Transfer Center

- Assists with Personal Statements required for college applications. Call the Transfer Center at 206 768.6478 for an appointment.

- Facilitates information table visits, presentations, and workshops of four-year representatives to SSCC.

- Provides reference library of college and university catalogues and brochures.

- Facilitates student visits to several local and regional campuses.

- Welcomes student inquiries regarding all aspects of transfer process.

- Coordinates quarterly Transfer Fairs to provide opportunity for students to meet four-year representatives and discuss transfer opportunities.

South Seattle Community College

Student Success Guide

Phone: 206-768-6719 or 6478
Fax: 206-764-7947

snorman@sccd.ctc.edu
This Student Success Guide belongs to:

For additional assistance, please contact:

Sharon Norman
Transfer Center
South Seattle Community College
snorman@sccd.ctc.edu
206 768-6719 or 6478
Welcome to South Seattle Community College,

What makes SSCC great is our belief that every student can be successful.

The durable quality of your education here is the feeling of community and support you will experience as you achieve a succession of goals.

Our intent is that you will reflect upon friendships made, opportunities experienced, growth obtained, and agree that some of the best and most important days of your life were spent at South Seattle.

As an extended hand of support, we offer this Student Success Guide to assist your educational passage. In preparing this tool, our inspiration has been your ambition, talent, imagination and goals.

We truly believe you can start here and go anywhere.

With best wishes for your future,

The Staff of Student Services
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Consider graduate school—look into professional programs
Volunteer or apply for internships for graduate interests. Look into becoming research assistant

Attend student orientation at your new campus
Take time to adjust to new surroundings
Declare your major and minor

Junior
90-134 credits

Senior
135+ credits

Graduate Programs

Participate in campus life
Form study groups, seek help with courses.
Look into study abroad
Check out research opportunities

Apply for graduation.
Prepare for graduate entrance tests (GRE/GMAT/LSAT, etc.)
Apply for Fellowships
Attend your graduation!

In-depth study to become expert in a specific field
Join related professional organizations
Volunteer
Continue life as a life-long learner.

Revisit SSCC
We wish to congratulate you in person!

Attend student orientation at your new campus
Take time to adjust to new surroundings
Declare your major and minor

Attend your graduation!!

In-depth study to become expert in a specific field
Join related professional organizations
Volunteer
Continue life as a life-long learner.
Timeline

Pre-enrollment
- Attend new student orientation
- Register
- Pay Fees
- Don’t forget parking!
- Purchase Texts

Freshman 0-44 credits
- Attend classes regularly
- Ask for support early for any course...
- CLIC
- The MAST
- Tutor Center
- The Writing Center
- Visit four-year campuses

Sophomore 45-89 credits
- Request information from four-year institutes
- Attend Transfer Fairs
- Consider an internship...see WorkSource
- Visit four-year campuses

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**Academic Advisor** – Professional staff who advises students on coursework to meet requirements of educational goals.

**Associate of Arts Degree** – Liberal arts degree intended for students expecting to transfer to a four-year college/university. Fulfills some or all of the general education requirements of most four-year schools. Minimum of 90 quarter credits in courses numbered 100 or above.

**Associate of Science Degree** – Two-year degree intended for students planning to transfer to a four-year college/university in a science-related area. Minimum of 90 quarter credits in courses numbered 100 or above.

**Associate of Applied Science Degree** – Prepares students for employment through training, technical and related skills, and instruction in academic subjects appropriate to the occupational field.

**Audit** – Students attending classes as a listener or “auditor” without the obligation of doing the required work and without receiving credit. Tuition, however, is the same as credit classes.

**Bachelor’s Degree** - B.A., B.S. Also called baccalaureate degrees Granted by four-year colleges and universities. Represents at least four years of full-time academic work. Minimum of 180 quarter credits in courses numbered 100 or above.

**Certificates** – Some professional/technical programs lead to an AAS degree, others to an occupational certificate. The certificate programs consist primarily of occupational training; the degree program consists of occupational courses, as well as a variety of other courses.

