CAMPUS LOCATION KEY

<table>
<thead>
<tr>
<th>Location</th>
<th>Building</th>
</tr>
</thead>
<tbody>
<tr>
<td>ABE, GED, ESL Office</td>
<td>RSB</td>
</tr>
<tr>
<td>Admissions</td>
<td>UNI</td>
</tr>
<tr>
<td>Alhadeff Grill</td>
<td>CAB</td>
</tr>
<tr>
<td>APPLE Parenting</td>
<td>RAH</td>
</tr>
<tr>
<td>Art Gallery</td>
<td>JMB</td>
</tr>
<tr>
<td>Art Labs</td>
<td>RSB</td>
</tr>
<tr>
<td>Assessment/Testing Office</td>
<td>RSB</td>
</tr>
<tr>
<td>Beauty Center</td>
<td>CAS</td>
</tr>
<tr>
<td>Berrie’s Pastry Shop</td>
<td>CAS</td>
</tr>
<tr>
<td>Bookstore</td>
<td>JMB</td>
</tr>
<tr>
<td>Business/Administrative Office</td>
<td>RSB</td>
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<tr>
<td>Café Alk</td>
<td>CAB</td>
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<tr>
<td>Caféeteria</td>
<td>CAB</td>
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<tr>
<td>Career Link Academy</td>
<td>RAH</td>
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<tr>
<td>Career Development Services</td>
<td>RSB</td>
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<tr>
<td>Cash Machine</td>
<td>JMB</td>
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<tr>
<td>Cashiers</td>
<td>RSB</td>
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<tr>
<td>Child Care Center</td>
<td>CCC</td>
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<tr>
<td>CLIC</td>
<td>RSB</td>
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<tr>
<td>College Transfer</td>
<td>UNI</td>
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<tr>
<td>Computer Lab</td>
<td>UB</td>
</tr>
<tr>
<td>Continuing Education</td>
<td>OLY</td>
</tr>
<tr>
<td>Copy Center</td>
<td>UB</td>
</tr>
<tr>
<td>Counseling &amp; Advising</td>
<td>RSB</td>
</tr>
<tr>
<td>Cultural Center</td>
<td>JMB</td>
</tr>
<tr>
<td>Development Office/SSCC Foundation</td>
<td>RSB</td>
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<tr>
<td>Dining Rooms</td>
<td>CAB</td>
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<tr>
<td>Distance Learning</td>
<td>UB</td>
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<tr>
<td>Diversity &amp; Retention Office</td>
<td>UB</td>
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<tr>
<td>Eastern Washington University</td>
<td>UNI</td>
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<tr>
<td>Educational Support Services</td>
<td>RSB</td>
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<tr>
<td>Financial Aid</td>
<td>RSB</td>
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<tr>
<td>Fitness Center</td>
<td>MPB</td>
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<tr>
<td>Garden Center</td>
<td>LHO</td>
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<tr>
<td>General Studies</td>
<td>RSB</td>
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<tr>
<td>Heritage University</td>
<td>UNI</td>
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<tr>
<td>Home &amp; Family Life</td>
<td>RAH</td>
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<tr>
<td>Human Resources</td>
<td>RSB</td>
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<tr>
<td>Information Desk</td>
<td>RSB</td>
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<tr>
<td>International Programs</td>
<td>RSB</td>
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<tr>
<td>IT/Computer Services</td>
<td>RSB</td>
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<tr>
<td>Library/Institutional Resource Center</td>
<td>LIB</td>
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<tr>
<td>Little Theater</td>
<td>RAH</td>
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<tr>
<td>Lost &amp; Found</td>
<td>JMB</td>
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<tr>
<td>Math Lab</td>
<td>JMB</td>
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<tr>
<td>Media Labs</td>
<td>LIB</td>
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<tr>
<td>Meeting Rooms</td>
<td>JMB</td>
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<tr>
<td>Middle College High School</td>
<td>RAH</td>
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<tr>
<td>Music Rooms/Labs</td>
<td>RSB</td>
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<tr>
<td>Nursing</td>
<td>RAH</td>
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<tr>
<td>Office of Instruction</td>
<td>RSB</td>
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<tr>
<td>Pastry Lab</td>
<td>PB</td>
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<td>President’s Board</td>
<td>RSB</td>
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<tr>
<td>President’s Office</td>
<td>RSB</td>
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<tr>
<td>Professional/Technical Programs Office</td>
<td>TEC</td>
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<tr>
<td>Public Information</td>
<td>RSB</td>
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<tr>
<td>Registration/Admissions</td>
<td>RSB</td>
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<tr>
<td>Security and Parking</td>
<td>RSB</td>
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<tr>
<td>Student Government/Programs</td>
<td>JMB</td>
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<tr>
<td>Student Life</td>
<td>JMB</td>
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<tr>
<td>Student Newspaper</td>
<td>JMB</td>
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<tr>
<td>Student Success Services</td>
<td>JMB</td>
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<tr>
<td>Teaching &amp; Demonstration Kitchen</td>
<td>RSB</td>
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<tr>
<td>Teaching &amp; Learning Center</td>
<td>CAB</td>
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<tr>
<td>Technology Center</td>
<td>LIB</td>
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<tr>
<td>Tech Prep</td>
<td>TEC</td>
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<tr>
<td>Testing</td>
<td>RSB</td>
</tr>
<tr>
<td>Transcript Evaluations</td>
<td>RSB</td>
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<tr>
<td>Transfer Center</td>
<td>UNI</td>
</tr>
<tr>
<td>TRIO Talent Search</td>
<td>RAH</td>
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<tr>
<td>Tutor Center</td>
<td>RSB</td>
</tr>
<tr>
<td>TV Studio</td>
<td>LIB</td>
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<tr>
<td>Upward Bound</td>
<td>RAH</td>
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<tr>
<td>Veteran Services</td>
<td>RSB</td>
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<td>VP of Instruction</td>
<td>RSB</td>
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<tr>
<td>WorkSource</td>
<td>RSB</td>
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<tr>
<td>Writing Center</td>
<td>RSB</td>
</tr>
<tr>
<td>Women’s Center</td>
<td>JMB</td>
</tr>
<tr>
<td>MPB Classrooms</td>
<td>LIB</td>
</tr>
<tr>
<td>CLIC</td>
<td>RSB</td>
</tr>
<tr>
<td>Culture Center</td>
<td>JMB</td>
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<tr>
<td>Development Office/SSCC Foundation</td>
<td>RSB</td>
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<tr>
<td>Counseling &amp; Advising</td>
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<tr>
<td>Educational Support Services</td>
<td>RSB</td>
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<tr>
<td>Financial Aid</td>
<td>RSB</td>
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<tr>
<td>Fitness Center</td>
<td>MPB</td>
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</tbody>
</table>

Campus Buildings

<table>
<thead>
<tr>
<th>Building</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>ABR Automotive Collision Repair</td>
<td>LIB</td>
</tr>
<tr>
<td>AMT Aviation Maintenance</td>
<td>MPB</td>
</tr>
<tr>
<td>AUT Automotive Technology</td>
<td>MSL</td>
</tr>
<tr>
<td>AVT Classrooms/Composite Lab</td>
<td>OLY</td>
</tr>
<tr>
<td>CAB Culinary Arts</td>
<td>PBA</td>
</tr>
<tr>
<td>CAS Cascade Court</td>
<td>RSB</td>
</tr>
<tr>
<td>CCC Child Care Center &amp; Preschool</td>
<td>RAH</td>
</tr>
<tr>
<td>FSA FSA T&amp;D Kitchen, in CAB</td>
<td>TEC</td>
</tr>
<tr>
<td>HDM Heavy Duty Diesel</td>
<td>UNI</td>
</tr>
<tr>
<td>JMB Jerry Brockley Center</td>
<td>WBB</td>
</tr>
<tr>
<td>LHO Landscape Horticulture</td>
<td>(NW Wine Academy, Welding)</td>
</tr>
</tbody>
</table>

For other campus facilities and departments visit www.southseattle.edu and click “Campus Directory.”
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Front cover design by Betsy Berger
Photographs contributed by Sekani Perkins, Emma Kazaryan, Cessa Heard-Johnson, Monica Boatwright, Daniel Yu, and Betsy Berger
GREETINGS FROM THE PRESIDENT

Dear Students:

Welcome to South Seattle Community College! We hope that you will find this handbook useful as you pursue your academic goals and dreams. This handbook provides you with “insider” tips, hints and suggestions from faculty, staff, and graduates to help you reach your goals.

Your own unique experiences and backgrounds enrich our college community.

A few hints that we’ve learned from successful students:

1. Use as many support services as possible (from Advising to the Writing Center).
2. Get to know your faculty, staff and fellow students.
3. Stay in touch with your advisor or counselor.
4. If you need a little extra help, don’t wait. Talk with your instructor, check out the Tutoring Center, or visit the MAST (math and science tutoring).

As you start or continue your educational journey at South, remember that you can truly “Start Here, Go Anywhere.”

With best wishes for your future,

Gary Oertli

Please return this Student Handbook to:

Or turn it in to Lost & Found at JMB 135
Jerry Brockey Student Center
206.768-6755  Thank you.
Use the Seattle Colleges District Phonebook to look up faculty, exempt staff, administrators, and more. Except where noted, each of the below phone numbers is preceded with the 206 Area Code. For more options, you can also direct your browser to http://seattlecolleges.com/employeedirectory2.aspx.

**Programs of Study**

**Academic Programs**, 768-6600
**Accounting**, 764-5394
**Adult Basic Education/ESL/GED**, 764-5363
**APPLE Parenting**, 764-5801
**Apprenticeship Training**, 764-5350
**Automotive Technology**, 764-5391
**Aviation Maintenance Technology**, 764-5373
**Bachelor of Applied Science in Hospitality Management**, 768-6783
**Business Information Technology**, 764-5394
**Career Link Academy**, 764-7946
**Certified Nursing Assistant**, 768-6889
**College Preparatory**, 768-6600
**College Transfer/Liberal Studies**, 768-6600
**Commercial Driver Training Program**, 764-5314
**Computer-Aided Drafting & Design**, 764-5394
**Computing Technology**, 764-5365
**Continuing Education**, 764-5339
**Correction Officer Training**, 764-5835
**Cosmetology Program**, 764-5846
**Culinary Arts**, 764-5344
**Diesel/Heavy Equipment**, 764-5391
**Eastern Washington Univ.**, (425) 564-5100
**Engineering Technology**, 768-6600
**English as a Second Language (ESL)**, 764-5363
**Flagging and Traffic Control Certification**, 768-6877
**General Education Development (GED)**, 764-5363
**General Studies**, 764-5363
**Heritage University**, 764-5367
**Home & Family Life**, 764-5802
**Hospitality & Service Occupations**, 764-5344
**Internship Program**, 764-7935
**Industrial First Aid**, 764-5350
**International Student Programs**, 764-5360
**Licensed Practical Nurse**, 768-6654
**Landscape Horticulture**, 764-5336
**Liberal Studies/College Transfer**, 768-6600
**Medical Office Clerk**, 764-5394
**Middle College High School**, 768-6704
**New Holly Learning Center**, 768-6642
**Nursing**, 768-6654
**Occupational Teacher/Trainer Education (OTE)**, 764-5339
**Running Start**, 764-5805
**Senior Adult Education**, 764-5339
**Supervision & Management (SMG)**, 764-5394
**Tech Prep**, 768-6863
**Technical Education**, 764-5394
**Truck Driving, Commercial**, 764-5314
**Upward Bound**, 768-6676
**Welding Fabrication**, 764-5394
**Wine Technology**, 764-7942

**Services**

**Admissions**, 764-7943
**Advising**, 764-5387
**Arboretum**, 764-5396
**Art Gallery**, 764-5337
**Assessment Services (Testing)**, 764-5349
**Beauty Center (appoints.)**, 764-5814
**Bernie’s Pastry Shop**, 764-5828
**Bookstore**, 764-5338
**Brockey Center (Rentaly/Catering)**, 768-6613
**Career Development Services**, 764-5304
**Cashier**, 764-5388
**Catering**, 768-6690
**Child Care Center (main campus)**, 764-5348
**CLIC (Student Success Services)**, 764-5326
**Contract Training**, 768-6787
**Counseling & Advising**, 764-5387
**Cultural Center**, 764-7969
**Deli**, 768-6753
**Development Office**, 764-5809
**Dining Rooms (reservations)**, 764-5817
**Disability Services/Educational Support**, 763-5137
**TDD message phone**, 764-5845
**Distance Learning**, 764-7930
**Diversity and Retention**, 768-6425
**Apprenticeship & Education Center**, 764-5350
**Financial Aid Services**, 764-5317
**Food Services Reservations**, 764-7952
**Foundation Office**, 764-5809
**Guidance Services**, 764-5387
**Information Desk**, 768-6684
**International Programs**, 764-5360
**Internship Office**, 764-7935
**King County Dislocated Workers Program**, 764-5304
**Library/Instructional Resources Center**, 764-5395
**Lost and Found**, 764-5332
**Office of Instruction**, 764-5353
**Opportunity Grant**, 764-5200
**Pastry Special Order**, 768-6871
**President’s Office**, 764-5311
**Public Relations Office**, 764-5308
**Recreation (Campus)**, 768-6670
**Registration**, 764-7938
**Room Rental**, 768-6613
**Security Administration**, 763-5157
**Security Officer on duty**, 235-0911
**Student Clubs**, 764-5330
**Student Activities**, 768-6750
**Student Government (United Student Ass.),** 768-6751
**Student Newspaper (The Sentinel)**, 764-5333
**Student Life**, 764-5331
**Student Success Services**, 764-5326
**TDD (Registration)**, 764-5845 or the WA State Relay Service: Voice, 1-800-833-6384
**Telebraille, 1-800-833-6385**
**Testing (Assessment) Office**, 764-5349
**Transcripts**, 764-7943
**Tours (prospective students)**, 764-7943
**Veteran Affairs Office**, 764-5811 or 768-6743
**Women’s Center**, 768-6801
**WorkSource Affiliate**, 764-5304
EMERGENCY INFORMATION

CAMPUS SECURITY - (206) 235-0911

School Closure Information
The college announces when it is closed, not when it is open. Visit the web at wws.schoolreport.org for closure announcements. The following local news/network stations will publicize messages we post regarding school closure during inclement weather, etc.:
Television: KING, KOMO, KIRO, KCPQ, and NW Cable News
AM Radio: KIRO, KOMO, KIXI, KLAY, and KRKO
FM Radio: Numerous stations
In the event of an emergency on campus multiple ways will be used to communicate the situation:
• A pop-up message will appear on logged-on computers
• Selected speakerphone telephones across campus will broadcast a message
• The Campus Alerts system will be activated, sending e-mails and text messages to subscribers.
• The Clocktower speakers may also be used to broadcast a message.

About the Alert System
Seattle Community Colleges students and staff members can sign up to receive text message and email alerts in case of a campus emergency or unplanned closure. Log in using your College SID and PIN to designate a cell phone number (for text message alerts) or the email address you want to use to receive alerts. You may use more than one number or email address. Alerts to staff members will go to the college email by default, and others can be added. The system will make a best effort to send messages if there is an emergency that closes the campus unexpectedly or if there is an incident that poses a safety concern for the community.
To sign up, go to: https://alert.seattlecolleges.edu/LogIn.aspx
Complete emergency information for South Seattle Community College, including videos and South’s emergency plan can be found on South’s website under “campus information”:
http://www.seattlecolleges.edu/emergencies.aspx

Location of Emergency Phones
These phones have no dialer or dial tone. Pick up the receiver; ten seconds later, it will ring into the security cell phone. The phones are at the following locations:
AMT  Inside hallway – this phone has dialer and dial tone, but just pick up the receiver
CAS  Across from Bernie’s
LHO  Southwest front
OLY  Southeast door – push button
RAH  Next to Women’s Restroom
RSB  Outside Registration
TEC  Northwest corner
South Parking Lot – push button

Pay phone Location with Free Campus Security Button
CAS  Across from Bernie’s
JMB  Next to Student Club Center
RAH  Next to men’s restroom
RSB  Southwest corner courtyard
11th day of the quarter drills
In order for Seattle community colleges to be prepared for an emergency, an emergency drill is held on the 11th day of each quarter. One drill happens that day at 10:45 am and another at 6:45 pm.

Prepare to be “on your own” for 3-7 days after an earthquake and you’re ready to handle almost anything!
1. Get supply kits – keep one at home, one in your car.
2. Make a plan – about where to go and how to reach your family.
3. Be informed – In emergencies listen to KIRO 97.30 FM on the radio.

Anyone left at home alone should know:
• First aid / CPR
• How to get out of the house and get to family “reunion” meeting spot
• How to “drop, cover and hold“ in each room
• When and how to turn off water and natural gas
• When and how to contact the family’s “out of area” contact

When planning – consider:
Kids • Meds • Pets • Cash (no ATMs) • Keep gas half full (pumps won’t work)
Change food and batteries in your kit when we set clocks forward or back - put batteries from kit into smoke detectors and put new batteries into your kit!

