their questions answered by calling 509-279-6200. Proof of age is required. Students can take classes to help prepare them for the GED® test at several locations in Spokane, as well as rural sites.

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.

For more information, call 509-533-4600.

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

1. Students currently enrolled in the SCC 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. Prospective students must earn the minimum score required by the current language placement test to qualify for admission.
2. Placement in courses will be based on appropriate placement test scores.

Placement guidelines for ESOL students not currently enrolled in the SCC Level 6 English program are:

1. 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.
2. When English is not their first language (as self-identified), they will be required to take the appropriate test before they are eligible for admissions. Placement in courses will be based on the appropriate test scores.
3. Students scoring below the minimum required score on the current language placement test may reapply to take the test upon completion of a Level 6 program and with the recommendation of their ESL instructor.

Exceptions to the above listed guidelines must be approved by the vice president of learning or designee at SFCC, or the vice president of instruction or designee at SCC.

### **DUAL CREDIT PROGRAMS**

Dual credit programs allow students to take rigorous college-level courses while still in high school. Students may earn college credit by scoring well on year-end tests or by taking college-level classes at their high schools or at colleges and universities.

### **ADVANCED PLACEMENT (AP)**

Advanced Placement (AP) classes are college-level courses taken in high school. AP exams are rigorous, multiple-component tests that provide a standardized measure of what students have learned in the AP classroom. Students scoring a 3 or higher (on a scale of 1–5) on the AP exam may be eligible for college credit.

Refer to the Credit for Prior Learning section of this catalog for more information, or call SCC, 509-533-8215 or SFCC, 509-533-3525.

### **COLLEGE LEVEL EXAMINATION PROGRAM (CLEP)**

The College Level Examination Program (CLEP) allows students to test out of subjects by demonstrating proficiency on CLEP exams. Students scoring a 50 or higher (on a scale of 20-80) on select CLEP exams may earn college credit.

Refer to the Credit for Prior Learning section of this catalog for more information, or call SCC, 509-533-8215 or SFCC, 509-533-3525.

### **COLLEGE IN THE HIGH SCHOOL**

College in the High School permits students to earn college credits for certain classes that are taught at the high school. These select classes are college-level courses taught by high school instructors who are mentored by college instructors. The curriculum is college level, and courses are designed by college instructors. Therefore, students receive both high school and college credit for these classes. This program is only offered in high schools that have signed agreements for such programs and have approved teachers.

For more information, call 509-533-3524.

### **EARLY COLLEGE HIGH SCHOOL**

The Early College High School (ECHS) Initiative offers 11th and 12th grade, underrepresented students the ability to earn high school and college credit simultaneously, and facilitates smooth transitioning into post-secondary education.

ECHS students, who attend classes off-site, visit the campus quarterly for motivational workshops, presentations and to receive information about resources (ex., library, financial aid, counseling, etc.). Students and parents receive direct assistance with college processes, and continued contact occurs through their senior year in high school. Testing occurs at community centers or local high schools to eliminate anxiety. Students enrolling at SFCC become part of the First-Year Experience Program.

For more information, call 509-533-3524.

### **GATEWAY TO COLLEGE**

Gateway to College, a national dropout recovery and scholarship program, allows students between the ages of 16 and 20 who may not have been successful in high school the opportunity to get back on track and earn a high school diploma.

Through the program and under the guidance of a caring team of instructors and student support specialists with experience and interest in at-risk youth, students complete their high school diploma requirements at community colleges while simultaneously earning college credits toward an associate's degree, transfer credits, or a certificate.

For more information call 509-533-3474; or visit <http://www.spokanefalls.edu/Programs/GatewaytoCollege/>

## INTERNATIONAL BACCALAUREATE (IB)

International Baccalaureate (IB) classes give high school students an opportunity to pursue college-level studies while still in high school. Individual tests can be taken for courses completed. Students scoring a 4 or better (on a scale of 1-7) on the IB exam may be eligible for college credit.

Refer to the Credit for Prior Learning section of this catalog for more information, or call SCC 509-533-8215 or SFCC 509-533-3525.

## 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.

To expand the educational opportunities of junior and senior high school students, SCC, SFCC and high schools in the state of Washington offer this program. 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. Students enroll simultaneously in high school and college classes (or solely in college classes) for the purpose of earning credit to be awarded both by the high school and 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. 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 [www.ccs.spokane.edu/TuitionFees](http://www.ccs.spokane.edu/TuitionFees).

## Entrance requirements

All students who apply to the Running Start program must be tested for eligibility by taking the appropriate placement tests for reading, writing and mathematics. 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 areas one time each quarter. There is a fee for tests and retests. Testing fees will be paid by the student.

For more information, call:

SCC .....	509-533-8154
Colville Center .....	509-685-2120, ext. 6710
Inchelium Center.....	509-722-3702
Ione Center.....	509-442-4290
Newport Center .....	509-447-3835
Republic Center.....	509-775-3675
SFCC .....	509-533-3524
Pullman Campus .....	509-332-2706

## TECH PREP

Tech Prep allows high school students to earn college credit toward career and technical degrees without ever leaving the high school. This program helps students transition to college and save money on tuition and fees.

Through special agreements between the high school and college, students that complete select classes with a B grade (3.0) or better and meet college competencies are eligible for college credit. Students are encouraged to register on the Statewide Enrollment and Reporting System (SERS) while enrolled in the high school class. Contact your high school teacher for details.

For a complete list of eligible high school classes, go to <http://sers.techprepwa.org/searchArticulations.aspx>.

Students must request credit within seven years of taking the high school class. To receive credit, students must submit the following information to the Transcripts/Records Office at SCC or the Admissions/ Registration Office at SFCC:

- Application for admission to SCC or SFCC.
- SERS Registration Confirmation OR
- High school transcript documenting the high school class and appropriate grade, documentation of industry certification if applicable, and an application for Prior Learning Assessment.

For more information, call 509-533-8806.

# Registration

Students who plan to register at SCC, SFCC or the off-campus centers, are encouraged to confer with an academic adviser or counselor. Registration dates, including quarterly important dates, are available online at <http://catalog.spokane.edu/ImportantDates.aspx>.

## ADDRESS CHANGES

It is the student's responsibility to keep SCC, SFCC and/or the off-campus centers, 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.

## 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. Audit students are required to pay standard tuition and fees.

## CONCURRENT ENROLLMENT

Students may concurrently register for classes at SCC, SFCC and the off-campus centers. 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 off-campus centers, 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 from Media Services in the Learning Resources Center (LRC), Building 16, Room 127. 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 off-campus centers, picture ID's, visit your local off-campus center or call 509-279-6712.

## REPEATING A COURSE

In accordance with SBCTC Policy – Chapter 5, Appendix B, students may repeat a course as necessary to satisfy a requirement for improving academic or skill progress (grades) up to a maximum of two repeats in addition to the original enrollment.

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 AND DEADLINES (<http://catalog.spokane.edu/ImportantDates.aspx>) 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.

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 first five days of the quarter requires both instructor and the vice president of instruction/learning signatures and dates on a registration transaction form. The registration form must be submitted to the Registration Office for official processing. Students on financial aid must first check

with the Financial Aid Office if planning to add a class after the first five days of the quarter. Otherwise, you will be held responsible for the tuition and fees added for those classes.

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 off-campus centers. 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 may 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](http://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 prior to the end of the quarter whether they attend class or not. After the first day of each quarter, an Official Withdrawal Form must be filled out in order to withdraw from classes. Each quarter, a specific date designates the last day to drop or completely withdraw from classes. After that date, students may not drop or withdraw without special permission. Withdrawal deadlines are listed on the student self-service portal. 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 tuition and/or 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); Articulation; Challenge examinations; College Level Examination Program (CLEP); DANTES Subject Standardized Test (DSST); 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 off-campus centers, 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.

For additional information, contact SCC, [pla@ccs.spokane.edu](mailto:pla@ccs.spokane.edu) or SFCC, [pla\\_sfcc@sfcc.spokane.edu](mailto:pla_sfcc@sfcc.spokane.edu).

### Prior Learning Credit Awards

- Are subject to departmental approval.
- May be used to meet appropriate graduation requirements.
- Do not count toward the residence credit requirement.
- 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/experiential learning following completion of a portfolio class and/or evaluation of the prior learning/experiential learning.
- 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/ccs-8425](http://www.ccs.spokane.edu/ccs-8425). 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, Articulation, CLEP, DSST, IB, or military education.