**Challenge Test** – A test to demonstrate knowledge in a particular subject area. Students who do well on challenge tests may be exempt from taking a particular course and/or may receive credit for that course.

**Credentials Evaluator** – Evaluates a wide variety of education credentials for academic programs. Approve or deny student admission and/or

---

### Third Year (Junior) 90–134 quarter credits

<table>
<thead>
<tr>
<th>Fall</th>
<th>Winter</th>
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<td>Course</td>
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### Fourth Year (Senior) 135+ credits

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<th>Fall</th>
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<th>Summer</th>
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<tbody>
<tr>
<td>Course</td>
<td>Credits</td>
<td>Course</td>
<td>Credits</td>
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</table>
### First Year (Freshman) 0-44 quarter credits

<table>
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<tr>
<th>Fall</th>
<th>Winter</th>
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<tbody>
<tr>
<td>Course</td>
<td>Credits</td>
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### Second Year (Sophomore) 45-89 quarter credits

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<tr>
<th>Fall</th>
<th>Winter</th>
<th>Spring</th>
<th>Summer</th>
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<tbody>
<tr>
<td>Course</td>
<td>Credits</td>
<td>Course</td>
<td>Credits</td>
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</table>

**Graduation.** Advise prospective students and consult with departments and other institutions about academic programs and admissions/transfer policies and procedures.

**College**—An institution which offers two-year, four-year or five-year postsecondary educational programs or their equivalent and which grants associate, baccalaureate or first professional degrees. In some instances, a four-year college may offer two-year programs culminating with associate degrees or graduate programs culminating with graduate degrees.

**Credit/Credit Hour** - Generally equal to the number of hours in a class per week for that course. Tuition is based on the total number of registered credit hours.

**Community College**—A college which offers two-year, postsecondary, college parallel, terminal-general, terminal-technical, out-of-school youth or adult education programs or a combination of these; grants certificates and associate degrees.

**Counselor**—Faculty who have Master's degrees in counseling. They help students identify and achieve their educational, career and personal goals.

**Dean's List** – Generally, student must have 10 or more credits per quarter at the college they are currently attending and a 3.5 quarterly GPA.

**Direct Transfer Agreement** – The associate degree that a two-year college has defined as meeting the guidelines that enable transfer with priority admission to a four-year college or university.

**Doctoral Degrees** (Ph.D., Ed. D.) - Represents 3-10+ years of postgraduate education. Completion of a research project of several years that makes a contribution to your field. A *thesis* or *dissertation* is a lengthy paper in which the research project is reported.

**Educational Plan** – Outline of the coursework required to earn an educational objective.
Electives - Course which students “elect” to enroll as “free choice” courses, as opposed to “required” courses which the student must take to fulfill graduation requirements.

Graduate Program – A program which is beyond the baccalaureate level from the master’s to the postdoctoral levels and which provides advanced study and exploration in a particular discipline or the application of knowledge to professional ends.

(IC&S) Individuals, Cultures and Societies - courses such as history, psychology, sociology, political science.

Liberal Studies – The general education courses in the (VLPA) humanities, (BR) mathematics, and (NW) natural world and (IC&S) individuals, cultures and societies.

Major - A concentration in one department. Four-year degrees require at least 50 major credits of the approximately 180 quarter credits total required to graduate.

Master’s Degree – Represents one or two years of postgraduate education.

Matriculation – The first registration following admission for students earning transfer credits, degrees, or certificates.

(NW) Natural World – Natural sciences classes: for example, biology, astronomy, chemistry, nutrition.

President’s List - Student must have accumulated 30 or more credits at the college they are currently attending and a 3.8 or higher cumulative GPA.