Supplies for kits:
Water – 1 gallon per person per day
First aid kit, needed medicines
Food – canned food with opener, ready-to-eat packaged (e.g. bars)
Copies of ID and insurance papers
Money – include small bills /coins
Radio, flashlight and batteries
Soap, toothpaste, toothbrush
Toilet paper, baby wipes, diapers
Feminine hygiene
Garbage bags, shovel, plastic bags
Plain bleach for water purification
Sturdy shoes, gloves, extra clothes
Tent, tarp, rope, axe, pliers, Crescent wrench, duct tape
Camp stove, BBQ DO NOT use inside!
Toys, games, deck of cards, books
Tire chains, booster cables
Sleeping bag or blankets

Buy kits at:
www.seattleredcross.org
www.preparesmart.com
www.quakekare.com
START HERE . . .

STEPS TO ENROLL

Step 1
Apply for Financial Aid Application • (206) 764-5317
If you need help paying for your tuition, complete an application three months before the start of the quarter.

Step 2
Take a Placement Test • (206) 768-6767
This test is designed to place you in your first classes and ensure your success.

Step 3
Schedule an Initial 30-Minute Academic Advising Appointment • (206) 764-5387
An advisor will review your Placement Test and discuss your next steps.

Step 4
Enroll For Classes and Pay Tuition • (206) 764-7938
This should be done as soon as possible for best class selection.
Still have questions?
Call (206) 764-5300

. . . GO ANYWHERE!

Our Mission

South Seattle Community College is a constantly evolving educational community dedicated to providing quality learning experiences which prepare students to meet their goals for life and work.

The College values and promotes a close involvement with the community and strong partnerships with business, labor, and industry.

The College commits to serving the diverse needs of students in our communities by providing:

• College transfer programs and technical and professional programs which prepare students to succeed in their careers and further their education.
• Responsive technical and professional training developed in collaboration with business, labor, and industry.
• Student-centered and community-centered programs and services which value diversity, support learning, and promote student success.
• Lifelong learning opportunities for the cultural, social, professional and personal development of the members of our communities.
**STEP 1**

**APPLY FOR FINANCIAL AID**

(if you need help paying for your tuition)


Apply at least three months before the quarter starts!

The SSCC Financial Aid Office provides information on student aid eligibility, types of aid available, and policies/guidelines for federal, state and institutional programs.

Financial aid at South includes grants, work study, tuition waivers, and scholarships. In general, it is either need-based or merit-based. Need-based aid is awarded to students who cannot pay for college without assistance and includes grants, tuition waiver, and work study. Merit-based aid, generally in the form of scholarships, is awarded to students based on academic or athletic achievement or other criteria. Most students receive a combination of these types of financial aid in what is called a financial aid package.

The calculation that determines eligibility for aid is complicated. Because there is no income cutoff, the only way to learn if you are eligible for financial aid is to apply.

The application process is not difficult and help is available throughout the process. If you have questions about the FAFSA (Free Application for Federal Student Aid), contact the Financial Aid Office or call toll-free 1.800.4FEDAID (1.800.433.3243) Monday through Friday between 5:00 am and 9:00 pm or Saturday between 6:00 am and 3:00 pm (Pacific time).

Completed applications are evaluated on a first-come, first-served basis in the awarding cycles listed below. Students who complete the application process by the awarding cycle date are assured notification of financial aid eligibility before the first day of class (see dates below.) To meet these deadlines you must mail in or submit electronically an accurate FAFSA to the processor at least 6 weeks before the deadline. Applications completed after the awarding cycle dates will be reviewed as time permits.

**Deadlines**

Fall quarter 2010 deadline - May 28, 2010
Winter quarter 2011 deadline - October 6, 2010
Spring quarter 2011 deadline - January 19, 2011
Summer quarter 2011 deadline - February 16, 2011

Late applicants must plan to pay for tuition, fees, and books from their own funds to get started. A financial aid check for late applicants will be issued to eligible students when eligibility is determined.

**How to Apply**

1. Complete the FAFSA

   To apply for federal financial aid and most state aid programs, you must complete the Free Application for Federal Student Aid (FAFSA). Apply at www.fafsa.ed.gov. Be certain to complete the application according to instructions. Students may also request a paper application packet from the Federal Processor by calling 1.800.4FEDAID. Apply as soon as possible AFTER January 1 for the next academic year, and pay close attention to deadlines.

2. Keep Good Records

   Make photocopies of your applications and supporting information. To track important information and dates, you may want to keep a financial aid worksheet. Read South Seattle's Financial Aid Guide, which is available on-line at http://www.southseattle.edu/finaid/fao.htm or in the Financial Aid Office.

3. Print out and Review Your Student Aid Report

   One to four weeks after you submit your FAFSA, you will receive a Student Aid Report (SAR). The report will include your expected family contribution, the amount you and your family are expected to contribute toward your education. Review it carefully for accuracy and make corrections, if necessary.
4. Follow Instructions and Meet all Deadlines
   If your FAFSA or other financial aid forms are late or incomplete, you may not be considered for all of the aid programs available. A letter will be sent to you from the Financial Aid Office that advises you of what is required to complete your application. Follow up promptly on any requests for additional information.

5. Research Scholarships
   Check to see if local organizations or your employer (or parent’s employer) offer scholarships. Visit free scholarship search services on the internet. For more information, visit the "Scholarships" section of the FAFSA website. Also visit SSCC's Financial Aid website at http://www.southseattle.edu/finaid/fao.htm.

6. Evaluate Financial Aid Award Notification
   The Financial Aid Office will send you an award letter with details of your financial aid package, usually a combination of grants, waivers, and work study.

   Note: Students are responsible for paying tuition by the due date along with purchasing texts by the first day of class if their financial aid eligibility has not been determined. If you receive a financial aid award from South, your tuition is paid automatically if you register for 12 credits or more. If you register for less than 12 credits or if you do not know if you have an award, please contact the Financial Aid Office.

   If you receive funding from an agency, please contact Workforce Education. Please be sure to notify the Financial Aid Office if you receive any scholarship funding, as this may affect any award you receive in the future.

**A CLOSER LOOK AT FINANCIAL AID**

**Need-based Aid**
- Grants: Money for college that you do not have to repay.
- Loans: Borrowed money for college that you must repay with interest.
- Work Study: Money you earn through part-time work that you do not have to repay.
- Scholarships: Money for college that you do not have to repay.

**Determining Your Eligibility for Need-based Aid**
   Your financial need is the difference between the amount it will cost you to go to school (cost of attendance) and the amount of money that you and your family are judged able to pay (expected family contribution). Parents’ income counts until the student is 25 years of age.

   To determine your expected family contribution and your financial need, colleges and universities use the Free Application for Federal Student Aid (FAFSA). The FAFSA considers your family income and assets (except home equity/retirement programs), family size, number of family members in college and more.

**Other Opportunities for Funding Your Education**

**Washington State Aid Programs**
www.hecw.wa.gov/paying/waaidprgm/waaidprgmindex.asp
To help students and their families pay for college, Washington State earmarks over $142 million annually for student financial aid. Money is available to help you go to college if you and your family cannot afford to pay the full amount. And, you don’t have to be low-income to qualify.

**Student Financial Aid Office**
Washington Higher Education Coordinating Board
(360) 753-7850

**Federal Student Aid Information Center**
U.S. Department of Education
(800) 433-3243
GRANTS
South Seattle Community College offers need based grant assistance through state and federal funding. To apply for these grants, students must complete the Free Application for Federal Student Aid (FAFSA). Grants do not have to be repaid by the student. This money can be used to cover the cost of tuition, fees, books, supplies and other education-related expenses.

SCHOLARSHIPS
Local scholarship donors often send announcements and applications to the Financial Aid Office. All scholarship information that is received is posted in a Scholarship list, which you may view on the website at http://www.southseattle.edu/finaid/scholar.htm. Interested students should check weekly for scholarship information.

SSCC Foundation Scholarships
The South Seattle Community College Foundation works to attract community engagement and support for the benefit of South’s students, faculty and programs. The Foundation provides over 100 scholarships a year for students. All students at South are eligible to apply, and applications are available year-round. Awards are generally made during the fall and winter quarters. Scholarships for high school students are awarded in the spring. The Foundation also provides support for faculty development, tutoring, emergency assistance and childcare.

Other Scholarships
We also offer information on scholarships from outside organizations. These vary from year to year. Please visit the above website for a complete and updated list. Some examples are
• American Culinary Federation Scholarships
• Gates Millennium United College Fund
• Martin Family Foundation Honors Scholarship Program
• Regional Eagle Gay Scholarship Fund
• Seattle Milk Fund
• South Seattle Community College Foundation Scholarship

COLLEGE FUNDING RESOURCE CHECKLIST
Financing College
Paying for college is a challenge for many students, but there are places you can go to get assistance both on- an off-campus. The following is a checklist of financial resources and support services available to you as a student:

Grants & Loans
• Financial Aid: Free Application for Federal Student Aid (FAFSA)
Web Site: www.fafsa.ed.gov
Services:
Federal Student Aid, an office of the U.S. Department of Education, plays a central and essential role in America's postsecondary education community.
Federal Student Aid's core mission is to ensure that all eligible Americans benefit from federal financial assistance—grants, loans and work-study programs—for education beyond high school. The programs we administer comprise the nation's largest source of student aid. Among our most visible and essential services are the development, distribution, and processing of the FAFSA, the fundamental qualifying form used for all federal and government-guaranteed commercial lenders' programs—as well as for many state, regional and private student aid programs. By filling out the online or paper FAFSA, applicants start the process of qualifying for aid.
• Seattle Milk Fund
Web Site: www.seattlemilkfund.org
E-mail: contact@seattlemilkfund.org
206.526.7944
1120 N Northgate Way
Seattle, WA 98133
Office Hours: Spring, Fall, Winter Hours: M - Th; 9am-3pm; closed for lunch 12-1pm
Summer Hours: M - W; 9am-1pm
Seattle Milk Fund is a 100 year old non-profit organization that is comprised of volunteers. We provide Education Grants, Childcare Grants, and Emergency Family Assistance to families in the greater Seattle area. Unable to provide Energy Assistance, Rental Assistance, Moving Expense Assistance, Cash assistance of any kind or court ordered community service hours.

• Washington Women in Need
Web Site: www.wawomeninneed.org
E-mail: programs@wawomeninneed.org
425.451.8838
1849 114th Avenue NE
Bellevue, WA 98004
Washington Women In Need offers non-emergency assistance for education and health care. All four programs operate from waiting lists of approximately 30-60 women; each program periodically opens to new clients who get on the waiting list by requesting and completing an application. WWIN carefully monitors the number of applications that are sent out at any one time so that the waiting lists are short enough that no applicant typically waits more than three months to be evaluated for eligibility. Washington Women In Need provides grants in four program areas:
  • Education at accredited institutions in Washington
  • Mental Health Counseling with licensed mental health professionals
  • Health Care Insurance Premiums for current health coverage
  • Physical/Dental/Vision/Hearing exams and treatment

• Northwest Education Loan Association (NELA)
Web Site: www.nela.net
Phone: toll free 800.562.3001
190 Queen Anne Avenue N, Suite 300
Seattle, Washington 98109
NELA is a not-for-profit guaranty agency that works in partnership with schools, banks and other lending institutions to help students continue their education. NELA administers the Federal Family Education Loan Program (FFELP) and guarantees the loans against default. This guarantee allows commercial lenders to make loans to students, who often have no collateral or credit history.

Since many college-bound students are also first-time borrowers, NELA provides informational publications, resources and counseling services to help simplify complex student aid information. Students and their families can learn more about the FFELP loan programs available to them, as well as develop a better understanding of their rights and responsibilities as borrowers.

• SSCC Worker Retraining
Web Site: http://www.southseattle.edu/programs/workretr.htm Phone: 206.764.5835
Robert Smith Building, Room 81
All individuals who are working parents; ex-offenders; currently receiving Washington
state unemployment benefits, whose unemployment benefits have been exhausted within the last 24 months or are facing the prospect of layoff may be eligible for assistance under the Worker Retraining Program. To get started, use the Request Information Form available at their web site and they will contact you about attending a Worker Retraining orientation. Worker Retraining Programs provide:

- Financial Assistance
- Career Planning
- Job Search Instruction
- Placement Assistance

**SSCC Cultural Center Textbook Loan Library**
Web Site: [http://southseattle.edu/campus/facility/Department.asp?number=158](http://southseattle.edu/campus/facility/Department.asp?number=158)
E-mail: jseia@sccd.ctc.edu
206.764.7969, 206.764-7590
Jerry M. Brokey Center, Room 146
Office Hours: M-F, 10am-4pm

The Textbook Loan Library is available to any student at SSCC who has completed at least one academic quarter. Any eligible student can apply to use one textbook per quarter from the loan library under the condition that it will be returned at the completion of the quarter. Applications are available in the Cultural Center and textbooks are available the first week of classes on a first-come, first-serve basis.

To apply for the textbook scholarship you must provide the following:
- A copy of your SSCC class schedule for the quarter for which you are applying and;
- A copy of your SSCC photo identification and;
- A copy of your unofficial SSCC transcript and;
- The completed application form

**SCHOLARSHIPS**
- the WashBoard.org
  Web Site: [www.thewashboard.org/login.aspx](http://www.thewashboard.org/login.aspx)
  Wash Board is a free, student-centered, online clearinghouse for Washington students seeking college scholarships. This user-friendly site allows students to search and apply for verified scholarship opportunities that are specific to their academic interests, college, university, or other criteria.
- FastWeb
  Web Site: [www.fastweb.com](http://www.fastweb.com)
  FastWeb offers a complete source of local scholarships, national scholarships and college-specific scholarships. Students can log onto the web site to create a profile to begin searching and receiving information about upcoming scholarships.
- Opportunity Grant
  Web Site: [http://www.southseattle.edu/resources/opportunitygrant.htm](http://www.southseattle.edu/resources/opportunitygrant.htm)
  E-mail: snorman@sccd.ctc.edu
  Phone: 206.764.5200
  Location: Robert Smith Building, Room 56
  Office Hours: 8:00 am – 4:30 pm

Washington state residents, pursuing a professional/technical certificate in Accounting, Automotive, Aviation Maintenance, Business Information Technology, Commercial Driver Training, Computing Technology, Diesel, Nursing or Welding may apply. Scholarship awards are for up to 45 credits in tuition and fees plus $1,000 in texts/tools/supplies. Further information and downloadable application forms available at the Opportunity Grant website or by contacting the office.
MORE ON FINANCIAL ASSISTANCE AT SOUTH

Are you receiving Unemployment Benefits, or have you exhausted your benefits within the last 2 years? Were you self-employed but now are unemployed, or are you a displaced homemaker?

Are you receiving a TANF cash grant (welfare) from DSHS?

Are you a low-income* working parent working PT or FT, with at least one child under 18?

Are you receiving Food Stamps (or can you) and will your combined work and school hours be less than 30 per week?

Is your household income less than 175% of the poverty level*?

Are you a low-income* student who has demonstrated commitment to school?

Are you a low-income* city of Seattle resident wanting 1-2 quarters of training and then FT employment?

Have you attended SSCC for at least 1 quarter and are you enrolled FT now?

Are you a graduating high school senior and do you plan to enroll FT at SSCC?

Will you graduate from Cleveland High School in 2008 or later?

Do you have financial need and are you making satisfactory academic progress?

Worker Retraining
(206) 764-5605 / Robert Smith Bldg, rm #31

Short-term programs up to 1 Year

Any Professional/Technical Program

Any Professional/Technical Program

High-Demand Field

FSET
(206) 764-5605 / Robert Smith Bldg, rm #31

High-Demand Field

WIA Adult
(206) 704-5304 / WorkSource Center

Auto Tech Body, Nursing, Diesel, BIT

Auto Tech, Office (BIT), Welding

Any Program or Degree

Any Program or Degree

1st Year of Any Program or Degree

Any 2nd Quarter Approved College Program or 45 Pre-Raq credits

Opportunity Grant
(206) 764-5200/R556

Seattle Job Initiative
Community agencies: ACRS (206-7530), COA (206-9000), TRMC (446-3000)

Foundation Scholarship
(206) 788-6619 / Foundation Office (R8 #1)

High School Scholarship
(206) 764-5604 / Foundation Office (R8 #1)

13th Year Promise Scholarship
(206) 763-5141 / Foundation Office (R8 #1)

Financial Aid Programs (FAFSA)
(206) 764-5317 / Financial Act (R8 #6)

Pell Grant

State Need Grant

Academic Competitiveness Grant

Federal Supplemental Opportunity Grant

Work Study

Different sources will pay for different things (tuition, books, transportation, etc.), so students may need multiple sources of assistance.

* This tool is meant to help you figure out what funding you may be eligible for. All funding must be approved by SSCC, DOE, DSHS, etc., depending on the type, before you will receive funding. See the appropriate office for complete eligibility requirements & application process.

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2010-2011
Students who are Washington state residents, have attended SSCC for at least one quarter, and are currently enrolled as full time students (12 credits or more), may apply for an SSCC Foundation scholarship. Scholarships are awarded based on factors such as academic merit, financial need, program of study and school and community involvement.

Applications are due the last Monday in October and the first Monday in February each year, and provide up to three quarters of prepaid tuition. You can download the application form and the one page letter of recommendation form from their website.