### ADVANCED PLACEMENT (AP)

Credit for minimum scores on the following 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 SCC, SFCC, or the off-campus centers. 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
<b>ART</b>			
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
<b>COMPUTER SCIENCE</b>			
Computer Science A	3,4,5	CS 141	5
<b>ECONOMICS</b>			
Economics (Macro)	4,5	ECON& 202	5
Economics (Micro)	4,5	ECON& 201	5
Economics (Macro AND Micro)	3	ECON 100	5
<b>ENGLISH</b>			
English Lang/Comp	3,4,5	ENGL& 101	5
English Lit/Comp	3,4,5	ENGL& 101, 111	10
<b>FOREIGN LANGUAGE</b>			
Chinese Language	3,4,5	CHIN& 121, 122, 123	15
French Language	3 4,5	FRCH& 121, 122, 123 FRCH& 221, 222, 223	15 15
Japanese Language	3 4,5	JAPN& 121, 122, 123 JAPN& 221, 222, 223	15 15
Spanish Language	3 4,5	SPAN& 121, 122, 123 SPAN& 221, 222, 223	15 15
<b>GEOGRAPHY</b>			
Geography	3,4,5	GEOG 101	5
<b>HISTORY</b>			
History – European	3 4 5	HIST& 116 HIST& 116, 117 HIST& 116, 117, 118	5 10 15
History – U. S.	3 4,5	HIST& 136 HIST& 136, 137	5 10
History-World	3	HIST 106 OR HIST 107	5
<b>MATHEMATICS</b>			
Calculus AB	4,5	MATH& 151	5
Calculus BC	3 4,5	MATH& 151 MATH& 151, 152	5 10
Statistics	3,4,5	MATH 221	5
<b>MUSIC</b>			
Music Theory	4 5	MUSC& 141, 142, 143 MUSC& 141, 142, 143, 241, 242	15 25
<b>SCIENCE</b>			
Biology	3 4,5	BIOL& 160 BIOL& 160 OR BIOL& 221, 222, 223	5 5 15
Chemistry	3 4 5	CHEM& 161 CHEM& 161, 162 CHEM& 161, 162, 163	5 10 15
Environmental Science	3,4,5	ENVS& 101	5
Physics – B or C	3 4 5	PHYS 101 PHYS 101, 102 PHYS 101, 102, 103	5 10 15
<b>SOCIAL SCIENCES</b>			
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. Upon departmental approval, credit may be granted for satisfactory completion of the following when it is specific and applicable to the student's program or degree:

- 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. Not all courses are available for challenge. Not all departments offer challenge exams.

## COLLEGE LEVEL EXAMINATION PROGRAM (CLEP)

Community Colleges of Spokane will award credit for the following CLEP examinations with a minimum score of **50 or above** as crosswalked below.

CLEP Examination	CLEP Score	SCC/SFCC Course	Credits
<b>BUSINESS</b>			
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
<b>COMPOSITION &amp; LITERATURE</b>			
English Composition	50	APLED 121	4
<b>HISTORY &amp; SOCIAL SCIENCES</b>			
American Government	50	POLS 202	5
American History I	50	HIST& 136	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
<b>MATHEMATICS</b>			
Calculus	50	MATH& 151	5
College Algebra	50	MATH 108 OR APLED 112	3 5
Pre-calculus	50	MATH& 141	5
<b>WORLD LANGUAGES</b>			
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. Credit awards are subject to departmental approval.

## INTERNATIONAL BACCALAUREATE (IB)

Community Colleges of Spokane will award credit for the following Higher Level International Baccalaureate examinations with a minimum score of **4 or better** as crosswalked below.

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. Payment of fees is nonrefundable and does not guarantee award of credit.

# 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 [www.ccs.spokane.edu/TuitionFees](http://www.ccs.spokane.edu/TuitionFees), 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 Admissions Office at Spokane Community College (SCC) or Spokane Falls Community College (SFCC). It is the student's responsibility to initiate the paperwork for change of residency request.

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

Students may apply for a change in classification up to the 30th calendar day of the quarter in which the change is sought. Applications should be made at the Admissions 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 or in the SFCC Admissions 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 off-campus centers:

- 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 off-campus centers, 509-279-6005.

### SENIOR CITIZEN WAIVERS

Community Colleges of Spokane may grant tuition waivers for credit 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 [www.ccs.spokane.edu/TuitionFees](http://www.ccs.spokane.edu/TuitionFees). For more information, call SCC, 509-533-8006; SFCC, 509-533-3510; or the off-campus centers, 509-279-6712.

## STATE-SUPPORT CREDIT AND NONCREDIT COURSES REFUND POLICY

Students who withdraw in accordance with regulations and deadlines 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 submit 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 off-campus centers, 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 October 1 of each year for the following academic year. Students are encouraged to complete the application at [www.fafsa.ed.gov](http://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](http://www.scc.spokane.edu), [www.spokanefalls.edu](http://www.spokanefalls.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 SCC, 509-533-7017; SFCC, 509-533-3550; or the off-campus centers 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](http://www.MyBigfootCard.com) to learn more.

### SALT™

Community Colleges of Spokane provides free of charge to all current students and alumni a financial literacy program through SALT™, a nonprofit organization, that helps students manage their money and student loans.



Membership allows you to take advantage of members-only features like: Money-Management tools, online resources covering money management strategies for budgeting, credit cards, banking and much more.

For more information, visit [www.saltmoney.org](http://www.saltmoney.org), or call SALT's Member Support Team at 855-469-2724.

## SCHOLARSHIP INFORMATION

The CCS Foundation awards hundreds of scholarships each year. Applications are due March 15 for awards to be utilized the following academic year. 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, as scholarships usually are awarded on an annual basis with the year beginning in September.

To complete a scholarship application and obtain information, visit [www.ccs.spokane.edu/Foundation/scholarships](http://www.ccs.spokane.edu/Foundation/scholarships).

Spokane Community College Student Success and Career 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, 509-533-7249; SFCC, 509-533-3545.

## 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 off-campus centers. This program is a Washington State cooperative initiative between CCS and the Washington State Employment Security Department.

Eligible unemployed workers include:

- dislocated workers
- laid-off workers receiving unemployment benefits
- workers who have exhausted their unemployment benefits
- formerly self-employed workers, and
- 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; off-campus centers, 509-279-6031; WorkSource Spokane, 509-532-3172.

## 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; off-campus centers, 509-279-6063.

# Veterans Services

Information and assistance are available to all veterans, active duty members, spouses and dependents at each campus. Students intending to receive Veterans Administration (VA) educational assistance should coordinate with the office on their campus and present a certification of eligibility issued from the Department of Veteran's Affairs in order to qualify for benefits.

Spokane Community College  
Veterans One-Stop  
Student Success and Career Services  
Lair, Building 6, Room 0112  
509-533-7027

Spokane Falls Community College  
Veterans Resource Center  
Library, Building 2, Room 001  
509-533-3504 or 509-533-3900

Community Colleges of Spokane complies with the Veterans Access, Choice and Accountability Act of 2014 by providing in-state tuition for Veterans and eligible dependents. A veteran tuition waiver of 20% is available to students who qualify for

financial aid and have at least \$500 of unmet need. A Washington State tuition and fee waiver is available for eligible spouses and dependents of military personnel who were killed or permanently disabled while engaged in active military service.

The VA will pay solely for classes required for graduation in the student's selected field of study. Students are responsible for tuition and fees for courses not required for their degree, where credit has already been earned from a prior school or where credit has been awarded from Prior Learning Assessment (PLA), Advanced Placement, or challenge exams. Students must consult with their advisor and veteran's coordinator to make certain the courses they take fit in with their educational plan. For more information, refer to [www.benefits.va.gov/gibill/](http://www.benefits.va.gov/gibill/).

Community Colleges of Spokane offers priority registration to veterans, active duty members and their spouses.

Students must make satisfactory progress toward their degree by maintaining a quarterly 2.0 GPA. Please see the Academic Standards Policy section of the Catalog for more information.

# 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>.

### **COLLEGE LITERACY CENTER (SFCC)**

Many students entering college or returning after an extended absence from studies need additional reading, writing, and study-skills to prepare for college-level courses. To meet the needs of these students, SFCC offers Developmental Education courses in the College Literacy Center (CLC). These courses are numbered below 100 and, although taken for credit, are nontransferable.

The College Literacy Center (CLC) is located in Building 5, Room 113. For more information, call (509) 533-3601.

### **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, 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/Resources/Library/Home.aspx](http://www.scc.spokane.edu/Resources/Library/Home.aspx)

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.

## **OFF-CAMPUS STUDENT SUPPORT CENTERS**

The main Student Support Center is located in the west lobby of the SCC Colville Center. It provides supportive assistance to the Newport and Republic tutor centers and offers all students located off campus additional resources to reinforce classroom instruction. The Centers assist students in strengthening their study skills and provides a wide variety of academic services that promote academic excellence and success. The Tutor Centers utilize one-on-one peer tutoring, Elluminate webcam eTutoring and Cranium Café sessions or phone appointments. They also provide assistance with FAFSA, online New Student Orientation, registration, book orders and Canvas. 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.

## **PEER SERVICES (SFCC)**

Peer Services offers free tutoring, mentoring, general studies skills/strategies support, and Ask-a-Student general information. The peer tutors are selected based on successful completion of the courses (3.5 or better) with the recommendation of subject instructors. Peer tutors are current students at SFCC, Gonzaga, Whitworth and volunteer staff. Peer tutors are available in over 36 subjects including Math, Writing, English development, Science and many others.

Visit the Tutoring Center in the Falls Gateway Building 30, Room 115 or Math Peer Tutoring area in Building 18, Room 213F, or in the Science Tutoring area in Building 28, Room 121. See the Peer Tutor website at [www.spokanefalls.edu/peertutoring](http://www.spokanefalls.edu/peertutoring) for times and locations of specific tutors.