Prerequisite – Requirement that must be met before enrollment in a course or program.
<table>
<thead>
<tr>
<th>Major Washington State Colleges and Universities</th>
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<tbody>
<tr>
<td><strong>Private</strong></td>
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<tr>
<td>Antioch University (Seattle)</td>
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<tr>
<td><a href="http://www.antiochsea.edu">http://www.antiochsea.edu</a></td>
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<tr>
<td>The Art Institute (Seattle)</td>
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<tr>
<td><a href="http://www.ais.edu/">http://www.ais.edu/</a></td>
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<tr>
<td>Bastyr</td>
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<td><a href="http://www.bastyr.edu">http://www.bastyr.edu</a></td>
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<tr>
<td>Cornish College of the Arts (Seattle)</td>
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<td><a href="http://www.cornish.edu">http://www.cornish.edu</a></td>
</tr>
<tr>
<td>Gonzaga University (Spokane)</td>
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<td><a href="http://www.gonzaga.edu">http://www.gonzaga.edu</a></td>
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<tr>
<td>Heritage College (Toppenish)</td>
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<tr>
<td><a href="http://www.pacificoaks.edu">http://www.pacificoaks.edu</a></td>
</tr>
<tr>
<td>Pacific Lutheran University (Tacoma)</td>
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<tr>
<td><a href="http://www.plu.edu">http://www.plu.edu</a></td>
</tr>
<tr>
<td>Saint Martin’s College (Lacey)</td>
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<tr>
<td><a href="http://www.stmartin.edu">http://www.stmartin.edu</a></td>
</tr>
<tr>
<td>Seattle Pacific University (Seattle)</td>
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<td><a href="http://www.spu.edu">http://www.spu.edu</a></td>
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<tr>
<td>Seattle University (Seattle)</td>
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<tr>
<td><a href="http://www.seattleu.edu">http://www.seattleu.edu</a></td>
</tr>
<tr>
<td>University of Puget Sound (Tacoma)</td>
</tr>
<tr>
<td><a href="http://www.ups.edu">http://www.ups.edu</a></td>
</tr>
<tr>
<td>Whitman College (Walla Walla)</td>
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<tr>
<td><a href="http://www.whitman.edu">http://www.whitman.edu</a></td>
</tr>
</tbody>
</table>

**Definitions**

**Professional Degree** – Usually 3-4 years of study to prepare students for professions such as medicine, dentistry, and law. Generally prior completion of a bachelor degree is required.

**Professional/Technical Education** – programs which provide an organized process of learning experience designed to develop skills, knowledge, attitudes, work habits and leadership skills for entry into and advancement within various levels of employment in the occupational areas of agriculture, business, marketing and distribution, health, home economics, trade and industry and other nonprofessional occupations.

**Syllabus** – An outline or brief statement of the main points of a text, lecture or course of study. (Suggestion: Keep your course syllabus for reference. Often useful for a credential evaluator when transferring to another educational institute.)

**Transcript** – A copy of student’s academic record, showing courses, completed grades and credit earned. To be “official” it must be mailed by a college, or delivered to a student unopened in an envelope which has been officially sealed by a school.

**Transferability** – Most community college courses transfer to four-year colleges. Professional/technical generally do not transfer.

**University** – An institution with a complex structure and diverse educational functions, including instruction, promotion of scholarship, preservation and discovery of knowledge, research and service.

**VLPA (Visual, Literary and Performing Arts)** – Includes courses in art, dance, drama, English, foreign language, humanities, music, philosophy and speech.

**Work-Study** – The opportunity to earn part of one’s education costs while attending college. Work-study allocations are typically based on financial need.
• Apply at least three months before quarter starts
If you will need financial aid to assist with tuition and books, pick up a financial aid packet from the Financial Aid Office or access forms at www.southseattle.edu/finaid. The application describes eligibility requirements, deadlines, and process.

Our best advice is to plan at least three months before the quarter begins - pay close attention to deadlines!

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 SSCC
• 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 the Financial Aid Office.

Washington State Aid Programs
(www.hecb.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.