**LOANS**

South Seattle Community College does not participate in the federal loan programs. However, if you are interested in applying for a personal or alternative student loan, please contact the Financial Aid Office for additional information.
**STEP 2**

**TAKE A PLACEMENT TEST**

Call (206) 764-5349 or go to www.southseattle.edu/resources/sas/htm.

**The College Placement Test (COMPASS or ESL/COMPASS)**

Students entering SSCC take the COMPASS or ESL/COMPASS placement test prior to visiting an advisor and registering. The placement test assesses the student's strengths and weaknesses in writing, reading, and math skills. This un-timed, computerized exam takes about two hours to complete.

The Student Assessment Office is located in the Robert Smith Building, Room 076. Click onto the SSCC website at: www.southseattle.edu/resources/sas for a calendar of exam dates and times. Sample tests are also found on the site. Students are encouraged to brush-up on their skills before taking the exam.

Note: Students with an official transcript from another college who have taken English 101 and Math 102 or college-level math course (GPA of 2.0 or higher) are not required to take the COMPASS. Scores and/or transcript must be on file with the Registration office for proof.

**Prior to Taking the Assessment:**
- Obtain a SSCC student ID number from Registration (picture ID and Social Security number required).
- Pay fee at Cashier, located in the Student Services building.
- Keep receipt and take to test session.
- Bring state-issued ID.
- Personal, non-programmable calculator permitted.
- May retest after 90 days.

**Testing Calendar with Hours:**
www.southseattle.edu/resources/sascal.htm

**Sample Tests, etc.:**
- www.southseattle.edu/resources/sas/htm
- http://www.act.org/compass/sample
- www.grammar.com
- www.math.com
- www.chompchomp.com
- www.purplemath.com

**ID Cards**

RSB/Registration, 206.764.5387

Students taking three or more credits are required to have an official SSCC ID card. Photos can be taken when a current class schedule showing payment or a paid tuition receipt is presented with picture ID. There is a one-time, nonrefundable $5 fee for the identification card, payable at the time of registration. Photos will be taken on a drop-in basis, Monday through Friday, at the Advising/Counseling desk. Students will be asked to present an ID card for access to:
- Cashiers Office Services
- Computer Lab Tech Desk in the Information Commons (for computer lab login and password)
- Fitness Center
- Library Services
- Campus Recreation (for equipment check out)

EXCEPTIONS: Students enrolled in ABE, ESL, Community Service, Parent Co-op, or Senior Adult Ed programs have the option to purchase a card.

Did you know that your SSCC ID card also provides great discounts all over Seattle? You can get discounted tickets at Pacific Place Theaters, $10 (best seat in house) tickets to hear the Seattle Symphony at Benaroya Hall, and more!
STEP 3
SEE YOUR ACADEMIC ADVISOR

Call (206) 764-5387 to make an appointment.
After your placement test and (best, if at least) two weeks prior to quarter start, call and schedule a 30-minute advising appointment. Advisors/counselors need your test results for this meeting.

If you have previous college credits to transfer in, have them reviewed by filling out a Transcript Evaluation Request Form available at the Registration counter or online. Please bring an unofficial transcript to your advising appointment.

The Academic Advising Center offers a comprehensive array of services designed to assist you in reaching your educational goals. These services are available to all students, new or returning, on an appointment or walk-in basis. These are some of the services available:

- Academic advising and program planning
- Professional/technical degree information
- Pre-professional advising for university majors
- Running Start information and enrollment
- Assistance with petitions for waivers and/or exceptions

Regular Advising/Counseling Hours
Monday through Thursday: 8:00 am – 4:30 pm ~ Friday: 9:00 am – 4:00 pm
Last appointment available is 30 minutes before closing.

Advising and counseling services are available to South Seattle Community College’s diverse student population in order to make each student’s educational experience at SSCC a successful one. E-mail: advisorsouth@sccd.ctc.edu

The Advisors
Advisors help you make good choices so you can reach your educational goals. They are available to all students and can offer help with college transfer, professional and technical programs, English as a Second Language (ESL), GED, and high school completion programs.

Advisors can provide information on course enrollments, quarterly class selection, graduation assessment, and educational planning. Advisors also provide resources to students who want to research other colleges or programs in Washington State.

Advisors and Counselors Assist Students with:
- Program requirements
- Educational planning
- Graduation assessment
- Four-year college and university transfer requirements
- Quarterly class selection
- Professional/technical program advising
- University program specific requirements

The Counselors
Counselors are faculty who have master’s degrees in counseling. They help students to identify and achieve their educational, career and personal goals.

Educational Counseling
- Evaluating educational/life experiences
- Exploring vocational programs
- Educational planning
- Transfer to four-year colleges and universities
- Selecting a major

Counselors are also available to provide career counseling, help students select a career path and identify employment trends and training for obtaining employment.
**Career Counseling**
- Career assessment and interpretation
- Interests, abilities, and values clarification
- Assistance with career decision making

In addition, counselors provide short-term counseling to students who experience social and emotional difficulties that interfere with college success.

**Personal Counseling**
- Anxiety and stress management
- Time management
- Relationship issues
- Sadness
- Conflict management
- Student rights
- Referral to career resources

**Career Evaluations**

**Strong Interest Inventory**
Compares your interests with people in a variety of occupations to assess similar or dissimilar interests.

**Myers Briggs Type Indicator**
Helps students identify their personality type and occupations that are most attractive to persons with a similar personality type. The indicator helps students learn which work environment can provide career satisfaction for each personality type.

If you are interested in taking one of these career evaluations, please make an appointment with a counselor.

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**STEP 4**

**REGISTER FOR CLASSES**

**Enroll in Classes and Pay Tuition**
(206) 764-7938
http://southseattle.edu/services
RSB Registration Window

The Registration Office is the place to sign up for classes by submitting enrollment forms and paying for classes. For best selection, register early during the new student registration time period or during open enrollment. The quarterly class schedule has registration dates for each quarter as well as deadlines for refunds and withdrawing from class.

Enrollment forms and class schedules are available in the registration office. The staff helps students in registration by processing enrollment forms and by assisting with adding, dropping or auditing classes. New first-quarter students are asked to register in-person. Thereafter, you are encouraged to use the Web (Student Online Services) to register.

Tuition is due within 7 business days from the date you first register for classes. If you register for classes on or after the first day of the quarter, tuition is due immediately. See quarterly schedule for Registration and Cashier hours.
Financial Aid Award
If you have received a financial aid award, your tuition will be paid automatically if you registered for 12 credits or more. If you registered for less than 12 credits or if you do not know if you have a financial award, please contact the Financial Aid Office (see page ). Additionally, if you are receiving funding from an agency, please contact the Financial Aid Office.

Payment Policies & Options
Pay Your Tuition on Time
Your registration is not complete unless tuition and fees have been paid in full and on time. No partial payments are accepted unless you sign for the budgeted tuition payment plan through FACTS. If you register prior to the beginning of the quarter your tuition and fees are due within 7 days of your registration. If you register on or after the first day of the quarter, tuition and fee payment is due immediately upon registration.

Students may charge tuition and books on Visa, Mastercard, American Express or Discover credit cards.

Please note: You may pay tuition and fees using the Web at http://southseattle.edu/services or visit the cashier’s office.

Debit cards are only accepted when paying in person or at the secured drop box. The fee payment drop box is located outside the cashier’s office in the Robert Smith Building.

Students using their parent’s charge card must bring a signed note from the authorized cardholder.

Refunds & Withdrawals-Students who officially withdraw from classes may receive a refund of fees and tuition. See the refund schedule under Registration in the class schedule.

Pay tuition with cash, check, or credit card at the cashier’s office or online. Another option is to budget your tuition payment via FACTS (nelnet), Student Tuition Automatic Payment Plan, at https://sccdweb.sccd.ctc.edu/services/sermain.htm.

Student Tuition Automatic Payment Plan - FACTS (nelnet)
Don’t have money to pay your tuition all at once? South and its partner, the FACTS Management Company, also known as nelnet, can help. Join our new online payment plan - e-Cashier. Start budgeting for your education today. The sooner you start, the lower your monthly payments will be.

Contact Information
Call FACTS at (800)609-8056 for information or to make any changes to your address, telephone or bank information. Customer service representatives are available Monday through Thursday, 7:30am to 7:00pm (CST), and Friday, 7:30am to 5:00pm.

If you have questions regarding your FACTS agreement, please contact FACTS directly or view your agreement online through your MyFACTS account. To access your MyFACTS account, follow your FACTS confirmation notification.

If you have questions regarding your balance, contact the cashier’s office.

If you have questions regarding your financial aid, contact the Financial Aid department.

Frequently Asked Questions About FACTS (nelnet)
1. When and what time will the funds be withdrawn from my bank account?
   FACTS specifies the date each payment will occur, but it is your financial institution that determines the day the payment is debited. FACTS recommends you check with your financial institution to determine how far in advance funds should be deposited into your account to ensure the automatic payment clears. If a payment date falls on a weekend or banking holiday, the payment will be attempted the following business day.

2. How will I be notified of my payment information?
   Once your agreement is posted to the FACTS system, you will receive a confirmation notification of your payment amount by e-mail or letter. Payments will be processed until the total balance is paid in full. The notification has important information you
MUST have to log on to myFACTS Account. The notification also serves as a reminder that a $15 per quarter nonrefundable FACTS Enrollment Fee will be processed from the account indicated on the agreement.

3. Can I pay by phone with FACTS?
In accordance with the Terms and Conditions of your FACTS agreement, payments are processed electronically. FACTS does not accept payments by phone.

4. What is the FACTS Access Code?
To help protect your privacy, FACTS asks the person responsible for the payments to create an access code. If you should call into FACTS inquiring about your FACTS agreement or inquire online through MyFACTS Account, you will be required to verify your FACTS Access Code. If you do not create an access code on your FACTS agreement, one will be randomly assigned to you. Your FACTS Access Code will be identified on your FACTS Confirmation Notification. Please remember to keep a copy of your confirmation notification.

Information on Returned Payments
Should an automatic bank payment or credit card payment be returned, a $25 returned payment fee will be automatically assessed to your account. You will be notified of the returned payment via mail or e-mail.

EDUCATION FOR A LIFETIME!

Congratulations!
You are now a student at South Seattle Community College.
As you begin your educational journey, you will want to acquaint yourself with our student learning outcomes. They reflect the knowledge and abilities you will have after earning a degree from South Seattle Community College. Although these outcomes will be learned or developed in the various courses you will take at South, they will benefit every aspect of your future life. Moreover, because you are likely to face several career changes during your working life, the abilities to remain flexible and viable as well as to learn quickly will be highly valuable survival skills. In short, prepare in college for whatever the future might bring by doing the following:

• Learn how to learn.
• Be open to learning new things rather than just revisiting what you already know.
• Resist instant gratification by choosing challenging goals.
• Take a variety of courses.

South Student Learning Outcomes
1. Communication
   • Read and listen actively to learn and communicate
   • Speak and write effectively for personal, academic, and career purposes

2. Computation
   • Use arithmetic and other basic mathematical operations as required by program of study
   • Apply quantitative skills for personal, academic, and career purposes
   • Identify, interpret, and utilize higher level mathematical and cognitive skills (for students who choose to move beyond the minimum requirements as stated above)

3. Human Relations
   • Use social interactive skills to work in groups effectively
   • Recognize the diversity of cultural influences and values

4. Critical Thinking and Problem-Solving
   • Thinking critically in evaluating information, solving problems, and making decisions
5. Technology
   • Select and use appropriate technological tools for personal, academic and career tasks

6. Personal Responsibility
   • Be motivated and able to continue learning and adapt to change
   • Value one's own skills, abilities, ideas, and art
   • Take pride in one's work
   • Manage personal health and safety
   • Be aware of civic and environmental issues

7. Information Literacy
   • Access and evaluate information from a variety of sources and contexts, including technology
   • Use information to achieve personal, academic, and career goals, and to participate in a democratic society

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**STEP 5**
**STUDENT ORIENTATION**

**New Student Orientation**
NSO is typically held the Thursday before the quarter starts. All newly registered students will receive a notification in the mail or via email.

**Program Orientation**
Contact the specific program in which you are enrolled to ask if it is necessary to attend a program orientation (or information session) in addition to the campus-wide new student orientation.

Call (206) 768-5331 to find out more.

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**STEP 6**
**SET UP PARKING & TRANSPORTATION**

RSB 50, 206.763.5157
http://southseattle.edu/campus/facility/Department.asp?number=53
Vehicles parking on college property are required to have a valid parking permit.
To be valid, the permit must be:
   • Purchased through Cashier’s Office or designated office.
   • Unexpired
   • Hung from the rear view mirror or placed on the dash, with permit number visible
   • Displayed at all times.
Continuing Education Parking
Purchase a daily parking permit at kiosks in the North, Central and South parking lots.

Disabled Parking
Disabled parking is available in designated areas on campus. Permits are issued when one of the following occurs: The individual is recognized by a governmental sponsoring agency as disabled and this is so noted on the authorization for the provision for the student; or the individual files a statement from a medical doctor as to the condition of the disability. The college reserves the right to refuse the issuance of a parking permit.

Visitor Parking
Daily permit dispensers are located at the North Gatehouse, in the South Parking Lot adjacent to the gravel area, or near the bus stop on the driveway in front of the Robert Smith Building (RSB). Visitors may park for up to 45 minutes for $0.25, using the visitor spaces along the RSB driveway or general parking areas. Day permits may be purchased for $2.00 from the north or south dispensers, or the Cashiers Office (RSB 47). Patrons of the Alhadeff Grill or Café Alki may park free in the Cascade Court lot, if they register their license number with the area they are patronizing.

Get a Parking Permit
Parking is by paid permit, daily or quarterly, Monday – Saturday. Parking is available on a limited basis. Daily permit dispensers are located at the North Gatehouse, in the South Parking Lot adjacent to the gravel area, or near the bus stop on the driveway in front of the Robert Smith Building (RSB). Visitors may park for up to 45 minutes for $0.25, using the visitor spaces along the RSB driveway or general parking areas. Day permits may be purchased for $2.00 from the north or south dispensers.

Patrons of the Alhadeff Grill or Café Alki may park free in the Cascade Court lot, if they register their license number with the area they are patronizing.

Quarterly permits are purchased from the Cashier. Student parking requires proof of paid registration and is based on enrolled credits (Includes City Commercial Parking tax):

<table>
<thead>
<tr>
<th>Credit Range</th>
<th>Summer Quarter Rate</th>
<th>Fall/Winter/Spring Quarters Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-5 credits</td>
<td>$14.25</td>
<td>0-5 credits</td>
</tr>
<tr>
<td>6-10 credits</td>
<td>$28.50</td>
<td>6-10 credits</td>
</tr>
<tr>
<td>11+ credits</td>
<td>$42.75</td>
<td>11+ credits</td>
</tr>
<tr>
<td>Carpool</td>
<td>$23.75</td>
<td>Carpool</td>
</tr>
<tr>
<td>10+ credits</td>
<td>$10.00 TMP</td>
<td>10+ credits</td>
</tr>
<tr>
<td>Orca Transit Pass</td>
<td></td>
<td>Orca Transit Pass</td>
</tr>
<tr>
<td>10+ credits</td>
<td>$80.00</td>
<td>10+ credits</td>
</tr>
<tr>
<td>Under 10 credits</td>
<td>$110.00</td>
<td>Under 10 credits</td>
</tr>
</tbody>
</table>

Parking Refunds
Students will receive parking refunds only upon complete withdrawal from classes or for classes which have been canceled by the college. Refunds will be processed according to Withdrawal and Status Change information with return of the permit. Lost or stolen permits will be replaced at the student’s cost. For parking information, call James Lewis, Transportation Director, at (206) 763-5157 or the Cashier’s Office at (206) 764-5388 or visit www.southseattle.edu/services/parking.htm.

Carpool
RSB 50, 206.763.5157
http://www.southseattle.edu/campus/trans.htm

Carpool applicants must register with the Transportation Coordinator, RSB 50, during the first two weeks of every quarter. To be eligible for carpool discount parking rates and $40 vouchers, 2 or more students must commute together in one vehicle to and from SSCC. Each student must be registered for 10 or more credits and must not be utilizing any additional parking permits or transit promotions from the College (e.g. Go Pass, Transit Voucher)
Go-Pass
RSB 50, 206.763.5157
A Go-Pass is a transit pass created for the District that is accepted by Metro, Sound Transit, Sounder Train, as well as the Water Taxi. They can be purchased at the Cashier’s Office. The cost in summer is $75 for those taking 10+ credits and $105 for under 10 credits. The cost in fall, winter, and spring is $110.00 for 10+ credits and $145 for under 10 credits. Contact the Transportation Coordinator for more information.