The college is a participating member of the Western States eTutoring Consortium at [www.eTutoring.org](http://www.eTutoring.org) providing 24/7 tutoring assistance. Online tutoring also is available through the link to Khan Academy for 24/7 online tutorial support.

For more information, call 509-533-3933.

## **TUTORING SERVICES (SCC)**

The SCC Tutoring Services includes a Mathematics Learning Center, Writing Center, Science Learning Center, and Computer Labs for student use. The mission of Tutoring Services is to maintain a learning environment where every individual is valued, challenged, encouraged, and empowered to gain the confidence and skill to become an independent learner.

Tutoring Services employs approximately 60 tutors who are SCC students, students from local universities, and paid or volunteer professional staff.

As of the beginning of Fall Quarter 2016, the Writing Center and tutoring for languages and social sciences will be located in the Main Tutoring Center, Building 1, Room 106. Until then, these services are located in Building 1, Room 1220. The Math Learning Center is located in Building 27, Room 109, and the Science Learning Center is located in Building 27, Room 212.

Spokane Community College provides access to online tutors through the Western eTutoring Consortium. Tutors are available during extended hours, on weekends, and many holidays.

For more information on hours of operation and online tutoring, visit [www.scc.spokane.edu/askatutor](http://www.scc.spokane.edu/askatutor) or 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 off-campus centers. 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
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
SFCC .....	509-533-3525
Fairchild AFB Education Center .....	509-533-8937
Pullman Campus .....	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 Student Success and Career 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). 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, and assistance with accessing campus processes such as admission and registration. Other academic adjustments may be determined on an individual basis.

To receive services, students are required to contact and provide documentation of their disability to the DSS Office at SCC or SFCC. Student information is kept confidential in accordance with FERPA policy.

For more information:

SCC .....	509-533-7169
.....	TTY 509-533-8610
.....	<a href="http://www.scc.spokane.edu/stsrv/csd/">www.scc.spokane.edu/stsrv/csd/</a>
SFCC .....	509-533-4166
.....	TTY 509-533-3838
.....	VP 866-327-6914
.....	<a href="http://www.spokanefalls.edu/Resources/DSS/">www.spokanefalls.edu/Resources/DSS/</a>
Off-Campus Centers	
Colville .....	509-685-2122 or 509-279-6737
Pullman Campus .....	509-332-2706
Spokane .....	509-279-6037
.....	TTY 509-279-6092
.....	<a href="http://www.iel.spokane.edu/DSS">www.iel.spokane.edu/DSS</a>

### 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.

Each year SFCC organizes and offers a variety of diversity programs with the student organizations advised through this office. The clubs are the Red Nations Student Association, the African American Association and the MEChA Club.

For more information, call SCC, 509-533-8875 or SFCC, 509-533-3546.

## 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 Student Success and Career Services Office (Lair Building 6) .....	509-533-7249
WorkSource .....	509-533-8070
SFCC Career and Student Employment Center (SUB Building 17) .....	509-533-3545
WorkSource .....	509-533-3540

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:

SCC Work-Study Placement Office (Building 15, Room 141) .....	509-533-8007
SFCC Career and Student Employment Center (Building 17, Room 226) .....	509-533-3540

## TESTING

Assessment and placement are described in the Admission section of this catalog.

## VETERANS

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

# 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. The schedule of parking fees and fines is posted online at [www.ccs.spokane.edu/TuitionFees](http://www.ccs.spokane.edu/TuitionFees). 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.

Bus schedules also are available at the Lodge, Adult Education Center, Magnuson Building, and Esmeralda Center.

Bus passes are available in the Cashier's Office.

## 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-round 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. For information, call 509-533-7170.

**Early Learning Center at SFCC**, Building 29, 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 services. For information, call 509-533-4650.

## 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, including site locations, call 509-533-4800 or visit [www.iel.spokane.edu/Headstart](http://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 web site [www.scc.spokane.edu/Resources/HealthClinic.aspx](http://www.scc.spokane.edu/Resources/HealthClinic.aspx). 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 or SFCC 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 509-533-8657, 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. 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 and students should report unsafe conditions to their instructor or supervisor.

For additional information, refer to WAC 132Q online at <http://apps.leg.wa.gov/WAC/default.aspx?cite=132Q-94>.

Students should promptly report any accident in which they are injured to their instructor or supervisor. All accidents are to be reported on the Accident Report Form (CCS 1220), available from department assistants in campus buildings and in the Office of Campus Safety, or online at [www.ccs.spokane.edu/getdoc/f2100416-0a97-4b07-8719-94c540fc1395/ccs1220.aspx](http://www.ccs.spokane.edu/getdoc/f2100416-0a97-4b07-8719-94c540fc1395/ccs1220.aspx).

## 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 147. At SFCC, the Campus Safety Office is in, Building 16, Room 145.

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 509-533-3333 (24 hours) or visit [www.scc.spokane.edu/security](http://www.scc.spokane.edu/security).

SFCC, call 509-533-3333 at any time (24 hours) or visit [www.spokanefalls.edu/security](http://www.spokanefalls.edu/security).

For information on crime prevention and safety tips, please refer to [www.ccs.spokane.edu/getdoc/94990b32-38c3-4c4c-8c72-64d2e195535f/safety-tips.aspx](http://www.ccs.spokane.edu/getdoc/94990b32-38c3-4c4c-8c72-64d2e195535f/safety-tips.aspx)

For Community Colleges of Spokane campus security policies and campus crime statistics, refer to [www.ccs.spokane.edu/getattachment/Future-Students/righttoknow/Right-to-know-Crime-Stats-2015.pdf.aspx](http://www.ccs.spokane.edu/getattachment/Future-Students/righttoknow/Right-to-know-Crime-Stats-2015.pdf.aspx). For the CCS Annual Security Report, please refer to [www.ccs.spokane.edu/Future-Students/Safety/forms-docs/Annual-Security-Report.aspx](http://www.ccs.spokane.edu/Future-Students/Safety/forms-docs/Annual-Security-Report.aspx). To learn more about CCS's Emergency Management Plan, please refer to [www.ccs.spokane.edu/Alert/Emergency-Management-Plan.aspx](http://www.ccs.spokane.edu/Alert/Emergency-Management-Plan.aspx).

## STOMPING GROUNDS COLLEGE STORES

Community Colleges of Spokane operates two stores. On the SCC campus it is located in the Lair Student Center and on the SFCC campus it is located in the Student Union Building. Information regarding textbooks is available online at <http://scc.bnccollege.com>. Students are encouraged to shop early in store or online. You are able to use your Bigfoot/Higher One card to place online orders.

Students attending CCS Rural Centers in Colville, Newport, Republic, Lone, and Inchelium are served by the SCC College Bookstore. The Rural Center students in Pullman are served by the SFCC College Bookstore. These students will use the online website at <http://scc.bnccollege.com> to order their books.

The College Bookstore offers many services to students and staff including discounted AMC, Regal, Village Centre movie tickets, discounted tickets to Laser Quest and a Notary Public.

To find more information regarding textbooks required for your classes, go to <http://scc.bnccollege.com>. Current hours of operation can be found on this website.

For more information, call the SCC Bookstore at 509-533-7083 or the SFCC Bookstore at 509-533-3566. Rural Center students will call the same numbers.

# 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.

For more information, visit <http://athletics.spokane.edu/>.

## INTERNATIONAL CLIMATE ON CAMPUS

Students have the opportunity to study and work with teachers and students from many countries. The faculty from SCC and SFCC represent, or have studied in, a variety of countries such as Austria, Bulgaria, Canada, China, England, Germany, Italy, India, Indonesia, Japan, Kenya, Lebanon, Philippines, Russia, Spain, Sweden, and Taiwan.

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.

## 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, which provide funding for athletics, clubs, organizations, student government, and financial aid.

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.

For more information, call:

SCC .....	509-533-8657
Colville Center .....	509-279-6700 or 509-684-3138
Ione Center .....	509-533-4290 or 509-442-4290
Magnuson Building .....	509 279-6082
Newport Center .....	509-533-8301 or 509-447-3835
Republic Center .....	509-533-8728 or 509-775-3675
SFCC .....	509-533-4197
Pullman Campus .....	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 Student Success and Career 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 Building 15.

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 college director of student life.

The off-campus location'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, and disability support services. At the Pullman Campus, 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 and SFCC are members of their respective associated students. The SCC Associated Student Government determines student government decisions and brings 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 off-campus center, 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 Adult Education Center, Colville, Inchelium, Ione, Newport, Pullman, and Republic Centers.

For more information, call:

SCC .....	509-533-8657
Adult Education Center .....	509-533-4600
Colville Center .....	509-279-6700
Inchelium Center .....	509-722-3702
Ione Center .....	509-533-4290
Magnuson Building .....	509-279-6082
Newport Center .....	509-447-3835
Republic Center .....	509-775-3675
SFCC .....	509-533-3553
Pullman Campus .....	509-533-4002



## 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 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 articles 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, advertising, photography and management.