Student Financial Aid Office
Washington Higher Education Coordinating Board
Phone: 360.753.7850

Federal Student Aid Information Center
U.S. Department of Education
Phone: 1.800.433.3243

Applying for Financial Aid
http://www.hecb.wa.gov/paying/applying/applyingindex.asp

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.
Financial aid includes grants, loans, work study 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, loans 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’s called a financial aid package.

<table>
<thead>
<tr>
<th>A CLOSER LOOK AT FINANCIAL AID</th>
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<tbody>
<tr>
<td><strong>Need-based Aid</strong></td>
</tr>
<tr>
<td>Grants</td>
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<tr>
<td>Loans</td>
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<tr>
<td>Work Study</td>
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<tr>
<td><strong>Merit-based Aid</strong></td>
</tr>
<tr>
<td>Scholarships</td>
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</tbody>
</table>

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 counted until student is 25 years of age.
Your expected family contribution will not vary much from school to school. However, each school has a different cost of attendance. Therefore, your financial need, or the amount of aid for which you qualify, may vary from school to school. Assume that your family is expected to pay $5,000 toward college costs. If you attend a four-year public university in Washington at a cost of $12,200 per academic year, your financial need would be $7,200.

<table>
<thead>
<tr>
<th>Cost of Attendance</th>
<th>$12,200</th>
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<tbody>
<tr>
<td>- Expected Family Contribution</td>
<td>-5,000</td>
</tr>
<tr>
<td><strong>Your Financial Need</strong></td>
<td><strong>$7,200</strong></td>
</tr>
</tbody>
</table>

However, if instead you decide to attend a private college in Washington at a cost of $27,200 per academic year, your financial need would be $22,200.

<table>
<thead>
<tr>
<th>Cost of Attendance</th>
<th>$27,200</th>
</tr>
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<tbody>
<tr>
<td>- Expected Family Contribution</td>
<td>-5,000</td>
</tr>
<tr>
<td><strong>Your Financial Need</strong></td>
<td><strong>$22,200</strong></td>
</tr>
</tbody>
</table>

In each case, the college financial aid office will develop a financial aid package to meet all or part of your financial need. Your package will depend on your eligibility and the amount of money available in the various programs.

- Concentrate fully when they study.
- Able to distinguish between more important and less important information during a lecture.
- Find relationships between what they are studying and what they already know.
- Continuously incorporate new ideas with previous lectures, assignments, etc. – learning is cumulative.
- Understand that to effectively use time means being organized, persistent, yet flexible...by doing so, managing your life and time with more opportunities to do what they want to do.
Successful Students:

Much is written on characteristics of good students. Successful students understand it takes more than earning good grades. They see learning and education as a process of acquiring good habits and knowing how and when to use them. The following guidelines are often used by successful students as they pursue their educational goals.

- Attend classes regularly and on time.
- Listen and pay attention.
- Participate in class, even if they feel awkward.
- Take responsibility for themselves and their actions.
- Take advantage of extra-credit opportunities.
- See instructors before/after class or during office hours for comments on graded papers or assignments.
- Turn in work that is neat and well constructed.
- Produce a final product that reflects pride in their efforts.
- Designate a specific time and place each day to study.
- Prioritize and discourage procrastination.
- Understand assignments before leaving class.
- Review previous material for a few minutes before starting a new study session – this aids long-term memory retention.
- Take a ten-minute break after an hour of study.
- Do not ‘cram’ the night before a test. Review in segments of time over several days.
- At the start of an exam, feel prepared and that they will do well.
- Set high standards.
4. **Follow instructions and meet all deadlines.**

If your FAFSA or other financial aid applications are late or incomplete, you may not be considered for all of the aid programs available. Check financial aid priority deadlines at selected colleges and universities in Washington. 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 this Web site.

6. **Evaluate financial aid award letters.**

Schools will send you award letters with details of your financial aid package, usually a combination of grants, loans and work study. Compare the financial aid awards carefully. You may be required to either accept or decline your award by a specific date.

7. **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.

- **To graduate with a two-year degree, make note of the need to get a minimum 2.00 grade point average and 90 transferable credits to earn an Associate of Arts Degree.** Transferring to a university may require a higher grade point average.