Metro Buses Traveling to SSCC
http://www.southseattle.edu/campus/trans.htm
From Downtown
Take Route No. 125 or Route No. 120
From Alaska Junction in West Seattle
Take Route No. 128 from the West Seattle Junction, 44th Ave SW & SW Alaska St.
From White Center
Take Route No. 135 from 15th Avenue S.W. & S.W. Roxbury Street

Transportation Telephone Numbers
Sound Transit - Bus 800.201.4900
Metro Transit - Bus 206.553.3000
Ferries, Seattle Area 206.464.6400

$STEP 7
PURCHASE YOUR TEXTBOOKS

SSCC Bookstore
Jerry Brocke Student Center, (206) 764-5338
www.whywaitforbooks.com or http://southsc1@bkstore.com
We carry required and recommended textbooks and supplies. We also have a large selection of snacks and beverages, as well as backpacks and school clothing. We also carry journals, Papyrus gift wrap, greeting cards, photo albums, frames and other last minute gift items. We stock basic school supplies and a wide array of backpacks and bags. We offer a range of snacks, drinks and beauty aids as well. Our Barnes & Noble Campus Bestsellers are 25% off suggested retail price. We have a mix of classic and contemporary literature, children's books, cookbooks, reference books and more. If we do not have a book in stock we are more than happy to special order it for you.

But of course today you are here for your textbooks. Our textbooks are laid out through the back of the store from left to right, in alphabetical and numerical order by class matching your registration, for example if you are taking Biology 100 section 70 you would look for "BIOL& 100.70" on the shelf tag. Having your registration form with you helps us verify that you are choosing the correct book for the correct course. The price for both new and used books is printed on the bottom of the shelf tag. We try to offer as many used copies as possible to the students, saving 25% of the new textbook price. Used copies are typically marked with a yellow "Used" sticker on the side, and/or a white used label on the back of the book. We always recommend that you review your used text prior to purchase.

At the register you may pay with cash, check, credit cards, award data forms (third party financial assistance) Barnes & Noble gift cards, and Barnes & Noble Student/Parent cards. Checks must be imprinted with your name, address and or phone number. If you are using a parent’s check, you must present us with a photo ID that shows that you
share the same last name and/or the same address. You must also provide us with your student ID number. We accept standard credit cards, American Express, Visa, MasterCard & Discover Card. Debit Cards must carry the Visa/MasterCard logo.

Please remember you or your parents may order your books on line to be picked up in the store or to be delivered to your address. Our website is set up the same as your registration so you would choose the quarter you are enrolled in, the letter course abbreviation, for example “BIOL&”, the three numbers, “100”, and then the section. All books that have been submitted to the bookstore will appear on the Web site, either “required”, “recommended”, or “value-option”. You will be given the option to choose new or used. If there are no used available your order will be fulfilled with a new text. When you have completed your online order the bookstore will have 24 to 48 business hours to process your order. Please remember to bring a print-out of your invoice.

If you have third party financial assistance like worker retraining, you will need to bring in your “Award Data Form” and your student ID. Running Start students will have a form from the Running Start Office to present to the cashiers. Once you pick up your books you will bring them to the register and notify the cashier that you have financial assistance. They will enter your name into our system, and then ring your purchase.

Textbooks may be returned in the same condition as when they were purchased for a full refund within the first week of classes, with a receipt. Or within the first 30 days of the quarter with a drop slip and receipt (except Summer). The returns policy is printed on the back of your receipt and is posted in the bookstore.

Buyback is conducted every day except during the first week of the quarter. The best time to sell your books back to the store is during finals week. The bookstore offers up to 50% of the retail value of the book in the Bookstore. The bookstores ability to buy back your book is based upon the book orders submitted by the instructors for the upcoming quarter, and a wholesaler’s buying guide. A receipt is not required for buyback, just a current student ID. If you do not have a current student ID, please present a print out with your ID number, and a photo ID.

SUGGESTIONS?

Email your comments about this Student Handbook to Cessa Heard-Johnson, Dean of Diversity, Retention, and Student Leadership at ssccestudentlife@sccd.ctc.edu or call (206) 764-5332.

Information in this publication is subject to change without notice and does not constitute an agreement between the college and the student.
Transitioning to college often requires developing new habits and skills to help you succeed. From learning how to balance your academic load with your family and work responsibilities to taking good notes, college is where you develop habits that will promote success in work and many other aspects of your future life.

To succeed in your education and in life, practice the following:

- Organize yourself and practice good time-management skills.
- Prioritize your life. Use the enclosed planner to help organize your day both in and out of class.
- Learn how to learn; it is vital. The college experience is a broadening and training of the mind for the numerous careers you are likely to have in the future.
- Possess a positive attitude and be flexible.
- Be aware of what stresses you out and learn how to deal with it. "Check your problems at the door" when you arrive on campus just as you would at your job. You don’t need the burden of additional distractions.
- Take responsibility for yourself and your actions.
- Think beyond the moment. Set goals for the quarter, the year, and your college career.
- Focus on enjoyment of the learning process.
- Focus on being healthy. Get enough rest, eat a balanced diet and exercise so that you can concentrate in class and while you are studying.
- Make thoughtful decisions. Don’t take a course just to satisfy a requirement, and don’t drop any course too quickly.
- Take realistic inventory of your academic strengths and weaknesses. If you need prep work in some area, seek out appropriate classes. Some examples are:
  - HDC 101: Orientation to College Success
  - ENG 086: Grammar Express to improve writing skills
  - LIB 101: Introduction to Information Resources to develop research skills
  - CSC 100: Beginning Computers to develop computer skills
- Investigate various career paths. Your choice of career will guide your academic journey, so the earlier you make this important decision, the better.
- Set high standards.
- Keep an open mind.

Before the First Day of Class

After arranging for financial aid (see page 7), taking a placement test (see page 10), meeting with your advisor (see page 12), and registering for classes (see page 14), prepare for the upcoming quarter by completing the following:

- Participate in the SSCC Orientation if this is your first quarter. (See page 17.)
- Purchase your textbooks prior to attending class. (See page 20.)
- If you are a distance learning student:
  - Visit and familiarize yourself with the online classroom via all available tutorials.
  - Email your instructor to either ask for assistance if you have questions or to simply indicate that you are ready to participate in the class when the quarter begins. The instructor’s contact information is listed in the online course description in the quarterly schedules. In addition, you may contact the SSSC Distance Learning Office at (206) 764-7930 or http://online.southseattle.edu/distance/ for answers to general questions about online courses.
IN THE CLASSROOM

BE A SUCCESSFUL STUDENT!

Successful students perform at their best in the classroom because they do the following:

• Attend classes regularly and on time.
• Read each document provided by your instructor (including the syllabus, which describes the course and expectations) and ask questions about anything you don’t understand.
• Sit near the front of the class. Placing yourself in full view of the instructor and in alignment with other visual components of the class will help you stay alert.
• Pay attention to what is going on.
• Become actively engaged with the material presented in class to promote better learning. Ask questions and participate in discussions even if you feel a little awkward at first.
• Learn how to take effective notes. Taking good notes is crucial to retaining and understanding the course material presented by your instructor. Without some record of what you have heard, up to 80 percent of a lecture may be forgotten within 24 hours! Moreover, the instructor reinforces the most important aspects of the course in his or her lectures.
  - Have a spiral notebook or binder for each subject along with pencils or pens.
  - Copy what the instructor writes on the board and add additional points you hear presented. It is better to write too much than too little.
  - Listen for ideas - not just facts. Focus on the main points of the lecture.
  - Leave space between notes for after-class clarification or comments.
• Engage in conversation with classmates before and after class; get to know each other.

As a community, South has adopted certain values to enhance our learning environment and your educational experience in and outside of the classroom. Our Values Statement is as follows: Students, faculty, administration, and staff at South “will treat each other with courtesy and respect, speak civilly and act responsibly with consideration for the rights of others, affirm the value of diversity and promote cultural sensitivity, and maintain a safe and welcoming community.” Accordingly, successful students do not engage in activities that disrupt others or compromise their own education. Specifically, they:

• Do not carry on side conversations when class is in session.
• Do not slow class progress because of lack of preparation or lack of willingness to fully participate in group efforts.
• Do not let a bad attitude interfere with their learning or the learning of others.
• Do not arrive late or leave early on a regular basis.
• Do not talk on cell phones during class.
• Do not text-message during class.
• Do not listen to MP3 players during class.
• Do not refuse to fulfill their obligations in group projects.
• Do not sleep during class.

Percentages of What We Retain per Activity

<table>
<thead>
<tr>
<th>Activity</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Read</td>
<td>10%</td>
</tr>
<tr>
<td>Hear</td>
<td>20%</td>
</tr>
<tr>
<td>See</td>
<td>30%</td>
</tr>
<tr>
<td>See and Hear</td>
<td>50%</td>
</tr>
<tr>
<td>Discuss</td>
<td>70%</td>
</tr>
<tr>
<td>Experience</td>
<td>80%</td>
</tr>
<tr>
<td>Teach</td>
<td>95%</td>
</tr>
</tbody>
</table>
BETWEEN CLASSROOM SESSIONS

Developing strong study habits is a requirement for success at the college level. Studying on your own or with a study group between class sessions contributes mightily to a quality education. Here are some ideas to help you succeed:

- Designate a specific time and place each day to study.
- Prioritize your responsibilities and avoid procrastination. Use the SSCC planner to highlight important assignments and due dates for all your classes. Many dates are on your syllabi and can be transferred to the planner the first week of class!
- Review previous material for a few minutes before starting a new study session. This aids long-term memory retention.
- Study consistently throughout the quarter as this is the best way to improve your skills. Keep on top of the material as it is covered.
- Turn in work that is neat and well constructed.
- Join (or create!) a study group. This allows you to compare notes, work on assignments, discuss class material, and prepare for exams with others in your class.
- Some tips for starting a study group:
  - Ask people who sit near you in class. Look for students who are attentive, take notes, and have good attendance.
  - Get permission from the instructor to write a note on the board to see if other students are interested.

PREPARING FOR EXAMS

Learning to perform well on exams is vital for your academic success. Fortunately, effective exam preparation is a skill you can develop and improve with good practice. Adopt the following test preparation strategies:

- Be good to yourself! Eat well; get adequate sleep and exercise.
- Do not ‘cram’ the night before a test. Review in segments of time over several days.
- Review with a study group to be sure you are covering all materials and that you have quality notes.
- Arrive early on test day and sit in your regular seat.

When taking the exam, remember to do the following:

- Carefully read all instructions.
- Skim the entire test to identify difficult sections or questions that will require more time. Determine where you will earn the most points and how you will prioritize your time.
- Work on questions you know first.
- Write legibly! Your instructor will not be able to accurately evaluate your ideas if he or she cannot read what you have written.
- For essay exams:
  - Organize your ideas.
  - Make an outline in the margin or on scratch paper to help organize your essay. Note ideas you might forget as you write.
  - Answer the question directly in the first sentence or paragraph. The rest of your essay should provide facts and ideas that support the answer given in the first sentence or paragraph.
- Before selecting an answer on multiple choice tests, read all of the choices that are provided and then eliminate those that you know to be incorrect.
- When guessing, do not change your answers. Research shows that your first guess is usually best.
HOW NOT TO PLAGIARIZE

Plagiarism is presenting someone else's ideas as your own. Read the following guide written by Dr. Margaret Procter from the University of Toronto to learn ways to avoid plagiarism.

You’ve already heard the warnings about plagiarism. Obviously it’s against the rules to buy essays or copy from your friends’ homework, and it’s also plagiarism to borrow passages from books or articles or websites without identifying them. You know that the purpose of any paper is to show your own thinking, not create a patchwork of borrowed ideas. But you may still be wondering how you’re supposed to give proper references to all the reading you’ve done and all the ideas you’ve encountered.

The point of documenting sources in academic papers is not just to avoid unpleasant visits to the Dean’s office, but to demonstrate that you know what is going on in your field of study. Get credit for having done your reading! Precise documentation is also a courtesy to your readers because it lets them look at the material you’ve found. That’s especially important for Internet sources.

The different systems for typing up references are admittedly a nuisance. But the real challenge is establishing the relationship of your thinking to the reading you’ve done. Here are some common questions and basic answers.

1. Can’t I avoid problems just by listing every source in the reference list?

   No, you need to integrate your acknowledgements into your own writing. Give the reference as soon as you’ve mentioned the idea you’re using, not just at the end of the paragraph. It’s often a good idea to name the authors (“X states” and “Y argues against X”) and then indicate your own stand (“A more inclusive perspective, however, …”). The examples on the next page demonstrate various wordings for doing this. Have a look at journal articles in your discipline to see how experts refer to their sources.

2. If I put the ideas into my own words, do I still have to clog up my pages with all those names and numbers?

   Sorry – yes, you do. In academic papers, you need to keep monitoring authors and pages and dates to show how your ideas are related to those of the experts. It’s sensible to use your own words because that leaves space and lets you connect ideas smoothly. But whether you quote a passage directly in quotation marks, paraphrase it closely in your own words, or just summarize it rapidly, you need to identify the source then and there. (That applies to Internet sources too: you still need author and date as well as title and URL).

3. But I didn’t know anything about the subject until I started this paper. Do I have to give an acknowledgement for every point I make?

   You’re safer to over-reference than to skimp. But you can cut down the clutter by recognizing that some ideas are “common knowledge” in the field – that is, taken for granted by people knowledgeable about the topic. Facts easily found in standard reference books are considered common knowledge: the date of the Armistice for World War I, for example, or the present population of Canada. You don’t need to name a specific source for them, even if you learned them only when doing your research. They’re easily verified and not likely to be controversial. In some disciplines, information covered in class lectures doesn’t need acknowledgement. Some interpretive ideas may also be so well accepted that you don’t need to name a specific source: that Picasso is a distinguished modernist painter, for instance, or that smoking is harmful to health. Check with your professor or TA if you’re in doubt whether a specific point is considered common knowledge in the field.

4. How can I tell what’s my own idea and what has come from somebody else?

   Careful record-keeping helps. Always write down the author, title and publication information (including the URL and other identifying information for web pages) so you can attach names and dates to specific ideas. Taking good notes is also essential. Don’t paste passages from online sources into your draft: that’s asking for trouble. As you read any text – online or hard-copy – summarize useful points in your own words. If you record a distinctive phrase or sentence you might want to quote, put quotation marks around it in your notes to remind yourself that you’re
copying the author’s exact words. And make a deliberate effort as you read to notice connections among ideas, especially contrasts and disagreements, and to jot down questions or thoughts of your own. If you find as you write that you’re following one or two of your sources too closely, deliberately look back in your notes for other sources that take different views; then write about the differences and why they exist.

5. So what exactly do I have to document?

With experience reading academic prose, you’ll soon get used to the ways writers in your field refer to their sources. Here are the main times you should give acknowledgements. (You’ll notice many different formats in the following examples).

a. Quotations, paraphrases, or summaries:
   If you use the author’s exact words, enclose them in quotation marks, or indent passages of more than four lines. But it’s seldom worthwhile to use long quotations. In literary studies, quote a few words at a time and comment on them. In other disciplines, quote only when the original words are especially memorable. In most cases, use your own words to summarize the idea you want to discuss, emphasizing the points relevant to your argument. Be sure to document these paraphrases or summaries even when you are not using the exact original words. Mentioning the author’s name indicates where the borrowing starts and stops and gains you some reflected glory for responding to the experts.

   e.g. As Morris puts it in The Human Zoo (1983), “we can always be sure that today’s daring innovation will be tomorrow’s respectability” (p. 189). [APA system]

   e.g. Northrop Frye discusses comedy in terms of the spring spirit, which he sees as representing renewal and integration (Anatomy 163). The ending of The Tempest fits this system. [New MLA system]

b. Specific ideas used as evidence for your argument or interpretation:
   First consider whether the ideas you’re mentioning are “common knowledge” according to the definition in point 3 above; if so, you may not need to give a reference. But when you’re relying on ideas that might be disputed by people in your discipline, establish that they’re trustworthy by referring to authoritative sources.

   e.g. In September 1914, more than 1300 skirmishes were recorded on the Western Front.1 [traditional endnote/footnote system]

   e.g. Other recent researchers (4, 11, 12) confirm the finding that drug treatment has little effect in the treatment of pancreatic pseudocysts. [numbered-note system for biomedical sciences]

c. Distinctive or authoritative ideas, whether you agree with them or not:
   The way you introduce the reference can indicate your attitude and lead into your own argument.

   e.g. In 1966, Ramsay Cook asserted that Canada was in a period of instability (174). That period is not yet over, judging by the same criteria of electoral changeability, economic uncertainty, and confusion in policy decisions. [New MLA system]

   e.g. One writer (Von Daniken, 1970) even argues that the Great Pyramid was built for the practical purpose of guiding navigation. [APA system]

Prepared 18 July 2007 by Dr. Margaret Procter, U of T Coordinator of Writing Support, for use at the University of Toronto. This handout and many others giving advice on academic writing are available online from the list at www.utoronto.ca/writing/advise.html.
Your image of higher education has probably been shaped by high school experiences. College, however, is different. The University of California at Merced contrasts high school with college in the following ways:

**FOLLOWING THE RULES IN HIGH SCHOOL**
- Your time is structured by others.
- You need permission to participate in extracurricular activities.
- You can count on parents and teachers to remind you of your responsibilities and to guide you in setting priorities.
- Each day you proceed from one class directly to another, spending 6 hours each day – 30 hours a week – in class.
- Most of your classes are arranged for you.
- You are not responsible for knowing what it takes to graduate.

Guiding principle: You will usually be told what to do and be corrected if your behavior is out of line.