*The Communicator* regularly enters and places in national Associated Collegiate Press competitions and attends conferences in cities such as Los Angeles, New York, St. Louis, San Diego and San Francisco. The paper routinely ranks among the nation's best at Associated Collegiate Press conventions.

Journalism students also produce audio documentaries, videos, and podcasts on *Communicator Online*, located at [www.spokanefalls.edu/communicator](http://www.spokanefalls.edu/communicator). Two consecutive years (2009 and 2010) the ACP awarded Communicator Online its Online Pacemaker award, considered the Pulitzer Prize of collegiate journalism.

Recently, students have also begun producing *The Current*, a TV news broadcast geared toward college students. Students are responsible for all aspects of production, from filming, script writing, editing, and appearing in front of the camera.

*The Bigfoot Review*: A Creative Arts Magazine is published by the students at the Pullman Campus. 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.

# WORKFORCE AND CONTINUING EDUCATION

Continuing education programs presented by Community Colleges of Spokane provide lifelong learning, personal enrichment and career enhancement opportunities for adults in its six-county district. For more information, visit [www.ccs.spokane.edu/continuinged](http://www.ccs.spokane.edu/continuinged) or call 509-279-6030.

## ACT 2 (FORMERLY SENIORS PROGRAM)

Whether you are retired or preparing for retirement, find new and invigorating ways to stay informed, active, and enriched. Our affordable classes are close to home and close to work. Over 250 classes are offered each quarter for those 50 years and over, throughout Spokane county. Several classes are offered in Stevens and Whitman counties as well. For more information, visit <http://sccel.spokane.edu/ACT-2> or call 509-279-6027.

## APPRENTICESHIP AND JOURNEYMAN TRAINING CENTER

Spokane Community College cooperates with 19 apprenticeship training committees to make classes available for apprentices in numerous trades.

In apprenticeship training, you learn while you're employed. In addition, on-the-job training is supplemented by formal classes each year. The training period, or apprenticeship, varies in length from one to five years according to the complexity of the occupation you select.

Apprentices are paid by their employer. They receive pay increases at regular intervals over the period of apprenticeship if their skills have increased and their training has been completed satisfactorily. Those who successfully complete their apprenticeship training reach journeyman status and are then fully qualified to pursue their occupation. For more information, visit [www.scc.spokane.edu/?apprent](http://www.scc.spokane.edu/?apprent) or call 509-533-7178.

## 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 Applications, Keyboarding, Business Writing, Business Math, QuickBooks, Lean Office Basics, Career Coaching and Educational Counseling. For more information, visit <http://sccel.spokane.edu/Career-Transitions> or call 509-279-6065.

## COMMUNITY EDUCATION/OPEN ENROLLMENT

Personal enrichment and community workshops seek to engage and educate the public with lifelong learning. These programs are also referred to as continuing education and open enrollment.

Example topics include: Business and Industry, Health & Wellness, Arts and Languages and other classes designed to enhance an individual's life. For more information, visit [www.ccs.spokane.edu/workforce](http://www.ccs.spokane.edu/workforce) or call 509-533-8483.

## CORPORATE AND CONTRACT TRAINING

Responsive to customer demands, the Center for Workforce & Continuing Education (CWCE) delivers classes to incumbent workers. Enrollment is not open to general public. Corporate training utilizes customized curricula, is usually offered onsite at a business and designed to add value to the workforce for a specific employer.

The process may include conducting needs assessments, project-based consulting, curriculum development and delivery.

Training is designed, coordinated and delivered by highly skilled experts with both onsite and online options throughout eastern Washington. Example topics include: Leadership, Lean & Six Sigma, Project Management, Team Building, Communications, Time Management and Computer Applications. For more information, visit [www.ccs.spokane.edu/workforce](http://www.ccs.spokane.edu/workforce) or call 509-533-8483.

## INCA AFTER DARK

The Inland Northwest Culinary Academy (INCA) offers evening and weekend classes. INCA After Dark offers interactive courses to the public, corporations, and professionals taught by the region's top chefs in Spokane Community College's state-of-the-art teaching kitchen. For more information, visit <http://incaafterdark.scc.spokane.edu> or call 509-533-8141.

## INDUSTRY-DRIVEN PROFESSIONAL DEVELOPMENT AND CERTIFICATION

Industry creates demand and enrollment is open to the public but targeted to specific business mandates or requests. Career enrichment training programs are offered primarily to employed individuals. Offerings are generally short term, skill-based training programs designed to meet the needs of working professionals seeking to upgrade their skills, obtain licenses or certifications, or move into new careers. This includes classes that enhance an individual's productivity or competitiveness in the labor market as well as test preparation and industry-recognized certifications. Example topics include: Phlebotomy, Adult Family Residential Care Administrator, Health Care Bridge Programs and ICD-10. For more information, visit [www.ccs.spokane.edu/workforce](http://www.ccs.spokane.edu/workforce) or call 509-533-8483.

## 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 509-279-6020.

## WORKFORCE TRAINING

Workforce & Continuing Education is focused upon developing and delivering noncredit instruction that is recognized as meeting the needs of business and industry and advancing the skills of the regional workforce. The CCS Center for Workforce & Continuing Education (CWCE) develops and delivers training programs that enrich lives and promote individual, corporate and community prosperity. The CWCE facilitates the development of CCS programs that meet the educational needs of the community. For more information, visit [www.ccs.spokane.edu/workforce](http://www.ccs.spokane.edu/workforce) 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.

International students or residents interested in international programs should contact the Global Education Office directly at SCC, 509-533-8885; or SFCC, 509-533-3242.

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.

Web site: [www.ccs.spokane.edu/globaleducation](http://www.ccs.spokane.edu/globaleducation)

### 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 these 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 Global Education Office upon receipt of the following information:

1. A completed application form.
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. (US Immigration and Naturalization Service requirement.)
5. Copy of passport with expiration date at least six months beyond the quarter start date for which the student is applying.

For more information, go to:  
<http://ccs.spokane.edu/internationalstudents>.

### ENGLISH PROFICIENCY

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

- Students may have direct access to academic classes at SCC or SFCC with the submission of TOEFL, IELTS, or TOEIC scores. For more information, visit <http://ccs.spokane.edu/internationalstudents>.

- Students who complete the Intensive English Language Program (IELP) at SCC or SFCC may be unconditionally admitted to CCS institutions. In addition, English language proficiency also can be satisfied by providing a letter of recommendation and successfully completing the following levels in the following US Intensive English Language Programs: [www.ccs.spokane.edu/englishproficiency](http://www.ccs.spokane.edu/englishproficiency).
- Graduation from a US high school (after attending for at least one full year).
- US college transfer with 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. These Intensive English Language Programs (IELPs) offer 20 hours of ESL instruction per week and are specifically designed to prepare students for entry into college courses and programs. By completing either program, students with proof of high school completion will receive unconditional acceptance to SCC or SFCC (with no additional testing, e.g. TOEFL, IELTS, etc. 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: writing, reading, listening, speaking, grammar, research, and study skills.

### 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 is available within state-of-the-art classrooms and in the International Computer Labs (ICL).

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

**Integration:** Student involvement in the college, district, and community is promoted by means of the quarterly 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, many students take advantage of the Homestay program, which allows them to live with an American family.

For more information, call:

SCC Global Education ..... 509-533-8885  
SFCC Global Education ..... 509-533-3242  
SCC Intensive English Language Program ..... 509-533-3581  
SFCC Intensive English Language Program ..... 509-533-3581  
Web site: ..... [www.ccs.spokane.edu/ielp](http://www.ccs.spokane.edu/ielp)

## EXPENSES

Depending on different living styles, the cost of attending SCC or SFCC may vary.

For more information regarding average tuition and fees, visit: <http://ccs.spokane.edu/internationalexpenditures>.

## 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 contacting [globalprograms@ccs.spokane.edu](mailto:globalprograms@ccs.spokane.edu), or visit [www.ccs.spokane.edu/globaleducation/international-students/homestay](http://www.ccs.spokane.edu/globaleducation/international-students/homestay).

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

- Dormitory-style housing: Collegiate Housing International Spokane, <http://spokanestudenthousing.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, call 509-533-4131 or e-mail [globalprograms@ccs.spokane.edu](mailto:globalprograms@ccs.spokane.edu).

## 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.

## 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, <http://travel.state.gov/content/visas/english/study-exchange/student.html>.

For more information, call the Global Education Office, 509-533-3242 or 509-533-8659.

# Study Abroad

Both SCC 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: Australia, London, and Salamanca.

For more information, call SCC, 509-533-8885; or SFCC, 509-533-3242; or visit: <http://ccs.spokane.edu/studyabroad>.

# ACADEMICS, COURSES AND PROGRAMS

## Academic Information

Community Colleges of Spokane (CCS) operates on a quarter system: summer, fall, winter and spring.

Academic calendars are available online at <http://catalog.spokane.edu/AcademicCalendars.aspx>.