The AA degree is a 90-credit transfer degree which fulfills the general education requirements for most four-year degrees in arts and sciences. Students must earn a cumulative grade point average of 2.5 (depends on university of choice) or higher in courses numbered 100 and above and meet the credit distribution requirements. Four-year institutes often look for higher GPA’s and candidates that have prepared for their major while studying toward their AA.

- **Develop strong writing skills. You may need to write a well-written personal statement when transferring.**

Your personal statement makes a tremendous impact on your application evaluation. Your essay speaks to the admissions committee for you. Often a topic to discuss or a question to answer is given. Make sure to compose your essay in an orderly format that is grammatically correct with appropriate vocabulary. Emphasize the positive; no tales of woe. Draft, revise, and revise some more. Run a spell check, proofread and be sure to ask someone who writes well to read it and give you some general feedback.
Prepare to Transfer

- **Start the process of choosing a major.**

For the first few quarters of a college career it’s normal for many not to choose their major. Although completing general education requirements early is reasonable, a good way to explore majors is to take classes in subjects of interest to you as a freshman. Your college education will take you through history, culture, mathematics, sciences, etc. All your studies will develop inductive and deductive reasoning skills, among the most valuable of life skills, and cultivated within any major. SSCC counselors are available to assist in selecting a major or career.

- **Begin thinking of where you wish to attend.**

College selection often requires extra energy. You have interests and needs. Matching them with a college program where you will thrive requires energy with direction. Start thinking early in your high school education about your strengths, preferences, etc. – a personal inventory. Through this self discovery, you will be better equipped to narrow your choices and design a program to reach your goals. Request brochures, utilize the Internet, attend college fairs, and visit campuses.

- **Review admission requirements for the university and the major of your choosing.**

Especially for transfer students, universities wish to admit those who have prepared well for degree completion and an area of study. Having well-defined academic goals, taken courses in preparation for intended major, demonstrated maturity in college studies and course completion, additionally - the foreign-language requirement fulfilled, if needed.

- **Transfer equivalency guides for course transferability.**

Four-year, public (and many private) institutions in Washington have a "transfer guide" that is intended to help transfer students from the community colleges determine transfer course equivalencies.

- **Admission is competitive, so work diligently to earn good grades.**

An applicant’s academic performance, reflected in both test scores and grades, is a key factor in admission to college and majors. Frequently the number of qualified applicants exceeds the number of spaces available; work diligently to reach your highest potential.

---

**Assessment** (206) 768-6767

- Prior to initial advising/counseling appointment)

**COMPASS/ESL COMPASS assessment**

Students entering SSCC take the COMPASS prior to registering. More than a test, the COMPASS assesses basic skills (writing, reading, and mathematics) needed to be successful.

This non-timed, computerized placement test offers results upon completion (approximate about two hours to finish.) Non-native English speakers take the ESL/COMPASS.

Student Assessment Services administers the assessment. Results enable counselors and advisors to place students in courses appropriate to their skill level.

**Note:**

*Students having an official transcript from another college with college-level English 101 and Math 102 (2.0 or higher) are not required to take the COMPASS.*

**Prior to taking the assessment:**

- Obtain a SSCC student ID number from Registration (picture ID and social security number required)
- Pay $15.00 fee at Cashier located in the Student Services building
- Keep receipt and take to test session
- Bring state-issued picture ID or current student ID to test session
- Personal, non-programmable calculator permitted.
- May retest after 30 days or with permission from an advisor/counselor.

**Testing calendar with hours:**

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

**Sample tests, etc:**

- http://www.southseattle.edu/resources/sas//htm
- www.grammar.com
- www.math.com
Advising/Counseling (206) 765-5387

- After your assessment test and (best, if at least) two weeks prior to quarter start, call and schedule a 30-minute advising appointment.

Advisors/counselors need your assessment 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 on-line.