**GOING TO HIGH SCHOOL CLASSES**
- You may study outside class as little as 0 to 2 hours a week, and this may be mostly last-minute test preparation.
- You seldom need to read anything more than once, and sometimes listening in class is enough.
- You are expected to read short assignments that are then discussed, and often re-taught, in class.

Guiding principle: You will usually be told in class what you need to learn from assigned readings.

**TESTS IN HIGH SCHOOL**
- Testing is frequent and covers small amounts of material.
- Makeup tests are often available.
- Teachers frequently conduct review sessions, pointing out the most important concepts.

Guiding principle: Mastery is usually seen as the ability to reproduce what you were taught in the form in which it was presented to you, or to solve the kinds of problems you were shown how to solve.

**GRADERS IN HIGH SCHOOL**
- Grades are given for most assigned work.
- Consistently good homework grades may raise your overall grade when test grades are low.
- Extra credit projects are often available to help you raise your grade.
- Initial test grades, especially when they are low, may not have an adverse effect on your final grade.
- You may graduate as long as you have passed all required courses with a D or higher.

Guiding principle: “Effort counts.” Courses are usually structured to reward a “good-faith effort.”
... TO COLLEGE!

CHOOSING RESPONSIBLY IN COLLEGE

- You manage your own time.
- You must decide whether to participate in co-curricular activities, and you must balance your involvement with other commitments yourself.
- You must balance your responsibilities and set priorities. You will face moral and ethical decisions you have never faced before.
- You often have hours between classes; class times vary throughout the day and evening and you spend only 12 to 16 hours each week in class. You need to decide how to put the hours between classes to good use.
- You arrange your own schedule in consultation with an advisor.
- Graduation requirements can be complex.

Guiding principle: you are expected to take responsibility for what you do or don’t do and will face the consequences of your decisions.

SUCCEEDING IN COLLEGE CLASSES

- You need to study at least 2 hours outside of class for each hour in class. This is often the biggest change that new students face. Studying every day is central to collegiate success.
- You need to review class notes and text material regularly. Reading and studying are active processes, where writing notes on your reading will benefit you greatly.
- You are assigned substantial amounts of reading and writing which may not be directly addressed in class. However, these readings greatly enhance your understanding of in-class presentations.

Guiding principle: It’s up to you to read and understand the assigned material; lectures and assignments proceed from the assumption that you’ve already done so. You are expected to visit your professor whenever you need guidance for understanding the course.

TESTS IN COLLEGE

- Testing is often infrequent and may be cumulative, covering large amounts of material. You, not the professor, need to organize the material to prepare for the test. A particular course may have only 2 or 3 tests in a quarter.
- Makeup tests are seldom an option; if they are, you need to request them. Your instructor is not obligated to give you a make-up exam.
- Instructors do not always offer review sessions, and when they do, they expect you to be an active participant, so come prepared with questions.

Guiding principle: Mastery is often seen as the ability to apply what you've learned to new situations or to solve new kinds of problems.

GRADES IN COLLEGE

- Grades may not be provided for all assigned work.
- Grades on tests and major papers usually provide most of the course grade.
- Watch out for your first tests. These are usually "wake-up calls" to let you know what is expected, but they also may account for a substantial part of your course grade.
- A GPA of below 2.0 will result in academic probation, which may lead to suspension or dismissal.

Guiding principle: "Results count.” Though "good-faith effort” is important in regard to the instructor’s willingness to help you achieve good results, it will not substitute for results in the grading process.
HIGH SCHOOL TEACHERS
• Teachers check your completed homework.
• Teachers remind you of your incomplete work.
• Teachers approach you if they believe you need assistance.
• Teachers are often available for conversation before, during, or after class.
• Teachers provide you with information you missed when you were absent.
• Teachers present material to help you understand the material in the textbook.
• Teachers impart knowledge and facts, sometimes drawing direct connections and leading you through the thinking process.
• Teachers often take time to remind you of assignments and due dates.
• Teachers carefully monitor class attendance.
Guiding principle: High school is a teaching environment in which you acquire facts and skills.

COLLEGE INSTRUCTORS
• Instructors may not always check completed homework, but they will assume you can perform the same tasks on tests. Tutors are a great resource for checking homework that is not evaluated by your instructor.
• Instructors may not remind you of incomplete work. You are expected to respect deadlines and take the initiative to see if makeup work is a possibility.
• Instructors are open and helpful, but most expect you to initiate contact if you need assistance. Remember to ask them for help, whenever you feel the need to do so.
• Instructors expect and want you to attend their scheduled office hours.
• Instructors expect you to get from classmates any notes from classes you missed.
• Instructors may not follow the textbook. Instead, to amplify the text, they may give illustrations, provide background information, or discuss research about the topic you are studying. Or they may expect you to relate the classes to the textbook readings. This is a skill that may require you to be patient and to ask many questions of your instructor and/or tutors before you can master it.
• Instructors expect you to think about and synthesize seemingly unrelated topics. Participating in discussions, thinking creatively, and taking risks will help you develop this skill.
• Instructors expect you to read, save, and consult the course syllabus; either the syllabus or the assignment itself will spell out exactly what is expected of you, when it is due, and how you will be graded.
• Instructors may not take roll, but they are still likely to know whether or not you attended. Poor attendance disrupts your learning. Don’t skip class.
Guiding principle: College is a learning environment in which you take responsibility for thinking through and applying what you have learned.
HELP IS ALL AROUND YOU!

Do you need help on a particular learning skill or area of study? We are here to help you and encourage you to be assertive in seeking out assistance when you need it. The following are academic support resources at SSCC.

GET TO KNOW YOUR INSTRUCTOR*

Students often overlook the fact that their instructors are very useful resources and that maintaining communication with them is an important key to success. On the first day of class, make sure that you understand all of the course requirements as indicated in the syllabus. While your instructor is committed to teaching the course, you also are making a commitment to learn the material and to fulfill the course requirements.

Introduce yourself to your instructors at some point during the first week of classes.

If you have questions about the course, the workload, requirements, or concerns about other events in your life that are affecting your class performance, discuss these immediately with your instructor(s). Have your instructor look over your notes to make sure that you are getting the main points and studying the correct information. Also, participate in class discussions! You will find it much easier to get assistance if you show a genuine desire to learn the material from the onset. While building a relationship with your instructors does not guarantee you a ‘good grade’ or empathy, an effort on your part does improve your likelihood of success in the course.

Incoming students often are intimidated by the thought of initiating out-of-class discussions with their professors. Don't let this be the case for you! Faculty at South not only enjoy working directly with students but also are a great source of information on everything from the material presented in class to selection of a major, career path, transfer school, and more.

All full-time faculty members are required to hold office hours in order to meet with students. Know when your instructors hold office hours, and then follow these guidelines for meetings that will be both smooth and productive:

- Make an appointment
- If at all possible, visit your instructor during his or her office hours. Otherwise, explain your situation and arrange an alternative meeting time.
- Make a good impression
  Be on time for your appointment. Be pleasant, smile, and introduce yourself.
- Arrive prepared
  Identify your questions and issues beforehand. Bring any assignments or materials of specific concern with you to your appointment.
- Be an engaged learner
  Ask questions if you need additional information or clarification. Listen carefully to your instructor’s advice and take notes. Look for ways to incorporate his or her suggestions.
- Say “thank you”

Thank your instructor for his or her time and ask to come back if necessary.

*Get to Know Your Instructor” is courtesy of Viking TIPS-Western Washington University New Student Guide

*FACULTY GUEST MEAL PROGRAM aka “LET’S DO LUNCH”

To help you get to know your instructors on a more informal basis, the United Student Association has established the Faculty Guest Meal Program whereby the association provides guest meal tickets for students to use to invite instructors out to lunch at one of the campus dining rooms.
LETTERS OF RECOMMENDATION

Instructors are often asked to write recommendations for scholarships such as those from the SSCC Foundation and four-year college applications. Consider the following when asking an instructor to complete a recommendation:

• Pay close attention to deadlines
• Meet with the instructor during office hours at least one week prior to the deadline.
• Submit a note with important activities and student interests with which the instructor can augment his or her writing.
• If application paperwork requires a form, have all student information completed before submitting this to your instructor.
• Make a note in your planner to pick up the recommendation from the instructor in a timely fashion before the deadline.

WHAT IF I HAVE A COMPLAINT ABOUT A GRADE?

WAC 132F-121-090

The request to review a grade must be filed no later than the last day of the quarter which follows the quarter during which the disputed grade was received except that a complaint regarding a spring quarter grade may be filed through the last day of the following fall quarter. Students should first consult with the instructor before initiating a grade review process. If the result of speaking with the instructor does not reach a resolution, the student may contact the instructor’s supervisor.

If the result of speaking with the supervisor does not reach a resolution, the student may file a written grade review complaint with the Dean of Student Life. Complete provisions for filing a grade complaint are available in the Office of Student Life, located in JMB 135 or via the Web at: http://www.seattlecolleges.edu/policiesstudentservices.aspx.

In specifying the facts and other grounds on which the complaint is based, the documentations should specify the grade that is being challenged, and should have attached copies of relevant documents, including the applicable evaluation criteria, the course syllabus, relevant grading records, and the faculty member’s explanation for the grade. A grade change can be initiated only by the instructor, or by the Vice President for Instruction, under proven extenuating circumstances.

MORE COLLEGE RESOURCES

South Seattle Community College offers a variety of free tutoring services to students who need and request a tutor. The tutoring program is for students who are having difficulties in their courses. The goal of the program is to help students stay in school.

Tutoring Services

Robert Smith Building, Room 12, 206-763-5137

SSCC offers FREE, informal tutoring services to students who request additional help with their academic courses. To apply for a tutor students must fill out a Request for Tutor form (available in the Tutor Center), have their instructor sign the form, and return it to the Center.

On Line Tutoring Services

Robert Smith Building, Room 12, 206-763-5137

SSCC is a member of the Northwest E-Tutoring Consortium and offers free tutoring in all subject areas to student who request a user ID and password from the Tutor Center coordinator. Contact the Tutor Center for more information and to sign up.

MAST (Math and Science Tutor) Center

Robert Smith Building, Room 12, 206-763-5137

A friendly place to study and do homework where assistance is offered (at no charge) for anyone having difficulty in math or science. Credit is available for students who use MAST on a regular basis. Computers are available for students enrolled in math and science classes.
Collaborative Learning & Instruction Center (C.L.I.C.)
RSB 66, 206.764.5326
http://southseattle.edu/campus/facility/Department.asp?number=16
Get help with your college studies once you enroll in TRIO-SSS. Work with our experienced staff in English, math, and other coursework. Computers and a variety of resources available.

TRIO-SSS
RS 66 and 67  206.764.5326
http://dept.seattlecolleges.com/StudentSS
Academic support program for eligible students pursuing their first 2-year degree. Services include: Academic, financial aid, transfer, and scholarship assistance; Tutoring and academic skills development; Resource referrals. Ask about eligibility requirements. Contact person: Maureen Shadair

Writing Center
Robert Smith Building Library, Room 205, 206-763-5137
Free writing assistance is provided to students who need help understanding writing assignments, focusing, organizing, or editing their papers. Computers are available and are equipped with software for word processing, grammar skills, reading comprehension, and vocabulary development.

Computer Lab
Technical Education Bldg., Room 125, 206-763-5137
Tutors are available to help with all computer related subjects and students. SSCC students are required to have a login and password (which needs to be updated quarterly) in order to use the computer lab.

Open Lab Log-in Procedure
Log in Name and Password:
• 1st letter of your 1st name + whole last name + last three digits of your SID.
• Example: John Doe = jdoe123. Your initial password will be the same as your login name. You must change it once you log in.

Disability Support Services
Robert Smith Building, Room 12, 206-763-5137
SSCC is committed to offering equal access (according to Federal law) to all students. Individuals who self-identify and provide documentation will be offered reasonable, appropriate accommodations and auxiliary aids which will enable them to compete on an equal basis.
The college is committed to providing equal opportunities in higher education for students with disabilities who demonstrate a reasonable expectation of college success. Students with disabilities attending SSCC are integrated as completely as possible into the campus community. SSCC does not offer a specialized curriculum for students with disabilities.
It is the responsibility of students to self-identify those disabling situations that affect equal educational access and to request accommodations. The college will protect the student’s right to privacy under provisions of Public Law. Documentation concerning disabilities will be shared only with the written permission of the student.
Students with documented disabilities will be provided reasonable accommodations. Those accommodations include: referrals, tutoring, mentoring, the assistance of interpreters, readers, and scribes, taping services, alternate testing locations, and additional test-taking time. Access is made available to certain auxiliary aids such as: TDDs, FM communicators, closed captioning devices, amplified telephone receivers, closed circuit television, low vision reading aids, media players and recorders, Brailing services, and computer enhancements as needed.
Library/Instructional Resource Center
206.764.5395
http://www.southseattle.edu/library

Library Study Environment – Increase the Silence
We need your help to maintain a clean and quiet study environment! Turn off your cell phone when you enter, and do not bring food or drink into the library. Students at South Seattle Community College have a right to quiet study space in the library. We expect you to be mindful of others and keep your voice down when talking – increase the silence! Disruptive students will be asked to leave the library.

Borrowing Library Materials
Library patrons, including community borrowers, must obtain a SSCC ID card to check out library materials. The card is available in the Registration Office for $5. Books in the circulating collection can be checked out for two weeks and back issues of periodicals for one week. The current issue of a periodical must be used in the library.

Library Catalog
The Library’s catalog is available on the library website. Click on Catalog to search over 182,000 books in the system, with about 68,000 at South Campus. Our students may check out books from the circulating collections of all three campuses.

Databases
You’ll find links here to a number of subscription databases provided by the Library. Our databases contain indexing to magazine and newspaper articles, as well as fulltext for many articles.
Most are accessible from home – login with your student ID and last name.

Periodicals—Magazines, Journals and Newspapers
Periodicals and newspapers are located near the main entrance of the Library, across from the reference collection. Check with a reference librarian if you can't find the back issues you need. Because of space limitations in the Periodicals area, these may be found in a separate location.

Reference Sources—Encyclopedias, Dictionaries, Maps and more
The reference stacks contain materials such as general and subject specific encyclopedias, almanacs, dictionaries, handbooks, directories and atlases. Reference materials cannot be checked out and must be used in the library.

ESL Materials
We have a separate collection of English as a Second Language textbooks, readers and reference books. These are located at the back of the circulating collection. If you'd like to look at our ESL materials, please ask a reference librarian to show you where they are.
Audio, Video and other Media
CDs, DVDs, videos, audiotapes and other media formats are kept in the Media area, and are searchable in the library catalog. Check at the Media desk regarding loan periods. Our Media Lab has DVD and video players. Ask about other equipment for viewing and listening to media materials.

Library Classes
If you’d like to learn more about the research process and how to find information, you may want to take a library class. We offer the following credit course each quarter: LIB 101 INTRODUCTION TO INFORMATION RESOURCES (3 credits). In addition, we offer a variety of free 50-minute workshops every quarter. Check with a reference librarian to get a copy of the current Library Workshop Schedule or find out more about any of our classes!
2-1-1
You've heard of 9-1-1, now there's a new number, 2-1-1. Calling 2-1-1 can link you to a wide range of governmental and community services or you can find resources online at www.211wa.org

(15 seconds)

Need help finding child care, housing or utility assistance? Just call 2-1-1! It's the easy to remember number that can link you to a wide range of governmental and community services. Whether you need help or want to give help. Just call 2-1-1. It's free and confidential! (20 seconds)

Are you looking for assistance or want to volunteer in your community? 2-1-1 can help. By calling 2-1-1 you can be referred to a wide range of community service such as housing, child care, senior care, utility assistance, legal aid and much more. Just remember....2-1-1...it’s free and confidential. (20 seconds.)

EDUCATIONALLY SUPPORTIVE CONDUCT

STUDENT RESPONSIBILITY
Any institution operating with thousands of people must have in place rules, policies and procedures protecting and supporting a cooperative education environment. To maintain this environment, the college outlines a code of conduct that defines both misconduct and proper/appropriate conduct. A student’s responsibility in maintaining a good environment is to

• Maintain high standards of academic integrity.
• Respect the rights of others.
• Refrain from actions that endanger themselves or others.
• Comply with district and college rules and regulations.
• Comply with civil authority.

When these areas are violated and a simple and direct means of resolution is attempted and is unsuccessful, conduct proceedings may begin.

Student Conduct Procedure

1. Who can report a misconduct issue?
   Any member of the college community (faculty, staff and/or administrators) may file a student conduct complaint against any student when they believe there has been a violation of the student conduct code.

2. Who can I talk to if I have a concern or an issue?
   Sometimes there may be situations that cause students to have a concern, a suggestion, an idea or an issue. In the spirit of continually striving to foster an “educational community dedicated to providing quality learning experiences which prepare students to meet their goals for life and work,” these resources are available:
   • Counseling and Advising Services, RSB 43, 206.764.5387
   • Educational Support Services, RSB 12, 206.763.5137
   • Office of Diversity and Retention, RSB 158, 206.768.6455
   • Student Success Services, RSB 67, 206.764.5326
   • United Student Association Representatives (student peers), JMB 131/135, 206.768.6752

3. What do I do if I have a complaint?
The Dean of Student Life, the Complaints Officer, is located in JMB 122 or call 206.768.6749. The Dean is available to meet with students for the purpose of
reviewing issues and providing advice on how to proceed with either informal or formal complaints.