### 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.

### 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

#### COMMON COURSE NUMBERED CLASSES

Common course numbering makes course transfer easy between and among Washington's 34 community and technical colleges. Common courses are those courses delivered by a

number of community and technical colleges that have official college catalog descriptions similar enough to be accepted as equivalent at a receiving college for transfer purposes.

Common courses are identified by an "&" after the division designator on a course number (i.e. ENGL& 101).

#### GLOBAL/DIVERSITY CLASSES

Global/diversity classes are noted by a "D" next to the course title or "Req Designation: Global/Diversity Designation." 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 or "Course Topic: Honors."

#### WRITING INTENSIVE CLASSES

Writing intensive classes are noted by a "W" or "AW" next to the course title or "Course Topic: Writing Intensive." 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 normally are taken by first-year students.

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

Courses numbered 300-499 normally are taken by students enrolled in Bachelor of Applied Science (BAS) programs.

### 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 <http://catalog.spokane.edu/TuitionFees.aspx>.)

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. Letter grade 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
* (or Blank).....	Non-graded Section/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/ Appeal 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.

**(Blank) Non-graded Section/Missing Grade** —

The non-graded section of a lecture/lab course OR no grade received from faculty.

**Other Indicators**

**Repeat** —Most courses are not repeatable for credit. If a student repeats a course, the highest grade earned is used for computing credits attempted, credits earned and grade point average. Repeats are noted as "Grading Basis: Repeated."

**Repeat for Credit** — Some courses are approved to repeat up to a maximum number of occurrences or credits. Courses repeated for credit may be noted as "Authorized Repeat."

**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 within seven days after the end of each quarter via the college Internet at SCC: [www.scc.spokane.edu](http://www.scc.spokane.edu); at SFCC: [www.spokanefalls.edu](http://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. 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 GPA of 3.5 and above in completion of career and technical degrees/certificates.
- A GPA of 3.5 and above in completion of an associate in 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 3.5 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.

### 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-high school equivalency certificate and prepare students for high school equivalency certificate 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.

### 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), High School equivalency certificate, upholstery, interactive media, I-Best/Aerospace Composites, Basic Bookkeeping, life skills computing, stress and anger management and job-seeking skills.

For more information, call 509-244-6897.

### ENGLISH AS A SECOND LANGUAGE (ESL)

From beginning literacy through advanced English as a second language, SCC 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.

### HIGH SCHOOL COMPLETION

Students enrolled in the off-campus location center'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 or visit <http://sccel.spokane.edu/High-School-Completion>.

### HIGH SCHOOL DIPLOMA

An individual enrolled in the Running Start Program who satisfactorily completes an associate degree, including an associate in arts degree, associate in science degree, or associate in applied science degree, shall be awarded a high school diploma from the college upon written request.

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 in arts degree, associate in 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 compliance with RCW 28B.50.535 and 2007c 355 s2, a student must have been awarded a degree by either SCC or SFCC to petition for a Community Colleges of Spokane high school diploma.

For more information, call 509-279-6004.

## HIGH SCHOOL EQUIVALENCY CERTIFICATE

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

High school equivalency certificate 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 high school equivalency certificate program if they have an Office of the Superintendent of Public Instruction (OSPI) release from the school district where they reside.

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

Community Colleges of Spokane also offers an online high school equivalency certificate program. For more information, call 509-533-4600.

## I-BEST TRAINING

I-BEST (Integrated Basic Education and Skills Training) is a collaborative program that allows eligible adult students to complete adult education courses, such as high school equivalency certificate 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 high school equivalency certificate 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 high school equivalency 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 sensory disabilities to achieve employment and ongoing education. In addition to self-referral, individuals can be referred by

Developmental Disabilities Administration, 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, Sign Language, Life Dynamics, Reading, Creative Writing and Transitions. Classes are held at SFCC, Colville Center and the 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.

## 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. READY offers industry-specific training in Automotive Maintenance, 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.

## TRANSITIONS

PACE Services offers a wide range of noncredit classes and employment services for special education students 18 to 21 years of age to transition to a college environment. 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:

### SCC

Adult Education Center .....	509-533-4600
Counseling Center .....	509-533-7026
Liberal Arts Center .....	509-533-7322

### SFCC

College Literacy Center .....	509-533-3604
Counseling Center .....	509-533-3525
Mathematics Learning Center .....	509-533-3671

## Competency Based Education

Transitioning away from seat time, in favor of a structure that creates flexibility, allows students to progress as they demonstrate mastery of academic content, regardless of time, place, or pace of learning. Competency-based strategies provide flexibility in the way that credit can be earned or awarded, and provide students with personalized learning opportunities.

Competency Based Education (CBE) or personalized learning at SFCC is for students wanting to take business, software, and technology related classes. The SFCC CBE program (also called Flex Tech) offers a certificate in Business and Software Applications. Students may also gain certificates of competency and mastery in Word, Excel, Access, and PowerPoint. Completing these certificates will help prepare students to take

industry recognized certifications: Microsoft Office Specialist (MOS).

Students will be able to use the skills and knowledge they have already acquired to complete their coursework at an accelerated pace or at a pace that is comfortable for their learning style. Students in the CBE program will have an instructor and an assigned mentor who will help guide them through the educational process. The classes in this program are ideal for students who are motivated, self-starters, enjoy working independently, and are comfortable learning online. CBE classes are offered in a variety of formats: online, hybrid, or on ground.

For more information, call 509-533-3101.

## eLearning

eLearning courses (online, hybrid and web enhanced) 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.

eLearning 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 success in eLearning courses.

eLearning instruction may involve the use of computers, online lessons, digital 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 off-campus centers. For current course listings, check the quarterly class schedule. eLearning classes are identified with the words "Online," or "Hybrid" in the class listings.

### CCS ONLINE

CCS Online is a program for students who plan to complete their educational goals by taking courses primarily or entirely online. Both SCC and SFCC offer a variety of certificate and degree programs students can take without traveling to campus. Using the Internet, students enroll in the same high quality courses taught by experienced instructors on campus.

For more information, call 509-533-7070 or visit <http://ccsonline.spokane.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. 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 access lecture material, tests, discussions and other resources online for a hybrid course. Consult the quarterly class schedule for current course listings.

### WEB ENHANCED COURSES

Web-enhanced courses meet in regular class sessions but use online resources for additional interaction, posting of assignments, grades, and course materials.

# Programs of Study

Students have access to a wide variety of educational programs at SCC, SFCC, and the off-campus center. 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 off-campus centers, 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 (AH)

Community Colleges of Spokane, partnering with American Honors (AH), 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 classes are taught by SCC and SFCC faculty dedicated to promoting scholastic excellence. A variety of AH classes are offered each term.

For more information, contact SCC, 509-533-7038 or SFCC, 509-533-3524.

### 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 off-campus 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](mailto: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 [www.ccs.spokane.edu/UnivArticulations](http://www.ccs.spokane.edu/UnivArticulations).

### WESTERN UNDERGRADUATE EXCHANGE (WUE)

Community Colleges of Spokane participates in the Western Undergraduate Exchange (WUE) reduced-tuition program for students who are residents of the Western Interstate Commission for Higher Education (WICHE) participating states. The CCS WUE rate is considerably lower than many state WUE rates, and does not have restrictions on transfer students. Residents of WICHE states can gain affordable access to two- and four-year college programs outside of their home state;

while at the same time, allowing colleges and universities to avoid costly duplication of programs and facilities. WUE participating states include Alaska, Arizona, California, Colorado, Hawaii, Idaho, Montana, Nevada, New Mexico, North Dakota, Oregon, South Dakota, Utah, Washington, Wyoming and the US Pacific territories and freely associated states. For additional information about WUE participating colleges and their programs, visit [www.wiche.edu/wue](http://www.wiche.edu/wue).

For information about WUE at CCS, visit the webpage at [www.ccs.spokane.edu/WUE.aspx](http://www.ccs.spokane.edu/WUE.aspx).

## DEGREE AND CERTIFICATE REQUIREMENTS

### 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.

### RESIDENCE CREDIT REQUIREMENT

Residence credits are SCC or SFCC credits earned at the college granting the degree or certificate. Residence credit is not associated with where the student lives or resides. Prior Learning credit awards do not count toward the residence credit requirement.

The CCS residence credit requirement for the Direct Transfer Agreement (DTA) degree or the Associate in Science-Transfer (AS-T) degree is: At least 30 credits must be earned from Spokane Community College or Spokane Falls Community College with at least 15 credits earned at the college awarding the degree.

The CCS residence credit requirement for all other degrees or certificates is: At least one-third (33%) of the credits must be earned from the college awarding the degree or certificate. Courses must have been earned within the last four years and must be specific to the program of study as determined by the department. If the student demonstrates satisfactory competence in the program of study, the department may petition the appropriate academic administrator to waive program specific 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.

## TRANSFER DEGREE PROGRAMS

Transfer degrees include Associate in Arts-Direct Transfer Agreement (AA-DTA), Associate in Science-Transfer (AS-T), Associate in Applied Science-Transfer (AAS-T), and Associate in Fine Arts (AFA).

Career and technical degrees include the Associate in Applied Science (AAS) in a particular state-approved career and technical program. Career and technical Certificates and a Certificate in Fine Arts (CFA) also are offered.