The Academic Advising Center offers a comprehensive array of services designed to assist you reach 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
- College transfer degree information
- Professional/Technical degree information
- Assistance with petitions for waivers and/or exceptions
- Assistance with academic difficulty
- Pre-professional advising for university majors
- Running Start information and enrollment
- Monitoring degree progress
- Graduation applications
- E-mail advising advisorsouth@sccd.ctc.edu

Regular advising/counseling hours:

- Monday and Tuesday: 8:00 am - 6:00 pm
- Wednesday and Thursday: 8:00 am - 4:30 pm
- Friday: 9:00 am - 4:00 pm

(First appointment available is a half hour before closing.)

Memory and Learning

Most of us would like to understand more, remember longer and with more efficiency. There are many strategies and techniques to accomplish these goals. The following are some useful methods:

- **Association**: a basic technique for learning new material rapidly. Through association, one can quickly memorize a wide range of information (lists, procedures, facts, formulas, data, etc.) An easy example: make a phrase using the first letter of each word to be kinds of blood vessels: veins, arteries, capillaries. (very, argumentative cat)

- **Change your internal dialogue**: internal dialogue influences performance as it affects self-talk, self-esteem and self-image. We often act in a way that mirrors our self-image. Simple assertive statements can direct behavior toward desired performance. For example, “I will complete reading assignments prior to each class session.”

- **Visualization**: Works because certain areas of the mind do not distinguish between what you see with your eyes and what you visualize with your mind. This method is often used as a great motivating tool to envision possibility and move towards it.

- **Verbalize**: A good way to remember is to read, say and write what you wish to remember. For instance, read a word aloud, close your eyes, then say it (with the definition), then write the word and definition without looking at the word again.

**Important to note:** information can easily be forgotten through disuse, confusion (of similar material), or not solidly learning initially.
**Listening (for great note-taking)**

We choose to listen, unlike hearing which is a spontaneous act. To listen is to hear and to understand. A best practice model is ....

**Listening (involves) = active listening + pay attention + concentration.**

To prepare for class, review previous lecture notes, read assigned material and enter the classroom with the intent to listen, to focus and to concentrate.

Instructors have an obligation to speak with language that is understandable to the student.

Students have an obligation to question what is not understood.

Both are responsible for communicating to assist comprehension.

The following are additional ways to generate listening and note taking skills:

- Read material prior to lecture.
- Sit close the front of the classroom.
- Focus on content.
- Filter out distractions.
- Listen for ideas, not just facts.
- Take notes on examples and main ideas.
- Keep an open mind.
- Leave emotional responses for after class discussion.
- Good notes consist of key words and brief phrases.
- Leave space between notes for after-class clarification/comments.
- Have a spiral notebook or binder for each subject.
- Review notes after class, on a weekly basis and a thorough review prior to tests.

---

**Registration (206) 764-7938**

- As soon as possible for best class selection.
- Register during the New Student Registration time period or during Open Enrollment.
- Important: Tuition is due within seven (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, if not paid within this time students are dropped from classes.
- Pay tuition with cash, check, or credit card at the Cashier or on-line [https://scdweb.sccd.cte.edu/seasou/webxfer/waci600.html](https://scdweb.sccd.cte.edu/seasou/webxfer/waci600.html)
- 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 the Financial Aid Office.
**Class Standing**

Is determined by the number of quarter credits completed:

<table>
<thead>
<tr>
<th>Credits Range</th>
<th>Class Standing</th>
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<tr>
<td>0-44</td>
<td>freshman</td>
</tr>
<tr>
<td>45-89</td>
<td>sophomore</td>
</tr>
<tr>
<td>90-134</td>
<td>junior</td>
</tr>
<tr>
<td>135+</td>
<td>senior</td>
</tr>
</tbody>
</table>

(Multiply semester credits by 1 ½ to convert to quarter credits.)