A student who has a complaint is encouraged to informally address the matter before filing a formal written complaint. This means: (1) speaking directly to the person whom you feel in some way has wrong you and/or; (2) taking the concern to the head of the department/division in which the person you are complaining against is employed and/or; (3) taking the complaint to the Dean of Student.

All enrolled SSCC students have access to the informal and formal complaint procedures of South Seattle Community College, which are available in the Office of Student Life, or via the Web at http://www.seattlecolleges.edu/policiesstudentservices.aspx. These procedures are to be used by students against college employees or other students, except to the extent that a complaint is against a college employee and the process is dictated otherwise by a collective bargaining agreement or other applicable process.

4. What if I have a complaint about a grade? WAC 132F-121-090

The request to review a grade must be filed not later than the last day of the quarter which follows the quarter during which the disputed grade was received except that a complaint regarding a spring quarter grade may be filed through the last day of the following fall quarter. Students should first consult with the instructor before initiating a grade review process. If the result of speaking with the instructor does not reach a resolution, the student may contact the instructor’s supervisor.

If the result of speaking with the supervisor does not reach a resolution, the student may file a written grade review complaint with the Dean of Student Life. Complete provisions for filing a grade complaint are available in the Office of Student Life, located in JMB 133 or via the Web at: http://www.seattlecolleges.edu/policiesstudentservices.aspx.

In specifying the facts and other grounds on which the complaint is based, the documentations should specify the grade that is being challenged, and should have attached copies of relevant documents, including the applicable evaluation criteria, the course syllabus, relevant grading records, and the faculty member’s explanation for the grade. A grade change can be initiated only by the instructor, or by the Vice President for Instruction, under proven extenuating circumstances.

EXCERPTS FROM THE STUDENT CONDUCT CODE
(For a full description of student misconduct, refer to the Washington Administrative Code, WAC 132F-121-110).

1. Disruption of instruction, research, administration and other district activities.

Examples include:
- Talking on cell phones, text messaging, and using MP3 players during class, which cause disruption to class.
- Maintaining side conversations disruptive to class.
- Lashing out at others.

2. Academic dishonesty, including cheating and plagiarism

Examples include:
- Knowingly presenting other’s writing as your work (see “How Not to Plagiarize” page 24).
- Copying answers from other’s papers during an exam.
- Using text messaging or other functions on cell phones to gain answers during exams.
- Submitting another SSCC student’s work as your own.
- Buying and submitting pirated papers or online work.
3. Conduct that is disorderly, lewd or obscene
Examples include
- Consistent interruption of class sessions.
- Repeated disruptive entry to class after day’s session has begun.
- Use of argumentative or offensive language toward others on campus.

4. Physical or verbal abuse, harassment of any person on district property
5. Discriminatory action against a student or district employee because of race, color, national origin, mental or physical disability, gender, sexual orientation, age, creed, or religion

South Seattle Community College provides equal opportunity in education and employment and does not discriminate on the basis of race, color, national origin, gender, sexual orientation, age, marital status, or the presence of any physical, sensory, or mental disability in accordance with Washington State anti-discrimination laws: 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 of 1990.

6. Failure to comply with direction of district employees or to identify oneself to persons when requested

7. Encouraging or assisting another person to commit any act of misconduct

8. Sexual harassment of a student or district employee

Chapter 132F-419 WAC

As an institution of higher education, it is important that we foster an environment which is free of sexual harassment and set an example as a place where people treat each other with consideration and respect. Sexual harassment will not be tolerated at this college.

Sexual harassment is defined as: unwelcome or unwanted sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Some examples of sexual harassment include:
- Sexist humor or remarks
- Remarks about one’s physical appearance which implies sexual interest
- Showing nude or sexual pictures
- Sexual graffiti
- Written communications with sexual overtones
- Pressure for dates
- Unsolicited kissing, patting or fondling
- Requests for sex in exchange for grades or employment

South Seattle Community College is committed to providing an environment in which students and employees can study and work without sexual intimidation. If you feel you have been subjected to this behavior, you may contact the Affirmative Action Officer at (206) 768-6415, the Vice President of Student Services at (206) 768-6763, or the Instructional Administrator for your program area.

Brochures concerning this issue are posted throughout the campus and are available in many college offices.

9. Smoking inside a campus building or where smoking is not authorized

Smoking is prohibited in any building on campus. In addition, state law WAC 296-62 requires the College to “minimize the infiltration of environmental tobacco smoke from sources outside the building.” To meet this requirement, smoking is prohibited within 25 feet of the entrances to campus buildings and “No Smoking” signs are posted in these areas. Smoking shelters are available in several locations on campus to accommodate smokers during inclement weather.
STUDENT LIFE
PROGRAMS & SERVICES

JMB 135, 206.764.5332
http://studentlife.southseattle.edu/index.html

STUDENT LIFE MISSION STATEMENT
Student Life is a network of Service & Activity fee-funded departments committed to providing meaningful services; activities and communications that build community; ensure academic success; encourage creative expression, personal growth, and well-being; foster diversity and social justice; and promote student advocacy and leadership.

Conference Room
Our conference room JMB 128 can be booked for SSCC meetings by using Meeting Room Manager. The room is suitable for groups of fewer than 20 people.

Facsimiles
Area Code 206 faxes can be sent for a fee.

Lost and Found
Lost and Found is open Monday-Friday, from 8 a.m. – 4:30 p.m. Please bring found items to JMB 135 immediately, or phone 206.768-6755 for missing items.

Student Lounge
Our lounge, in Room JMB 134, is a bright, comfy room where students can study, use the microwave, make free local phone calls and enjoy a free cup of coffee or tea.

For Rent
A housing bulletin board where room, apartment and house rentals are listed. The bulletin board is just outside the Games Room, next to the Bookstore. Please come to JMB 135 to have your rental ad approved for posting.

Art Gallery
JMB 109, next to Bookstore, 206.764.5337
http://studentlife.southseattle.edu/art.html
Art Gallery programming spans many mediums and cultural viewpoints. The Art Gallery aims to provide exhibitions that promote the understanding of art and culture to the campus and surrounding communities.

Buying and Selling Used Textbooks
(Textbook Exchange Bulletin Board)
http://studentlife.southseattle.edu/bookexchange.html
Want to buy a used textbook or need to sell your old book? Check out this bulletin board, located at the east entrance of the library. This self-service board, organized by the SSCC Student Government, provides information for students to buy and sell books from other students at great savings. Postings are also available on the USA (student government) website.

Textbook Loan Library
Cultural Center JMB 146, (206)764-7969
Every Monday at the start of each quarter, 10 a.m.-4 p.m.
All currently enrolled students at South Seattle Community College who have completed at least one quarter at SSCC can check out one textbook per academic quarter. Donations to the Textbook Loan Library are always welcomed and valued.

Postings
Student Life approves flyers for Student Life and Diversity & Retention events only. Approved flyers are posted once a week to 20 bulletin boards on campus. For all other events, please take flyers to the Public Information Office, RS 159.
Campus Recreation and Fitness Center

Fitness Center, MPB Fitness Center, 206.768.6471

Game-Room, JMB Room 151, 206.768.6670

http://studentlife.southseattle.edu/recreation.html

Fitness Center

The Fitness Center offers a variety of workout and exercise equipment, such as cardio, free and universal weights, as well as gravity resistance. The facility offers students opportunities to achieve their personal physical goals, network with other students and provide a healthy way to spend recreational time on campus.

Games Room/Equipment Check out Room

The College’s Game-Room includes ping pong tables, a pool table, videogames, television, as well as sports and recreational equipment that can be checked out with a current student ID. The Game-Room provides students the possibilities of engaging in recreational activities while networking with other students.

Intramural Sports

Intramural Sports programs include soccer, softball, basketball, and volleyball. Through SSCC intramural sports, students can learn the fundamentals of sports organizations. They can also develop team building skills and have a fun/healthy outlet different from traditional classroom learning.

Outdoor Sports Courts

The outdoor sport courts facilities include a full length basketball court, two tennis courts and a volleyball beach court. The outdoor sports courts provide students facilities to pursue other sports venues and opportunities for continuing education through exercise equipment.

Childcare Center

Bldg. 148, 206.764.5348

http://studentlife.southseattle.edu/childcare.html

We are conveniently located on campus adjacent to the south parking lot. For further information regarding enrollment availability for our toddler and preschool classrooms, please call us or stop by!

Club Center (Student Clubs and Organizations)

JMB 142, 206.764.5330

http://studentlife.southseattle.edu/clubs.html

Here is your chance to join a club or start your own on campus, learn new leadership skills and make lifelong friends! To find out when these clubs meet, contact the Club Center Coordinator. Examples of the types of clubs include:

- Academic Honor Fraternity - groups associated with a particular major or subject area. Membership is by invitation only.
- Activity - variety of groups assembled to pursue a particular interest
- Cultural - groups that organize to support, educate, and inform others about a specific cultural group or traditions (i.e. Chinese Student Association, Somali Student Association)
- Curriculum - groups associated with a specific department, major, or subject area, membership is open to all those interested
- Leadership Organizations - groups that have an affiliation with a nationally recognized organization
- Religious - groups affiliated with a particular belief system or denomination
- Service - groups interested in providing service to the community at-large
- Social Action - groups bringing awareness to a particular issue and providing opportunities for social interaction based on similar interests
- Sport & Recreation - sport enthusiasts competing and interacting on non-divisional competition levels
The Sentinel (Student Newspaper)
JMB 119, 206.764.5333
http://sentinel.southseattle.edu/

The Sentinel is the publication of and for students at South Seattle Community College published the first day of fall quarter and on the first Monday of each month. Pick up your copy on campus or at select locations in West Seattle. The campus community is encouraged to submit story ideas or guest opinion columns/editorials or to place a classified ad, which is free for students.

Services and Activities Fee Board
JMB 135, 206.764.5332
http://studentlife.southseattle.edu/index.html

S&A fees are quarterly fees that specific students pay as a part of their tuition/registration fees. The purpose of the S&A Fee Board is to monitor S&A fee allocated funds/departmental expenditures throughout the academic year, allocate S&A fee monies on an annual basis, develop and maintain long term fiscal plans for S&A Fee Carry Forward/Savings, and develop guidelines and address issues related to S&A Fees. The S&A Fee Board is made up of Seven Students representatives from Student Government, Student Clubs and Students at Large).

Student Leadership
JMB 126, 206.768.6750
http://studentlife.southseattle.edu/leader.html

There are many opportunities for students to serve on campus -- clubs, student government, committees and more. You can develop and cultivate your leadership and personal skills by attending a variety of free monthly workshops on campus with core themes of student activism, communication, self-knowledge and service learning. The workshops are led by SSCC faculty, staff, and guests, and topics include conflict resolution, public speaking, event planning, stress management and more. Attend these sessions and apply them to your student leadership development transcript (more information below). There will also be opportunities throughout the year to attend local and regional conferences, such as the Northwest Student Leadership Conference at Portland State University in November and the Students of Color Conference in April. Stop by the Student Life office to learn more about how you can get involved!

Student Development Transcript
JMB 126, 206.768.6750
http://studentlife.southseattle.edu/pdf/studentdevelopmenttranscript.pdf

The Student Development Transcript is an official record of your service and involvement at South Seattle Community College. It is similar to a resume, which lists activities you have participated in, such as student clubs, student government, campus-wide committee assignments, sports, and more! You can use this document, which is separate from your official academic transcript, to apply for university admissions scholarships, jobs and other campus experiences! Pick-up a form in the Student Life office or visit the link above and have your advisor verify your attendance.

Student Government: United Student Association (USA)
JMB 131 / 135, 206.768.6752
http://studentlife.southseattle.edu/government.html

The United Student Association is your representative student body at South, comprised of passionate student advocates who represent student interests and concerns. We are dedicated to supporting your academic and personal goals through a variety of innovative programs and activities. Students are encouraged to come to us and voice their concerns.

Get involved and be a part of your student government. Attend our weekly USA meetings Tuesday afternoons in JMB 128 or apply for our paid positions and be an advocate yourself! For additional information, please call 206.768.6752 or contact the USA President at ssccusapresident@sccd.ctc.edu.
Universal Technology Fee (UTF)

These fees, voted into effect by SSCC students throughout the District, are paid by every student taking 4 or more credits per quarter. Technology fees are used to upgrade the computer systems, programs, labs as well as provide many other services for students. The fee ($3 per credit, not to exceed $30) is kept separate from tuition to support technology needs for students at SSCC and should not be confused with the lab fees associated with particular classes.

UT Fee Committee

This committee meets regularly throughout the academic year to allocate the collected fee dollars. The purpose of the committee is to review applications for funds and decide on which items are to be funded. There are 5 student positions (open to all students) on the UTF committee. Committee Members are selected every Fall quarter; if you are interested in a committee position, please contact the Office of Student Life (206.764.5332).

Diversity and Retention

Director Contact Info: RSB 158, 206.768.6455

http://www.southseattle.edu/resources/diverse.htm

We are a network of departments -- Cultural Center and Women's Center -- working together to advocate for your needs as a college student. To support your success, we provide leadership opportunities, academic resources, and multicultural education.

- American Ethnic Studies 201Z: Diversity & Social Justice Class
- Diverse Readings to Understanding Multiculturalism (DRUM) Book Club

The Cultural Center

Coordinator Contact Info: JMB 146, 206.764.7950

- Multicultural Programs & Ethnic Heritage Celebrations
- The Textbook Loan Library (TLL)
- A Welcoming & Inclusive Space

The Women's Center

Coordinator Contact Info: JMB 148, 206.768.6831

The Women's Center is dedicated to supporting the academic, personal, and professional success of women in the campus community by providing resource referrals, educational programs addressing women's issues, and a friendly, supportive environment for individuals of all gender identities.

The Women's Center offers a variety of fun and educational events throughout the school year—for more information or to join the mailing list, please send an email to ssccwomenenscenter@sccd.ctc.edu or call (206)768-6801.

JMB 148 is a cozy place to hang out, use the computers, use the phone, or get help from the friendly Women's Center staff in locating resources and information on housing, healthcare, childcare, scholarships, domestic violence survivors' support, and more. All are welcome in the Women's Center.

Student volunteer and work positions are sometimes available—contact Damaris at dvaldez@sccd.ctc.edu for more information.

Frequently Asked Questions

What does “Diversity & Retention” mean?

Students who go to school here are diverse, coming from different ethnic and religious groups, sexual orientations, economic backgrounds, etc. We work together to ensure the campus as a whole is educated about different cultures and creates a safe and inclusive place for all.

What can I do in the Cultural Center and Women’s Center?

Our centers are open and inclusive spaces where you can hang out, use a computer, study, talk to other students or get advice from the staff, and access any of our services and resources.
Can men use the Women’s Center space and services?
Absolutely! Men are welcome to use the space and services as well as attend our programs. Issues of women and gender inequality affect us all.

What is the Textbook Loan Library (TLL) and how can I get a book?
Through the TLL, you can check out one free textbook per quarter based on availability. We check out books on a first come first served basis so come with a completed application on the first day of the quarter. You can pick up an application at the Cultural Center.

What events do you sponsor?
We host many events that promote campus diversity and inclusiveness. Our events include educational speakers, movie screenings, and multicultural celebrations such as National Coming Out Day, Women’s History Month, and the Native American Salmon Bake.

Do I have to be a member to use these services or attend events?
No. You are always welcome and encouraged to attend our events and use our services.

How can I get involved?
There are several ways to get involved with our programs and departments. Feel free to stop by the centers or call the coordinators to sign up for event volunteering or find out about future employment and student leadership opportunities.

For additional info, read “Why Diversity is Important” on Page 167.

OTHER CAMPUS SERVICES

ARBORETUM
North side of north parking lot, 206.764.5396
http://dept.seattlecolleges.com/arboretum
The college maintains a beautiful arboretum. It is a park-like setting with walking paths, multiple specialty gardens, a reflecting pool, and a large gazebo. Many campus and community visitors enjoy the serene tranquility of the area and the spectacular view of Elliott Bay and the Seattle skyline. This is a great area for quiet study, outdoor lunches and meeting friends!

CASH MACHINE
JMB across from the Bookstore
One Bank of America Cash Machine is available on campus; access to the machine is restricted to Monday – Friday, 7:00 am to 8:00 pm.

CASHIERS OFFICE
RSB (next to Registration Office), 206.764.5388
http://www.southseattle.edu/campus/facility/Department.asp?number=22
The Cashiers Office accepts payment for tuition, fees and parking permits. Checks, cash, money orders, Visa, MasterCard, American Express and Discover may be used for payments. For after-hours payment, there is a secured mail slot located in the exterior wall of the Cashiers Office. The newest way to make all of your tuition and fee payments is to visit https://sccdweb.sccd.ctc.edu/seasou/webxfer/waci600.html. You will need your Student Identification number (SID) and Personal Identification Number (PIN) to access this feature.
CHINESE GARDEN
North side of the north parking lot, 206.282.8040
info@seattlechinesegarden.org

Visit the Song Mei pavilion, designed and fabricated in Seattle’s sister city, Chongqing, China, and assembled here by a team of Chinese artisans. This authentic Chinese pavilion is the first of many planned structures in the six-acre Sichuan-style garden. Learn about garden news and activities by become a member of the Seattle Chinese Garden Society. Receive special invitations to Chinese arts and cultural events, advance notice on classes and seminars and our informative quarterly newsletter.