Bachelor degree options at CCS now include the Bachelor of Applied Science (BAS) providing upper-division coursework in an applied field. This degree builds upon career and technical associate degrees.

### DIRECT TRANSFER AGREEMENTS- ASSOCIATE IN ARTS (AA-DTA)

The Direct Transfer Agreement (DTA) Associate Degree, sometimes called the Associate in Arts or Associate in Arts and Sciences, is the community college degree designed to transfer to most bachelors of arts degrees at Washington's 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 quarter credits.
- Opportunity to explore several fields of study through the category of up to 25 quarter 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 off-campus centers.

### 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

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 IN SCIENCE-TRANSFER (AS-T)

The Associate in 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 in 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 in 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 off-campus centers, to be sure that requirements specified in these degrees are met.

### ASSOCIATE IN APPLIED SCIENCE-TRANSFER (AAS-T)

Some career and technical programs of study may offer an Associate in Applied Science-Transfer (AAS-T) degree that is designed to provide transfer opportunities for students desiring to continue on toward 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 the program outlines section of this catalog.

### ASSOCIATE IN FINE ARTS (AFA)

A primary purpose of the Associate in Fine Arts is to offer a program of study applicable for transfer to a four-year institution. While the Associate in 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 quarter credits, which include many general university requirements. Students may earn an AFA in art, drama or music. Students are encouraged to meet with an adviser before enrolling.

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

### BACHELOR OF APPLIED SCIENCE (BAS)

The Bachelor of Applied Science (BAS) degree is an applied baccalaureate degree providing upper-division coursework in an applied field that may be offered at a community or technical college. These degrees build upon professional-technical associate degrees (AAS, AAS-T, AS-T) providing a clear pathway for students who may be place bound or have difficulty finding a transfer opportunity for their associate degree. The BAS degree also helps address an employers need to successfully recruit qualified applicants who have both job-specific technical skills as well as the skills learned through a baccalaureate program. In addition to serving the needs of employers, BAS programs are beneficial to employees already working in technical fields who wish to be promoted to higher level management or to specialized positions which may require a bachelor's degree.

Bachelor of Applied Science degrees offered at SFCC include:

- Bachelor of Applied Science Applied Management
- Bachelor of Applied Science Information Systems and Technology

For more specific information on these BAS degrees, 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 or a counselor or academic adviser at SFCC, to be sure that requirements specified in these degrees are met.

For more information, see the program outlines section of this catalog.

### WASHINGTON 45

The list of courses in Washington 45 does not replace the Direct Transfer Agreement, Associate in 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.<sup>1</sup>

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<sup>2</sup>)—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 with lab, ASTR& 100, ASTR& 101 with lab, CHEM& 105, CHEM& 110 with lab, CHEM& 121 with lab, CHEM& 161, CHEM& 162, ENV& 100, ENV& 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.

<sup>1</sup> 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.

<sup>2</sup> 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.
8. Students who complete the general education requirements at any public four-year institution of higher education in Washington, when admitted to another public four-year institution, will have met the lower division general education requirements of the institution to which they transfer.

### 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 IN ARTS

### DIRECT TRANSFER AGREEMENT (AA-DTA)

A candidate for the Associate in Arts (DTA) degree must complete 90 quarter 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). PE**

activity courses are limited to a maximum of three credits for the entire degree. At least 30 credits must be earned in residence from Spokane Community College or Spokane Falls Community College with at least 15 credits earned at the college awarding the degree. It is highly recommended that students meet with a counselor or academic adviser at Spokane Community College or Spokane Falls Community College 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. Course prerequisites must be satisfied to fulfill the requirement.

ENGL& 101 (required) **AND** one of the following:  
CMST 229; CMST& 101, 220  
ENGL& 102, 235  
JOURN 220

#### II. Quantitative/Symbolic Reasoning (5 credits)

One course from this area satisfies the Quantitative/Symbolic Reasoning requirement.

MATH 201, 208, 209, 210, 211, 212  
MATH& 107, 141, 142, 148, 151, 152, 153, 254  
PHIL& 120

#### 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.

##### GROUP A: Literature and Language

CMST 227  
ENGL 208, 209, 241, 247, 248, 249, 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  
FILM 141, 221, 222, 223, 224, 225, 236  
MUSC 106, 108, 109, 124; MUSC& 105, 141, 142, 143, 241, 242, 243

##### GROUP C: Philosophy and the Humanities

HUM 107, 201; HUM& 101  
PHIL 110, 209, 215, 220, 231; PHIL& 101, 115, 120

#### 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, 180, 200, 220  
SOC 204, 211, 221, 230, 261; SOC& 101, 201

#### **GROUP B: Human Enterprise**

ECON 100; ECON& 201, 202  
HIST 105, 106, 107, 141, 142, 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 a mathematics course is used to meet the Quantitative/Symbolic Reasoning requirements, the same course may not be used in Group A Mathematics.

MATH 201, 208, 209, 210, 211, 212, 220, 245; MATH&  
107, 141, 142, 146, 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 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)**

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, 270  
PE (theory-based) 170

#### **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  
JOURN 225  
MUSC 115, 127, 128, 139, 140, 145, 148, 151, 152, 170,  
171, 176, 177, 178, 182, 183, 215, 227, 239, 240, 245,  
248, 251, 252, 276, 277, 278

PE (activity) 100, 101, 105, 106, 107, 108, 114, 115, 116,  
117, 118, 120, 122, 126, 127, 130, 135, 139, 140, 141,  
143, 144, 145, 146, 147, 149, 151, 154, 177, 182, 185,  
186, 187, 200, 201, 205, 206, 207, 208, 214, 215, 216,  
217, 218, 220, 222, 226, 227, 230, 235, 239, 240, 241,  
243, 244, 245, 246, 247, 249, 251, 254, 277, 282, 285,  
286, 287, 288 (PE activity courses are limited to a  
maximum of three credits for the entire degree.)  
PE (theory-based) 156, 157, 158, 159, 160, 164, 165,  
169, 188, 256, 257, 258, 259, 260, 264, 265, 269, 288  
PHOTO 101

### **VII. Electives (25 credits)**

Twenty-five additional credits of college-level courses numbered 100 or above are required. At least 10 of the 25 elective credits must be considered generally transferable by Intercollege Relations Commission (ICRC) guidelines.

A minimum of 10 credits must be selected from the distribution areas or from the following generally transferable courses:

Any Art, Drama, Music, Music Private Lessons course;  
ACCT& 201, 202, 203; ANTH 221; BIOL 229, 270, 280;  
BUS 217; BUS& 101, 201; CIS 110; CJ& 101, 105; CMST 103,  
114, 120, 121, 127, 226, 250, 280, 287, 294; CMST& 210, 230;  
CS 101, 142, 223; CS& 141; EDUC 267; EDUC& 202, 204,  
205, ENGL 238; ENGL& 236, 237; ENGR 120, 211; ENVS 220;  
FILM 140; FRCH 241; GRDSN 109; HIST 280; HLTH 102;  
HS 102; HSGER 101; HUM 102, 140, 207, 241; IS 120;  
JAPN 241; JOURN 224, 225; MATH 108, 213, 225, 274;  
PE 275; PHOTO 237; SPAN 241, 242

**Notice:** For transferring students, 75 of the 90 quarter 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. 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 or Spokane Falls Community College 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. A candidate for the Associate in Biology degree must complete a minimum of 90 quarter credits in academic courses numbered 100 or above with a cumulative grade point average of at least 2.0 and meet specific distribution requirements. Courses must be chosen from the following 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). PE activity courses are limited to a maximum of three credits for the entire degree. At least 30 credits must be earned in residence from Spokane Community College or Spokane Falls Community College with at least 15 credits earned at the college awarding the degree. 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. Quantitative Reasoning (5 credits)

Course prerequisites must be satisfied to fulfill the requirement.

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.

#### GROUP A: Literature and Language

CMST 227  
ENGL 208, 209, 241, 247, 248, 249, 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  
FILM 141, 221, 222, 223, 224, 225, 236  
MUSC 106, 108, 109, 124; MUSC& 105, 141, 142, 143, 241, 242, 243

#### GROUP C: Philosophy and the Humanities

HUM 107, 201; HUM& 101  
PHIL 110, 209, 215, 220, 231; PHIL& 101, 115, 120

### 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, 180, 200, 220  
SOC 204, 211, 221, 230, 261; SOC& 101, 201

#### GROUP B: Human Enterprise

ECON 100; ECON& 201, 202  
HIST 105, 106, 107, 141, 142, 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, 270  
PE (theory-based) 170

#### 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  
JOURN 225  
MUSC 115, 127, 128, 139, 140, 145, 148, 151, 152, 170, 171, 176, 177, 178, 182, 183, 215, 227, 239, 240, 245, 248, 251, 252, 276, 277, 278  
PE (activity) 100, 101, 105, 106, 107, 108, 114, 115, 116, 117, 118, 120, 122, 126, 127, 130, 135, 139, 140, 141, 143, 144, 145, 146, 147, 149, 151, 154, 177, 182, 185, 186, 187, 200, 201, 205, 206, 207, 208, 214, 215, 216, 217, 218, 220, 222, 226, 227, 230, 235, 239, 240, 241, 243, 244, 245, 246, 247, 249, 251, 254, 277, 282, 285, 286, 287 (PE activity courses are limited to a maximum of three credits for the entire degree.)  
PE (theory-based) 156, 157, 158, 159, 160, 164, 165, 169, 188, 256, 257, 258, 259, 260, 264, 265, 269, 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. Students will enter the four-year institution at junior standing. Admission to Washington four-year institution's 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 or Spokane Falls Community College 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. A candidate for the Associate in Business degree must complete a minimum of 90 quarter credits in academic courses numbered 100 or above with a cumulative grade point average of at least 2.0 and meet specific distribution requirements. Courses must be chosen from the following 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, required business courses – 25 credits. **At least 5 credits must be W-designated (writing-intensive). At least 5 credits must be D-designated (global/diversity).** PE activity courses are limited to a maximum of three credits for the entire program. At least 30 credits must be earned in residence from Spokane Community College or Spokane Falls Community College with at least 15 credits earned at the college awarding the degree. 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. Quantitative/Symbolic Reasoning (5 credits)

Course prerequisites must be satisfied to fulfill the requirement.