**Credits**

Credits are awarded for each course completed with a passing grade. Many courses are 5 credits each, for a 5-credit lecture course:

5 credits = 5 hours in class + 10 hours study ... per week

Actual study time each course requires varies. Some require more than ten hours each week. Others require more time in class and less study time. A three-credit laboratory course might require six hours/week in class and only a few hours/week outside of class.

**per quarter**

If 15 credits a quarter of college-level (100 or above) courses are completed three quarters each year, (fall, winter, and spring) in two years 90 credits will be earned. The minimum number required for graduation with an **Associate’s** degree. In four years 180 credits, or the minimum number required for graduation with a **Bachelor’s**.

15 credits x 3 quarters x 2 years = 90 credits
15 credits x 3 quarters x 4 years = 180 credits.

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**2005-06 Resident Undergraduate**

<table>
<thead>
<tr>
<th>Colleges and Universities</th>
<th>Tuition</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Research Universities</strong></td>
<td></td>
</tr>
<tr>
<td>University of Washington - Seattle</td>
<td>$5,385</td>
</tr>
<tr>
<td>Washington State University - All</td>
<td>$5,506</td>
</tr>
<tr>
<td><strong>Comprehensive Universities</strong></td>
<td></td>
</tr>
<tr>
<td>Central Washington University</td>
<td>$4,144</td>
</tr>
<tr>
<td>Eastern Washington University</td>
<td>$4,044</td>
</tr>
<tr>
<td>Western Washington University</td>
<td>$4,130</td>
</tr>
<tr>
<td>The Evergreen State College</td>
<td>$4,114</td>
</tr>
<tr>
<td>Community Colleges</td>
<td>$2,445</td>
</tr>
</tbody>
</table>

**Note:** Includes tuition (operating and building fees) and services plus activities fees. Community college tuition is based on a student taking 15 credit hours.

Source: Washington Higher Education Coordinating Board

The evidence is clear. The more education, likely you are to:

- live longer
- have better health
- stay employed
- enjoy your work
- change careers more easily and earn more money
Tuition and Fees

Tuition and fees pay for classes and the use of some campus facilities, like libraries.

Living Expenses

- **Room and board** includes food and the cost of living in a college dormitory or apartment. Books and supplies are required for every class. Costs will depend on the classes you take.

- **Personal expenses** include items like clothes, shampoo and laundry.

- **Transportation expenses** include gas, parking, and travel home for the holidays.

The typical student will spend about $10,500 on living expenses during the 2005-2006 school year. You can save money by living at home, riding the bus, or buying used books.

College costs vary and will depend on the kind of school you pick, the number of courses you take and your lifestyle. College costs generally include tuition and fees, room and board, books, transportation and other supplies.

To explore more about college costs, access [http://www.hecb.wa.gov/paying/collegecosts/collegecostindex.asp](http://www.hecb.wa.gov/paying/collegecosts/collegecostindex.asp).

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Foreign Language Requirements for some Washington 4-years

The following is a guideline for your use. Please contact the college/university for more specifics.

**Central Washington University**  Transfer students who have completed a DTA associate degree or a bachelor's degree from an accredited institution and are pursuing a degree other than a Bachelor of Arts (such as a Bachelor of Science, Bachelor of Arts in Education, Bachelor of Music or Bachelor of Fine Arts) do not have to meet the CWU foreign language requirement.

CWU requires that all other students, including those with DTA or bachelor's degrees who are pursuing Bachelor of Arts degrees, complete at least one year of a foreign language prior to graduation. This is only a graduation requirement, not an admissions requirement. You will automatically satisfy this requirement if you completed two years of a foreign language in high school or one year in college. If you satisfied this requirement in high school, please send an official high school transcript to CWU.

**Eastern Washington University**  Transfer students with 40 college credits or more at time of matriculation do not need to meet the foreign language requirement as an entrance requirement. Transfer students with fewer than 40 college credits at time of matriculation must meet the same foreign language requirement that pertain to high school students (either 2 years in high school or one year in college/through 103.) Foreign language is an exit requirement for all Bachelor of Arts degrees except: BA Business, BA Education and BFA. Foreign language is not a requirement for a BS degree.