COLLEGE COUNCIL
http://dept.seattlecolleges.com/ssccccollegecouncil

The College Council as a representative body is responsible for advising the President’s Cabinet on policy proposals that affect members of the SSCC community outside of any one department or constituency. Members of the Council include students, classified staff, exempt professionals, and faculty. Meetings are open to the SSCC community. Meeting dates, rosters with contact information, minutes, and more can be found on the Council website.

COLLEGE TRANSFER CENTER
Robert Smith Building – Counseling/Advising Center, 206.768.6478
http://www.southseattle.edu/resources/transctr.htm

The Transfer Center provides information and materials for students transferring to a four-year university. We assist students with transfer planning, personal statements and applications. Each quarter we host workshops, events, and a transfer fair. For more information, contact Elaine Gottschalk or Lynn Christiansen.

UNIVERSITY PARTNERS

City University
UNI 102A, 800.422.4898 x5297, www.CityU.edu/SSCC

Eastern Washington University
UNI 102A, 425.564.5100, www.ewu.edu/sscc

Heritage University

South Seattle Community College has university partners on campus offering Bachelor’s degrees. Students may stop by their offices for information on their programs.

Bachelor of Applied Science in Hospitality Management
http://www.southseattle.edu/bas

TEC 140, (206) 768-6783
The Bachelor of Applied Science in Hospitality Management degree is intended for students who have completed AAS-T degrees in Accounting, Business Information Technology, Culinary or other related programs. Students will learn and explore management, marketing and human resource positions in all facets of the hospitality industry, including tourism, hotel operation, restaurant management, catering, cruise ships, casino operations and travel.

The degree will also serve emerging hospitality fields such as the growing number of assisted and independent living facilities in the Puget Sound region that cater to the increasing population of retirees and the elderly. The program is unique in its focus to provide applied management training to underrepresented students in the region’s largest hospitality industry.

The goals of the Hospitality Management Program are to:

1. Remove roadblocks preventing students holding technical associate of arts degrees (such as the A.A.S.-T degree in Culinary Arts or Business Information
Technology or other related degrees) from using those credits to complete a bachelor’s degree;
2. Increase opportunities for students and incumbent hospitality industry workers in South’s service area to attain management-level responsibilities and earn higher lifelong wages through baccalaureate-level training and education;
3. Serve the region’s highly diverse population, building on South’s demonstrated success in offering outstanding education and economic opportunity to students of color, English as a Second Language/English Language Learner (ESL/ELL) students and students who are first in their families to attend college;
4. Address significant unmet industry demand for skilled and diverse hospitality management personnel in the Seattle-King County metropolitan area and in Washington State;
5. Contribute to the attainment of state higher education and regional economic development goals in one of Washington’s leading high-growth industry sectors.

For more information regarding the Bachelor of Applied Science (BAS) in Hospitality Management degree, please contact the BAS Hospitality Management Office.

CONTINUING EDUCATION PROGRAMS (CED)
OLY 130, 206.764.5339
www.learnatsouth.org

CED offers a wide variety of classes and workshops for professional and career development, personal enrichment, or just for fun. Non-credit classes may be taken for continuing education units (CEU) or clock hours. Over 200 classes are offered throughout the quarter as well as 300 classes available online. Topics include Certified Financial Planning, computer software, vocational teacher training (CTE), and a wide range of lifelong learning classes including dancing, floral design, pottery, cooking, languages, recreation, and art.

SENIOR ADULT EDUCATION
CED, 206.764.5339
www.learnatsouth.org

We offer courses designed specifically for older adults at both on-campus and community sites. Classes cover a wide variety of topics and provide for that most valuable experience, the joy of lifelong learning.

COPY CENTER
LIB, 206.768.6662
http://www.southseattle.edu/campus/facility/Department.asp?number=34

Copy machines for student use are located in the Library. Copy Center hours are from 7:30am - 7:00pm, Monday through Thursday and 7:30 am - 4:00 pm on Fridays. The Copy Center sells copy cards for $3, $5, and $10 plus tax. All services are operated on a cash basis.

Student accounts are allowed 375 credits of black and white or color printing each quarter.
Black and white printing: 1 credit per copy
Color printing: 15 credits per copy

You may purchase more credits at the Cashiers office, example $5 = 55 credits

EVENING STUDENT RESOURCES
206.764.5387

Recognizing the unique needs of our Evening Students, we’ve assembled some information that we hope will be useful and enhance your educational experience here at South.

Advising for Evening Students
Evening advising is available the first week of the quarter, Monday through Thursday until 6 pm.
Email: advisorsouth@sccd.ctc.edu
Registration for Evening Students
206.768.6441
Kim Loan Hoang is available in the Registration area (RSB) until 6:30 pm, Monday through Thursday. She can help with Registration issues and take photos for student ID cards.

FOOD SERVICES
http://www.southseattle.edu/campus/facility/Department.asp?number=134
The dining rooms open during quarters only. The Food Court is closed on the last day of each quarter. All food is prepared and served by the Culinary Arts and Pastry students.

Alhadeff Grill Dining Room
206.764.5344
http://southseattle.edu/campus/facility/Department.asp?number=149
The Alhadeff Dining Room offers delicious gourmet food, salads, and a selection of hot entrees at moderate prices with waited service. Walk-ins welcome, reservations encouraged; this dining room occasionally closes for private parties or special events.

Café Alki Dining Room
206.764.5344
http://southseattle.edu/campus/facility/Department.asp?number=150
The Café Alki offers salads and soups, a club sandwich, and a selection of hot entrees served by Culinary Program students. Walk-ins welcome, reservations appreciated.

Bernie’s Pastry Shop
206.764.5818
http://southseattle.edu/campus/facility/Department.asp?number=54
Offers retail take-out items, such as cookies, candies, cakes, pies, and breads prepared by the SSCC Pastry program students. Grab a sweet snack between classes, or to take home. Special orders welcome.

Food Court
CAB, 206.764.5344
http://southseattle.edu/campus/facility/Department.asp?number=17
Culinary Arts students provide food service in multiple outlets available to the campus community. The newly remodeled Food Court area offers a variety of options. Complete meals are available from the hot line. The Frill area offers both breakfast and lunch items cooked to order. The deli has sandwiches made to order, along with a variety of specialty salads and food items. Many salad and sandwich items are prepackaged and available for take-out.

GARDEN CENTER
LHO, 206.764.5323
http://www.southseattle.edu/campus/facility/Department.asp?number=101
We carry Felco tools, unusual perennials, deciduous and broadleaf shrubs, native plants, groundcovers, and houseplants. The Garden Center offers workshops in the spring. Please call, drop by, or check the calendar on the website for Garden Center events and a complete list of events and sales!

INTERNATIONAL PROGRAMS OFFICE
RSB 11, 206.764-5360 ip@sccd.ctc.edu
http://www.southseattle.edu/international/
International students find support here for admissions, academic and cross-cultural advising, or English instruction in the Intensive English Program. South’s students can literally Start here, and go anywhere, through our Study Abroad Program.
ONLINE SERVICES
Visit http://www.southseattle.edu/services and you can:

- plan your schedule and register
- check your registration appointment time
- view your quarterly class schedule
- check the classes you are waitlisted for
- pay tuition by credit card
- email an advisor
- check your financial aid status
- view your grades
- update your address, email or phone
- change your Personal Identification Number (PIN)

RUNNING START
RSB (behind the Advising center), 206.764.5805
http://dept.seattlecolleges.com/running/index.html

Running Start is a program for high school students who are at the 11th or 12th grade level, and whose test scores place them in college level coursework. They have the opportunity to take college transfer and professional technical courses for high school and college credit at the same time. The courses are free, while books, lab fees, and transportation are the responsibility of the student.

SECURITY
RSB 139, Room 62A
jlewis@sccd.ctc.edu
206.763.7157
Patrol a designated area on foot or patrol vehicle, perform general security work, prevent and investigate crime, inspect buildings for property damage, issue parking citations, gather evidence, write crime reports, appear in court as required.

STUDENT ANTHOLOGY
RSB 45, 206.764.7943
Take the opportunity to show off your creativity and get published! The Student Anthology is a collection of original writings, art, and photography by South Seattle Community College students. Look for the “Call for Submissions” in Fall and Winter quarters or drop by RSB 174 for more information.

STUDENT OUTREACH, ADMISSIONS, AND RECRUITMENT (SOAR)
RSB 55, 206.768.6691
www.southseattle.edu/campus/facility/Department.asp?number=66
SOAR processes admission applications and encourages enrollment by providing information about SSCC through inquiry responses, presentations, tours, and representation at college/career fairs for schools, businesses, and community organizations. Interim program manager is Vanessa Reed.

TRIO STUDENT SUCCESS SERVICES
RSB 66 and 67, 206.764.5326
If you are the first in your family to attend college, are low income, or have a documented disability, you may be eligible for this federally-funded program. At Student Success Services you can find academic and personal support for your college dreams, including advising, social activities, assistance with applying for financial aid and scholarships, assistance creating an educational plan to complete your two-year degree and transfer to a four-year school.
U.S. MAIL
There is one U.S. Postal Mailbox on campus located outside of the west entrance to the Robert Smith Building. Stamps and envelopes are for sale in the Bookstore (south hall of JMB).

VENDING MACHINES
All vending machines accept $1 bills and coins. Some also accept credit cards.
If you experience problems with any vending machine, please contact the Office of Student Life (206.764.5332). Please tell the staff person at the front desk the location of the machine, the type of product sought (hot beverage, cold beverage or snack), and what went wrong, so that the machine can be serviced.

VETERAN AFFAIRS OFFICE
RSB 53, 206.764.5811
http://www.southseattle.edu/campus/facility/Department.asp?number=80
This office provides assistance regarding veteran-entitled benefits, such as preparing VA application forms and documentation required by the Department of Veterans Affairs. We also provide assistance in documenting military training for college credit.

WORKER RETRAINING
FOR UNEMPLOYED AND DISLOCATED WORKERS
RSB 61, 206.764.5835
http://www.southseattle.edu/programs/workerretr.htm
Students who are currently receiving Washington State unemployment benefits, have received Washington State unemployment benefits within the last 24 months, or are facing the prospect of a layoff, may be eligible for financial assistance to begin a career training program through the Worker Retraining Program.

WORKSOURCE
RSB 79, 206.764.5304
http://http://careerservices.southseattle.edu
WorkSource ensures student success by providing students support in securing student and career jobs.
Career jobs are professional positions after graduation. SSCC WorkSource works with most workforce development programs on campus to coordinate employment before or after graduation with the best employers in the Seattle region.
WorkSource has a complete set of career development services year around for all students.

WorkSource Resource Center includes:
- Full and part-time job listings that are updated daily.
- Computer stations loaded with special software for job search and labor market research.
- Assistance creating effective resumes and cover letters.
- Funding Access to community partner agencies that can provide tuition assistance, bus passes, gas money, textbook financial support, and other support services to eligible students.
- Orientations and information about SSCC’s Internship Program are available through WorkSource.
CREATE YOUR CAMPUS RESOURCE DIRECTORY

South Seattle Community College has many services and people to help you achieve your goals. Learn about campus resources even if you don’t need them. A successful college student knows where to go if and when problems arise.

Campus Security: 206 235-0911
Lost & Found: 206 764-5332; website: www.southseattle.edu

Locate these places on the Campus Map:
- Registration & the Dean of Enrollment Services
- The Financial Aid Office
- MAST
- Tutoring Center & Disability Support Services
- Writing Center
- The Library & Instructional Resource Center
- Advising/Counseling
- Student Centers (including the Club Center, Cultural Center Women’s Center & USA Offices)
- The Fitness Center & Recreation Area (Game Room and equipment loan)
- The Bookstore and used textbook buy/sell options
- SSCC website and Student Online Services
- Worksource (including internship office)

Additional Resources

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<th>Who/Where</th>
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*There are several resources for each question. Take a look at our suggestions at http://sites.google.com/a/southseattle.edu/triosss/Home/finding-help

Expand this directory. Anticipate your potential needs and find resources to address them now, rather than when you’re feeling the stress. Most importantly, don’t hesitate to ask for help …you’ll be amazed at what you find and you’ll become a resource for your classmates and friends.
FIRST FRIDAY

NEW STUDENT CONVOCATION RESOURCE

Create Your Campus Resource Directory
Why Diversity is Important
Leadership Fact Sheet
Note-taking: Taking Effective Notes
Library Resources
Time Management

WHY DIVERSITY IS IMPORTANT

We are all diverse. We all have culture. However, we have been taught and it has been reinforced that some cultures are better than others. That some cultures are more diverse than others. We all have diverse cultures, traditions, backgrounds and beliefs. It is important for us to heighten the awareness of our cultural diversities and the perceptions we have of other cultures.

We should be proud of the cultures that we belong to and want to share with others. We believe people are different and seeing our differences is okay. To assume we are all the same, is the melting pot theory which allows no one to be different. We celebrate diversity.

For so long, the achievements and contributions of people of color were not included in the History textbooks and classes. Racism was at the heart of our country’s inception so even in this day and age, we don’t know about what successes people of color have obtained. By learning about diversity we are reminded that all people are an integral part of the United States of America. This is a time for all people to educate themselves about all cultures. This is not just History - it is our history, our present and our future.

Culture and Cultural Identity

It is important to see yourself as a cultural being and to try and understand your own cultural identity before you begin to try and talk about cultural aspects of other people.

Many people, particularly those with memberships in dominant groups, have never thought of themselves as having a culture. Yet, everyone does have their own cultural identity and can benefit from cultural awareness education.

The concept of culture is not always easy to explain. The following pages contain some notes that may help you understand the idea of culture.
Nonverbal Communication Across Cultures

Social Distance

Different cultures have different average distances that people stand to talk to each other. Of course, this varies according to the circumstances and the relationships of the people.

- U.S. mainstream culture: people stand about an arms' length away.
- Latino, Middle Eastern and Southern European cultures: people generally stand closer than in the U.S., especially with someone of the same gender.
- Northern European cultures, many Asian cultures, come African cultures: people usually stand farther apart than mainstream U.S. culture.

Touching

Where, how and how often people can touch each other while conversing are determined by each culture's norms.

- In many cultures, some touching is acceptable between people of the same gender, but not between males and females, even husbands and wives, if they are in public.
- Males holding hands has no connotations except friendship in many countries in the Middle East, Asia, and Africa.
- Touching cultures include: Latino, Middle Eastern, Southern European.
- Non-touching cultures include: Mainstream U.S., Northern European, and many Asian cultures.

Volume of Voice

- Children in many cultures, including many Asian, American Indian and Latino cultures are taught that a soft voice is polite, a loud voice is rude. The good child is a quiet child. Children from these cultures may perceive that U.S. American teachers are "yelling" at them.
- Some other cultures have a louder conversational volume than mainstream U.S. culture. A U.S. American teacher may judge these children of families as “yelling” at each other.

Eye Contact

- In mainstream U.S. culture, people feel that there is no human contact without eye contact. People are expected to make eye contact 80% of the time when they are listening. Lack of eye contact is judged as lack of attention, lack of interest, low self-esteem, or dishonesty.
- Many cultures follow elaborate patterns of eye avoidance. In many Asian cultures, many indigenous North and South American cultures, many Latino cultures, and many African cultures, eye contact can be judged as rude, disrespectful, aggressive, or flirtatious, especially with higher status people.
- Within some African-American families, eye contact is used less than in the mainstream culture. When it is used, eye contact can have different meanings. Other African-American families share mainstream expectations.

Timing of Verbal Exchanges; Silence

- U.S. mainstream: People expect and immediate response when conversing. Silence makes people uncomfortable.
- Some other cultures: People expect silence before the response. To respond too quickly indicates lack of proper attention to the other person. What is not said may be more important than what is said.

Gestures

- Come Here Gesture (beckoning with an upturned finger): In many Asian countries, it is a gesture for calling a dog, gesturing to a prostitute or starting a fight. In Ethiopia, it is also a gesture for calling a dog. In much of Latin America, it is an arrogant condescending gesture.
- Pointing with a finger especially at people, sometimes even at things is considered
very rude in many cultures. In Hmong culture, pointing at someone means “I'm going to kill you.” Some cultures point with their bottom lip or chin.

- In many countries in Asia and the Middle East, Heads are high, feet are low. Therefore, to point at someone or something with your foot, to have the bottom of your foot facing someone, or to step over someone is very insulting.
- OK: Obscene in Afghanistan, Brazil, Turkey, Greece, Malta and some Asian cultures. It means zero in France, Belgium, and parts of Southeast Asia. It is a threat in Tunisia.
- Good Luck (crossing your fingers): Obscene in Southeast Asia, Argentina, the breaking of friendship in Greece and Turkey; ok in parts of Italy.
- Shame on you (rubbing one index finger across the other): Obscene in parts of Mexico
- Thumbs Up: Obscene in much of the Middle East and Australia.
- Slitting One's Throat: U.S. - “I've had it; cut, stop what you are doing.” Swaziland - “I love you.” Laos - “I am going to kill you.”
- Talking with Your Hands: Considered undignified in some Asian cultures.