MATH& 148

### 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.

#### GROUP A: Literature and Language

CMST 227  
ENGL 208, 209, 241, 247, 248, 249, 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  
FILM 141, 221, 222, 223, 224, 225, 236  
MUSC 106, 108, 109, 124; MUSC& 105, 141, 142, 143, 241, 242, 243

#### GROUP C: Philosophy and the Humanities

HUM 107, 201; HUM& 101  
PHIL 110, 209, 215, 220, 231; PHIL& 101, 115, 120

### 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

#### GROUP B: Human Enterprise

ECON& 201, 202

### V. Mathematics/Science (15 credits)

Group A is 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

#### GROUP B: Science

### Life Sciences

#### (Laboratory courses)

BIOL 100, 110, 115; BIOL& 160, 221, 222, 223  
BOT 111, 112, 113  
ENVS& 101  
ZOO 121, 122

#### (Nonlaboratory courses)

NUTRI 251  
OCEA& 101

### Physical Sciences

#### (Laboratory courses)

ASTR& 101  
CHEM 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)

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, 270  
PE (theory-based) 170

#### 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  
JOURN 225  
MUSC 115, 127, 128, 139, 145, 148, 151, 152, 170, 171, 176, 177, 178, 182, 183, 215, 227, 239, 240, 245, 248, 251, 252, 276, 277, 278  
PE (activity) 100, 101, 105, 106, 107, 108, 114, 115, 116, 117, 118, 120, 122, 126, 127, 130, 135, 139, 140, 141, 143, 144, 145, 146, 147, 149, 151, 154, 177, 182, 185, 186, 187, 200, 201, 205, 206, 207, 208, 214, 215, 216, 217, 218, 220, 222, 226, 227, 230, 235, 239, 240, 241, 243, 244, 245, 246, 247, 249, 251, 254, 277, 282, 285, 286, 287 (PE activity courses are limited to a maximum of three credits for the entire degree.)  
PE (theory-based) 156, 157, 158, 159, 160, 164, 165, 169, 188, 256, 257, 258, 259, 260, 264, 265, 269, 288  
PHOTO 101

### VII. Required Business Courses (25 Credits)

ACCT& 201, 202, 203  
BUS 217  
BUS& 201

**Note:** Some 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.

(1) To meet current EWU requirements, the second English composition course must be equivalent to EWU's English 201 – College Composition: Analysis, Research, and Documentation.

(2) Students intending the international business major should consult their potential transfer institutions regarding the level of world language required for admission to the major. Five (5) credits in world languages may apply to the Humanities requirement.

(3) Students are encouraged to include a speech or oral communication course (not small group communication).

(4) Students intending the manufacturing management major at WWU should consult WWU regarding the selection of natural science courses required for admission to the major.

(5) International students who completed a business law course specific to their home country must take a business law course at a U.S. institution in order to demonstrate proficiency in U.S. business law.

(6) Four institutions have requirements for admission to the major that go beyond those specified above. Students can meet these requirements by careful selection of the elective University Course Equivalent to:

- WSU (all campuses): Management Information Systems MIS 250
- Gonzaga: Management Information Systems BMIS 235
- PLU: Computer applications CSCE 120, either an equivalent course or skills test
- WWU: Introduction to Business Computer Systems MIS 220 (for transfer students entering fall 2014)

## **ASSOCIATE IN MATHEMATICS EDUCATION DIRECT TRANSFER AGREEMENT (DTA)**

The Associate in Mathematics Education (DTA) degree is an articulated transfer degree agreement for future secondary mathematics teachers between the community colleges and most four-year institutions within the state of Washington. 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 or Spokane Falls Community College 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. A candidate for the Associate in Mathematics Education degree must complete a minimum of 90–92 quarter credits in academic courses numbered 100 or above with a cumulative grade point average of 2.0 and meet specific distribution requirements. Courses must be chosen from the following 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).** PE activity courses are limited to a maximum of three credits for the entire program. At least 30 credits must be earned in residence from Spokane Community College or Spokane Falls Community College with at least 15 credits earned at the college awarding the degree. Prior college-level 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. Quantitative Reasoning (25 credits)**

Course prerequisites must be satisfied to fulfill the requirement.

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.

#### **GROUP A: Literature and Language**

CMST 227  
ENGL 208, 209, 241, 247, 248, 249, 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  
FILM 141, 221, 222, 223, 224, 225, 236  
MUSC 106, 108, 109, 124; MUSC& 105, 141, 142, 143, 241, 242, 243

#### **GROUP C: Philosophy and the Humanities**

HUM 107, 201; HUM& 101  
PHIL 110, 209, 215, 220, 231; PHIL& 101, 115, 120

### **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<sup>1</sup>  
GEOG 101, 230, 260  
PSYC& 100 (required)  
SOC 204, 211, 221, 230, 261; SOC& 101, 201

#### **GROUP B: Human Enterprise**

ECON 100; ECON& 201, 202  
HIST 105, 106, 107, 141, 142, 230, 240; HIST& 116, 117, 118, 136, 137, 214, 219  
POLS 102, 125, 204, 205; POLS& 101, 202, 203

### **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 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; GEOL& 100 (5cr only)

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, 270

PE (theory-based) 170

### 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

JOURN 225

MUSC 115, 127, 128, 139, 140, 145, 148, 151, 152, 170, 171, 176, 177, 178, 182, 183, 215, 227, 239, 240, 245, 248, 251, 252, 276, 277, 278

PE (activity) 100, 101, 105, 106, 107, 108, 114, 115, 116, 117, 118, 120, 122, 126, 127, 130, 135, 139, 140, 141, 143, 144, 145, 146, 147, 149, 151, 154, 177, 182, 185, 186, 187, 200, 201, 205, 206, 207, 208, 214, 215, 216, 217, 218, 220, 222, 226, 227, 230, 235, 239, 240, 241, 243, 244, 245, 246, 247, 249, 251, 254, 277, 282, 285, 286, 287 (PE activity courses are limited to a maximum of three credits for the entire degree.)

PE (theory-based) 156, 157, 158, 159, 160, 164, 165, 169, 188, 256, 257, 258, 259, 260, 264, 265, 269, 288

PHOTO 101

## VII. Education Courses (5-7 credits required)

EDUC& 202 (SFCC) **OR**

EDUC& 202 **AND** EDUC 267 (SCC)

## 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. 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 or Spokane Falls Community College 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. A candidate for the Associate in Pre-Nursing degree must complete 100-105

quarter credits in academic courses numbered 100 or above with a cumulative grade point average of at least 2.0 and meet specific distribution requirements. Courses must be chosen from the following 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).** PE activity courses are limited to a maximum of three credits for the entire degree. At least 30 credits must be earned in residence from Spokane Community College or Spokane Falls Community College with at least 15 credits earned at the college awarding the degree. 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. Quantitative/Symbolic Reasoning (5 credits)

Course prerequisites must be satisfied to fulfill the requirement.

MATH& 146

### 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.

#### GROUP A: Literature and Language

CMST 227

ENGL 208, 209, 241, 247, 248, 249, 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

FILM 141, 221, 222, 223, 224, 225, 236

MUSC 106, 108, 109, 124; MUSC& 105, 141, 142, 143, 241, 242, 243

#### GROUP C: Philosophy and the Humanities

HUM 107, 201; HUM& 101

PHIL 110, 209, 215, 220, 231; PHIL& 101, 115, 120

## 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 105, 106, 107, 141, 142, 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

Required by UW and Seattle University.  
MATH& 141

### GROUP B: Science (40cr) (all courses required)

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

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, 270

PE (theory-based) 170

**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

JOURN 225

MUSC 115, 127, 128, 139, 140, 145, 148, 151, 152, 170, 171, 176, 177, 178, 182, 183, 215, 227, 239, 240, 245, 248, 251, 252, 276, 277, 278

PE (activity) 100, 101, 105, 106, 107, 108, 114, 115, 116, 117, 118, 120, 122, 126, 127, 130, 135, 139, 140, 141, 143, 144, 145, 146, 147, 149, 151, 154, 177, 182, 185, 186, 187, 200, 201, 205, 206, 207, 208, 214, 215, 216, 217, 218, 220, 222, 226, 227, 230, 235, 239, 240, 241, 243, 244, 245, 246, 247, 249, 251, 254, 277, 282, 285, 286, 287 (PE activity courses are limited to a maximum of three credits for the entire degree.)