Smiles

- In Southeast Asian cultures, a smile can be used to cover anger, embarrassment or feelings of being upset. It can be used to express thank you or I’m sorry or an indirect no. It is also the proper response for a child who is being scolded to show that she/he acknowledges the mistake or accepts the criticism without bad feelings.
- In some cultures, one is expected to have a “public face” that is different from the “private face.” In Russia, for example, a smile is not appropriate when passing strangers on the street or shopping in the markets. It is reserved for family and friends at home.

**LEADERSHIP FACT SHEET**

“You must be the change you want to see in the world.” - Mahatma Gandhi

(Indian philosopher internationally esteemed for his doctrine of nonviolent protest 1869-1948.)

Leadership activities can help you learn about yourself and the world. As a leader, you will develop planning, decision-making and people skills in order to complete projects and make positive changes. Being a leader can be hard work, but it is also rewarding and fun.

There are many ways to become a leader at South—you can be a:

- Student government officer
- Club member or officer
- Cultural Center Commissioner
- Student Success Mentor
- Peer Navigator
- International Programs Ambassador
- Student representative on a campus committee
- Volunteer for a community service project

Many leadership positions are paid.

South offers leadership workshops and opportunities to attend conferences, such as the November Northwest Student Leadership Conference at Portland State University, and the April Students of Color Conference.

You can also, of course, be a leader in the classroom. Think about how you can develop critical thinking, problem solving, and communication skills while working on your group projects. Role model respectful and compassionate behavior.
The Cornell Note Taking System

Before you begin taking notes, draw a line down the left side of your paper, creating a 2 ½ " “recall” column. Then, after the lecture, condense your notes as key terms and summaries—and write these in the left-hand column. The concise information will help you to study the material later. They serve as cues for reciting, reviewing, and reflecting.

<table>
<thead>
<tr>
<th>Recall Column</th>
<th>Recording Column</th>
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<tbody>
<tr>
<td><strong>Why take notes?</strong></td>
<td>• To stay engaged in the material presented; to avoid being distracted</td>
</tr>
<tr>
<td></td>
<td>• To better understand and remember the material</td>
</tr>
<tr>
<td></td>
<td>• To know what the key points are</td>
</tr>
<tr>
<td></td>
<td>• To have something to review prior to taking exams or writing a paper</td>
</tr>
<tr>
<td></td>
<td>• To know what questions to ask</td>
</tr>
</tbody>
</table>

| **What do you write down when taking notes?** | • What the instructor writes on the whiteboard |
| | • Unfamiliar terminology |
| | • What the instructor repeats or emphasis |
| | • Summarized and reviewed material |
| | • Due dates and assignment instructions |

| **Ineffective methods:** | • Shorthand notes - need to be transcribed and takes too much time |
| | • Recording on tape - time consuming to listen to and take notes from |
| | • Rewriting notes - although adding to your original notes after class is a good idea, rewriting them entirely would take too much valuable time |

| **How to be most efficient when taking notes:** | • Be organized: Keep notes for each class in ONE place, not on random scraps of paper that could be lost. |
| | • Use the 2-column “Cornell” note taking system |
| | • Don’t attempt to record every word you hear or read. Be brief - use phrases and keywords. Plan on adding details later. |
| | • Use abbreviations whenever possible |
| | • Record facts, definitions, and formulas exactly |
| | • Use an outline, numbering system, or bullets |
| | • If you miss something, leave a space with a question mark and ask the instructor about it later |
| | • Be accurate: try not to change the meaning of what's being presented to you |
| | • Review your notes regularly throughout the quarter |
Why do employers value leadership experience? Employers find that candidates with leadership experience work well with co-workers while motivating them to give their best performances. Leaders also know how to responsibly prioritize and balance goals, plan for the future, and take the initiative on projects to actualize good ideas.

Your leadership experience at South can be applied toward an official record of your service called the Student Development Transcript. Like a resume, it lists all of the positions you held and the projects you were involved with. You can include this document in your transfer, scholarship and job applications.

For more information on how to get involved on campus, contact Monica Lundberg in the Office of Student Life. Email: mlundberg@sccd.ctc.edu

**NOTE-TAKING: TAKING EFFECTIVE NOTES**

Although college students are expected to know how to take notes, it is a skill that is rarely taught in school. This break-out session will address students’ questions about note taking, offer valuable tips on how to take effective notes during class and while reading, and convey how good notes can help to improve concentration, listening skills, discussion preparation, and test scores. Various note-taking methods will be demonstrated, and students will then have an opportunity to practice taking notes. Students will be given some tip sheets, links to helpful websites, and sample notes to keep.

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**Ask questions and communicate with your instructor!**

- Whether it’s during the class presentation or the next day, ask the instructor about things you don’t understand.
- Communicate so that teachers will know what you need from them. Don’t let what you perceive as your own ignorance keep you from asking questions. Most of the time, one student’s question is what over half the class wanted to ask but didn’t - because they were afraid of looking “dumb.”

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**LIBRARY RESOURCES**

**Getting Beyond Google: Smarter Web Searching**

Google and other search engines are great resources: they’re free, they’re easy to use, and they provide lots of fast results. But when you’re doing academic work, searching the open web has its disadvantages: too much information, and much of it is not credible. After all, anyone can post a website. How do you know you can trust the content? Also, do you have time to look through millions of results? Let the library give you some better options.

ASK US! Remember that librarians are here to help you with your research questions. We can point you in the right direction, suggest sources you might not have considered, or help you when you are stuck. You can email us, call us, or visit us at the reference desk.

If you are using a search engine like google, use the “advanced search” feature. In the “domain” field, type “.edu” or “.org” so that you don’t get commercial websites. You can also limit your results to more recent websites from the last year, month or week.

Be careful about your search terms. For example, if you are looking for information
about CIGARETTES, you might also want to use the words NICOTINE or TOBACCO also. Think about related terms and synonyms. If you are looking for information about CLIMATE CHANGE, you should search on GLOBAL WARMING too.

**Google Alternatives**

There are web directories that have screened the web for you, so you don’t have to worry about accuracy, or whether the content is too old and out of date. These are searchable sites, and you’re likely to save time and find better information. Try the following:

- [http://www.ipl.org](http://www.ipl.org) organized by subject area, searchable, and updated frequently with new sites.
- [http://www.infomine.ucr.edu](http://www.infomine.ucr.edu) an academic search engine, with sources appropriate for college research.
- [http://scout.wisc.edu/Archives/index.php](http://scout.wisc.edu/Archives/index.php) over 24,000 websites searchable by keyword.

**Four Steps to the Research Process**

Starting a research paper can feel overwhelming. If you break down the process into steps, it will feel more manageable.

1. Define your research question
2. Determine your search terms
3. Identify your sources
4. Evaluate your sources

**Step One: Define Your Research Question**

- What kind of question are you trying to answer? Do you need opinions, statistics, history or an overview?
- Is your topic too big or too small? Example: Cigarette smoking. (too big!)
- If you need ideas for a topic, try reading the daily newspaper and see what stories interest you.

**Step Two: Determine your Search Terms**

- Brainstorm words related to your topic. Remember to consider synonyms or related terms. Example: cigarettes, nicotine, tobacco
- Start with a keyword search in the library catalog, or an abstract search in databases

**Step Three: Identify Sources**

- Reference Sources: print or online, use specialized encyclopedias or dictionaries as a starting point to get a basic overview
- Books: look at the library catalog with a keyword search on your topic
- Periodicals: use the library databases to find newspaper, magazine and journal articles
- Free websites: try using [http://ipl.org/](http://ipl.org/) instead of Google to find the best free websites on your topic. Use these as supplementary information instead of a starting point.

**Step Four: Evaluate Your Sources**

- Do your sources fit for your information need? Are they appropriate for college level research?
- Do you trust the accuracy of the content? What is the author’s perspective and background?
- Is the information recently published? Is the information biased?

**Need More Help?**

Visit our website at: [http://southseattle.edu/library/askus.asp](http://southseattle.edu/library/askus.asp), call (206) 768.6408 or email us at ssccrefdesk@sccd.ctc.edu. Or visit us!
TIME MANAGEMENT

What is Time Management?
Time management is the use of methods that help you feel in control of your life. If you often feel that you do not use your time efficiently because you procrastinate, waste time on trivial things, feel out of control of your schedule, or over-commit yourself, then you probably mismanage time. Time wasted can never be regained! Time management involves sound planning combined with good habits. You can learn tools to help you treat time as the limited resource that it is.

How Do People Mismanage Time?
Here are some common time wasters:

• Attempting too much at once. Taking on too many projects, taking too many classes, or agreeing to too many social events.
• Procrastination. When you put off until tomorrow what can be done today, you lose “today” forever.
• Doing it myself (perfectionism). Having to do things perfectly or doing them alone when help is available can lead to ineffective use of time.
• Not saying “no.” Distractions, parties, more work, and favors for others are among the things that can keep you from doing what you need to be doing.
• Personal disorganization. A messy desk, poor study skills, or not set study schedule leads to wasting time and trying to get organized before getting anything done.
• Unrealistic time estimates. Underestimating the time it takes to write papers, read notes, study for tests, and do homework, leads to a serious backup as the school term progresses.
• Lack of self-discipline. This could be a result of lack of interest, poor health, or unclear goals.

How Can I Begin to Manage My Time Better?
This series of steps can help you gain control of your time:

• Make a list of what is important to you- your basic values. General categories may include things such as physical well-being, intellectual well-being, and fulfilling relationships. Be specific. There will probably be about ten to twenty values on your list. The list must be personal and reflect you.
• Write down long-term goals. Use the above list to provide you with ideas. For example, finish college, develop an exercise program, and establish a long-term relationship. Try to develop goals for many areas of your life-not just school or work. Remember, a goal is a dream with a deadline.
• Write down intermediate and short-term goals. These can consist of external demands such as studying for a test or writing a paper. They can also include activities to be accomplished in the near future, such as writing a resume, finding a summer job, or planning an exercise program. It is important that these short-term goals match the values and long-term goals you identified for yourself.
• Every day should include ten minutes to half an hour of thinking about the goals and planning your day to work toward them. Goals without a plan will not work to improve your life. If your long-term goal is to graduate from college because you value intellectual stimulation or want a job that requires a degree, then studying for an exam becomes an activity that will help you work toward that goal. If one of your goals is to develop fulfilling relationships because you value intimacy in your life, then planning to spend time with friends or loved ones is an important thing to incorporate. In general, your daily activities should reflect who you are and help you get what you want out of life.
**HOW CAN I GET MORE ORGANIZED?**

- Do unpleasant tasks first. Let’s face it; there are some things that are just no fun. Get them out of the way first. You will feel a sense of relief and accomplishment and can get down to other tasks you need to work on. It might help to reward yourself for accomplishing the unpleasant task.

- Become aware of your own body rhythms and work with these. If you work best in the morning, plan your day to allow yourself to be productive at this time.

- Protect your prime time. Do not schedule anything or allow distractions during time you have set aside.

- Learn to say “no”. Do not let timidity, fear of offending, or desire for approvals enslave you. “No” can be said in a polite, honest way and true friends will not be offended by honesty. I would love to go to the party (drive you to the store, type your paper), but I have to study tonight. Could we get together tomorrow?

- Use a Mortarboard calendar or month-at-a-glance calendar. This allows you to get a big picture when planning things. It will give you an overview of when exams are scheduled, when papers are due, and when you have breaks.

- Make a daily plan. Time management experts cite the daily plan as the single most important tool to improve your life. During your planning session, review items on your list, and complete top priority tasks before lower priority items. Prioritize according to your own goals rather than someone else’s.

- Keep goals visible. They will motivate you.

- Keep deadlines visible. They will keep you on track.

- Set realistic time estimates. Most things actually take longer than people think they will.

- Ask yourself if the task is really necessary. Many people waste time doing things they think they “should” be doing.

- Battle perfectionism. Adjust your standards to what is reasonable.

- Battle procrastination. Do it NOW. If a task seems overwhelming, break it down into smaller components and begin on the first step.

- Keep your work areas neat. Clean off your desk and keep it neat so it becomes a comfortable area to work.

- Live a balanced life. Having fun, relaxing, and enjoying life are important. Do not forget to plan for fun time as well as work-related tasks.

- Stay focused but flexible. The best planning goes awry sometimes. Best begin again the next day

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**TWENTY-FIVE WAYS TO MANAGE YOUR TIME**

1. Know your priorities
2. Set priorities
3. Learn to say, “NO!”
4. Keep meetings on topic
5. Reward yourself for completion of projects
6. Be prepared for classes
7. Avoid unnecessary interruptions, including e-mails
8. Make a list of points to discuss before going to see a professor
9. Have an organized filing system
10. Begin meetings promptly
11. Finish one homework before beginning another
12. Maintain a “TO DO” list
13. Write down important events, ideas, dates in your calendar or notebook
14. Use specialists (counselors, professors, supervisors) to help with special problems
15. Discover your most creative time of day
16. Allow flexibility in your schedule for unexpected events
17. Set deadlines for yourself
18. Anticipate disruptions; have a back-up plan
19. Study where you will not be disturbed
20. Teach yourself how to concentrate
21. Be selective in TV viewing
22. Set aside quiet thinking time
23. Be aware of your strengths and limitations
24. Maintain a balance between your work and leisure activities
25. Combine tasks whenever possible
EMERGENCY CLOSURE

Single campus closures:
In cases of closure due to weather-related emergencies such as snow, a decision and announcement regarding closure will be made by the individual campus, and relayed to the chancellor or her designee.
Individual campus decisions and announcements on closures will also be made and announced by campuses in situations that affect one campus specifically (such as power outage, fire).

District-wide closures:
In event of widespread or catastrophic emergency, a decision and announcement will be the same for all campuses and offices of the district, following discussion by the college presidents and chancellor (or their designees), or by the Emergency Communications Committee, as called for in the district-wide emergency communications plan.
Closure information should be available first on the Public Schools Emergency Communications System site at http://www.schoolreport.org. Most local television and radio stations use the Public Schools Emergency Communications System information in their broadcasts.

I. CLOSURE ANNOUNCEMENT TIMING
• Evening classes/offices – Conditions permitting, decision announced by 2 p.m.
• Day classes/offices – Conditions permitting, decision announced by 5 a.m.
• Saturdays – Campus decisions and announcements will also be made for when students and staff may be on campus for classes and workshops.
• Sundays – Colleges will make individual determinations for any campus activity.
• Weekends during break periods as listed on the District Instructional Calendar - Colleges will make individual determinations for any campus activity.
• Following a closure – If necessary, a re-opening decision and message will be relayed to employees using the procedures described here.

II. DISTRICT-WIDE CLOSURE NOTIFICATION PROCESS
The Chancellor confirms closure decision with Presidents and District Public Information Office. This may be relayed via the Chancellor’s Executive Assistant.
District Public Information Office contacts -
 a) District Human Resources, which updates the message on the District main incoming telephone line.
 b) District Webmaster, who updates the District web page with closure message.
 c) Local media as needed.

III. SOUTH CAMPUS CLOSURE NOTIFICATION PROCESS
• After-hours, night custodians monitor weather conditions on campus. Custodial Supervisor [Jim Singleton] advises South President [Gary Oertli] or designate about campus conditions.
• South President contacts –
  a) South Public Information Office
  b) Other appropriate personnel to make arrangements for critical personnel in security, engineering, and other areas that must be staffed during emergency campus closure
• Public Information Office (PIO) posts message first on the Public Schools Emergency Communications System site: http://www.schoolreport.org, then on college main telephone, (206) 764-5300 and web www.southseattle.edu. A Campus Alert message will be sent to subscribers. South’s Child Care Center will be notified. Depending on the situation, PIO may also utilize campus email and broadcast telephone message systems. NOTE: In a power outage, the campus phone system will operate only for about 30 minutes of backup power, and our Web site could be impacted.

Don’t call Security; they are not in the closure decision loop and do not have road information.
• Campus divisions, offices, faculty and staff should change their personal recorded telephone greeting to reflect closure information. This can be done from home by dialing (206) 587-6999, entering your extension, password, then pressing 3 and following the instructions for changing your personal greeting.
• If the campus is open, but you are unable to get here, notify your department. Call or leave a message on your department’s main phone line, not on a support staff member or administrator’s personal line. If your message is left on a main line, anyone who makes it to campus can retrieve the message. Don’t rely solely on your department’s support staff to be able to relay your status. Students often will call another office, which may not know if you are on campus or not, so it is important that your personal voice mail box is up to date.
• As your own status or the campus status changes, please update your personal voice mail message immediately, so that students and staff are able to get the most current information.
• For contracted events at South (e.g., a meeting in the Brockey Center) alternate closure action may be necessary. Decisions about specific building opening/closing and staffing in these situations will be made by the President and senior staff involved.

NOTE: Only closures are announced. Schoolreport.org and broadcast media do not accept “we’re open” messages because they create confusion.
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