PE (theory-based) 156, 157, 158, 159, 160, 164, 165, 169, 188, 256, 257, 258, 259, 260, 264, 265, 269, 288  
PHOTO 101

**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 IN SCIENCE TRANSFER (TRACK 1) BIOLOGICAL SCIENCES, ENVIRONMENTAL/RESOURCE SCIENCES, CHEMISTRY, GEOLOGY AND EARTH SCIENCE

The Associate in 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 the Associate in Science Transfer degree must complete a minimum of 90 quarter credits in academic courses numbered 100 or above with a cumulative grade point average of at least 2.0 and meet specific distribution requirements. Courses must be chosen from the following 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).** PE activity courses are limited to a maximum of three credits for the entire degree. At least 30 credits must be earned in residence from Spokane Community College or Spokane Falls Community College with at least 15 credits earned at the college awarding the degree. 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, 259, 261, 271, 272, 278; ENGL& 111, 112, 113, 114, 220

FILM 141, 221, 222, 223, 224, 225, 236

Foreign Language **OR** ASL – 5 credits only

HUM 107, 201; HUM& 101

JOURN 110

MUSC 106, 108, 109, 124; MUSC& 105, 141, 142, 143, 241, 242, 243

PHIL 110, 209, 215, 220, 231; PHIL& 101, 115, 120

#### GROUP B: Social Sciences

ANTH& 100, 206, 210

ECON 100; ECON& 201, 202

GEOG 101, 230, 260

HIST 105, 106, 107, 141, 142, 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, 180, 200, 220

SOC 204, 211, 221, 230, 261; SOC& 101, 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& 146 **OR** MATH& 153

#### GROUP C: Biological Sciences or Physics (15cr)

15 credits from listed Biological Science courses **OR** a 15 credit Physics sequence. Some four-year institutions require Physics with calculus to meet this requirement.

Biological Sciences (laboratory courses)

BIOL& 221, 222, 223

Physics Sequence

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. Biology majors should select organic chemistry or physics for this requirement.

Group A

Group B

Group C

GEOL 201, 210; GEOL& 101

MATH 220, 274; MATH& 254

**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. PE activity courses are limited to a maximum of three credits for the entire degree.

**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 in 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 SCIENCE TRANSFER (TRACK 2)  
COMPUTER SCIENCE, PHYSICS & ATMOSPHERIC SCIENCE**

The Associate in 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 the Associate in Science Transfer degree must complete a minimum of 90 quarter credits in academic courses numbered 100 or above with a cumulative grade point average of at least 2.0 and meet specific distribution requirements. Courses must be chosen from the following 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).** PE activity courses are limited to a maximum of three credits for the entire degree. At least 30 credits must be earned in residence from Spokane Community College or Spokane Falls Community College with at least 15 credits earned at the college awarding the degree. 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, 259, 261, 271, 272, 278; ENGL& 111, 112, 113, 114, 220

FILM 141, 221, 222, 223, 224, 225, 236

Foreign Language **OR** ASL – 5 credits only

HUM 107, 201; HUM& 101

JOURN 110

MUSC 106, 108, 109, 124; MUSC& 105, 141, 142, 143, 241, 242, 243

PHIL 110, 209, 215, 220, 231; PHIL& 101, 115, 120

**GROUP B: Social Sciences**

ANTH& 100, 206, 210

ECON 100; ECON& 201, 202

GEOG 101, 230, 260

HIST 105, 106, 107, 141, 142, 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, 180, 200, 220

SOC 204, 211, 221, 230, 261; SOC& 101, 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 (15cr sequence)**

Some four-year institutions require physics with calculus to meet this requirement.

PHYS 101, 102, 103 **OR** PHYS 201, 202, 203

**GROUP B: Chemistry (5cr)**

CHEM& 161, 162, 163, 241/251, 242/252, 243/253

**GROUP C: Computer Programming (5cr)**

CS 142 **OR** CS& 141

**GROUP D: Third quarter calculus or approved statistics course (5cr)**

MATH& 146 **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. PE activity courses are limited to a maximum of three credits for the entire degree.

**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.

- Students completing this Associate in 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.
- 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.
- 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 the Associate in Science Transfer degree must complete 95 quarter credits in academic courses numbered 100 and above with a cumulative grade point average of at least 2.0 and meet specific distribution requirements. Courses must be chosen from the following 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 in residence from Spokane Community College or Spokane Falls Community College with at least 15 credits earned at the college awarding the degree. 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, 259, 261, 271, 272, 278; ENGL& 111, 112, 113, 114, 220  
FILM 141, 221, 222, 223, 224, 225, 236  
Foreign Language **OR** ASL – 5 credits only  
HUM 107, 201, 221; HUM& 101  
JOURN 110  
MUSC 106, 108, 109, 124; MUSC& 105, 141, 142, 143, 241, 242, 243  
PHIL 110, 209, 215, 220, 231; PHIL& 101, 115, 120

##### GROUP B: Social Sciences

A course in Macro Economics is recommended.  
ANTH& 100, 206, 210

ECON 100; ECON& 201, 202  
GEOG 101, 230, 260  
HIST 105, 106, 107, 141, 142, 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, 180, 200, 220  
SOC 204, 211, 221, 230, 261; SOC& 101, 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)

### Notes:

- Students are responsible for checking specific major requirements of four-year institutions in the year prior to transferring.
- It is recommended that sequential science classes be completed at one institution.
- Students completing this Associate in 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.
- 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.
- 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 the Associate in Science Transfer degree must complete 100 quarter credits in academic courses numbered 100 and above with a cumulative grade point average of at least 2.0 and meet specific distribution requirements. Courses must be chosen from the following 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 in residence from Spokane Community College or Spokane Falls Community College with at least 15 credits earned at the college awarding the degree. 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, 259, 261, 271, 272, 278; ENGL& 111, 112, 113, 114, 220  
FILM 141, 221, 222, 223, 224, 225, 236  
Foreign Language **OR** ASL – 5 credits only  
HUM 107, 201; HUM& 101  
JOURN 110  
MUSC 106, 108, 109, 124; MUSC& 105, 141, 142, 143, 241, 242, 243  
PHIL 110, 209, 215, 220, 231; PHIL& 101, 115, 120

##### **GROUP B: Social Sciences**

A course in Macro Economics is recommended.  
ANTH& 100, 206, 210  
ECON 100; ECON& 201, 202  
GEOG 101, 230, 260  
HIST 105, 106, 107, 141, 142; 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, 180, 200, 220  
SOC 204, 211, 221, 230, 261; SOC& 101, 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 (10cr)**

Although two 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.

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

#### **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 in 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 the Associate in Science Transfer degree must complete 105 quarter credits in academic courses numbered 100 and above with a cumulative grade point average of at least 2.0 and meet specific distribution requirements. Courses must be chosen from the following 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 in residence from Spokane Community College or Spokane Falls Community College with at least 15 credits earned at the college awarding the degree. 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, 259, 261, 271, 272, 278; ENGL& 111, 112, 113, 114, 220  
FILM 141, 221, 222, 223, 224, 225, 236  
Foreign Language **OR** ASL – 5 credits only  
HUM 107, 201; HUM& 101  
JOURN 110  
MUSC 106, 108, 109, 124; MUSC& 105, 141, 142, 143, 241, 242, 243  
PHIL 110, 209, 215, 220, 231; PHIL& 101, 115, 120

### GROUP B: Social Sciences

A course in Macro Economics is recommended.  
ANTH& 100, 206, 210  
ECON 100; ECON& 201, 202  
GEOG 101, 230, 260  
HIST 105, 106, 107, 141, 142, 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, 180, 200, 220  
SOC 204, 211, 221, 230, 261; SOC& 101, 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 210

### 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 in 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 Cooperative Education Work Experience in this catalog.

## ASSOCIATE IN APPLIED SCIENCE (AAS)

The Associate in Applied Science (AAS) degree candidate in a career and technical area must complete a minimum of 90 quarter 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 one-third of the

credits required for the degree in residence from the college awarding the degree.

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 one-third of the credits required for the certificate in residence from 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 quarter 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 and SFCC, view our program outlines online at: <http://catalog.spokane.edu/CoursesAndPrograms/Default.aspx?page=PV1>.

## **Course Descriptions**

For detailed information on individual courses, view our course descriptions online at: <http://catalog.spokane.edu/CoursesAndPrograms/Default.aspx?page=PV2>.

## **Administration and Academic Employees**

For information on the credentials of our administration and academic employees, view Academic Credentials online at: <http://catalog.spokane.edu/CoursesAndPrograms/Default.aspx?page=PV3>.