**The Evergreen State College**  Transfer students who have completed the AA/AS are not required to take any foreign language. If they are transferring with fewer than 40 transferable credits, however, they must have completed 2 years of foreign language in high school (or through 102 at college level.)

**Heritage University**  Two years of a single foreign language in high school or three quarters/two semesters in college.
**Pacific Lutheran University** Two years of one foreign language in high school, with an average grade of C or higher, or one year at the college level (through 103), or demonstrated equivalent proficiency. Students who have not satisfied this requirement may still be admitted to the university but they may not graduate without completing the foreign language requirements as an additional degree requirement. In addition to meeting the entrance requirement in foreign language, students in the College of Arts and Sciences must meet additional foreign language requirements.

**Seattle Pacific University**
Students must have three years of a single foreign language in high school or a full year in college (through 103) will be required for graduation. Students who enter SPU with an AA do not need to satisfy the foreign language requirement.

**Seattle University**
Transfer students with 45 college credits (or more) do not need to meet the foreign language requirement as an entrance requirement. Transfer students with fewer than 45 college credits must have two years of high school foreign language or 2 college Quarters (must be the same foreign language). The College of Arts and Sciences requires one-year proficiency or foreign language through 103 in order to graduate.

**University of Puget Sound**
No foreign language requirement for either admissions or graduation.

**University of Washington (Seattle)**
Two years of a single foreign language in high school or two quarters in college. For Colleges of Arts and Sciences and Social Work, a third quarter of college-level (103 w/ a 2.0) foreign language is required. The Colleges of Architecture, Business Administration, Engineering, Forest Resources, Nursing, Fisheries, Sciences, Pharmacy, and Public Health do not require a third year.

**University of Washington, Tacoma**
Two years of a single foreign language in high school or two quarters in college. For the International Business Concentration within Business Administration, a third quarter of college-level (103) foreign language is required; otherwise, no further foreign language is required.

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**Transfer Equivalencies Guides**

Find out how courses from SSCC will transfer to local four-year institutes by accessing transfer equivalency guide websites.

Be aware that the guides are subject to change, and course equivalencies are contingent upon the curricula of both SSCC and the transfer institute.

The following are a few websites:

- **Bastyr University**
  http://bastyr.edu/admissions/info/ugtg.asp?view=ce

- **Central Washington University**
  http://www.cwu.edu/~cwuadmis/equiv/college-list.html#community

- **Eastern Washington University**
  http://iceberg.ewu.edu/transferguide/

- **The Evergreen State College**
  http://www.evergreen.edu/admissions/ctguide.htm

- **Gonzaga University**
  https://zagweb.gonzaga.edu/pls/gonz/hwswartc.GU_TransferEquiv

- **Heritage University**
  http://www.heritage.edu/CurrStu/TransCreditGuide.php

- **Pacific Lutheran University**
  http://www.plu.edu/%7Eregi/equivalency/

- **Seattle Pacific University**
  http://www.spu.edu/depts/sas/transferguide05.asp

- **Seattle University**
  http://www.seattleu.edu/home/prospective_students/transfer_students/transfer_credits/

- **University of Washington**
  http://admit.washington.edu/BeforeYouApply/Transfer/Plan/EquivalencyGuide

- **Western Washington University**
  http://admissions.wwu.edu/transfer/cc/seattle.html
Transferable skills

Just because you are a student, certain skills are gained. While studying history, math, art, sciences, etc. knowledge known as transferable skills is acquired. Vital to many life situations, they are especially valuable to employers.

Believed to be the most essential knowledge learned, transferable skills are earned within any major. The college experience is a broadening and training of the mind, not a narrowing for job preparation. Below are life experiences where transferable skills apply:

- **Administrative Skills**
  - Prioritize daily workload
  - Analyze data and information
  - Present ideas both orally and in writing

- **Creativity**
  - Solve problems creatively, logically, and practically
  - Write interesting and clear articles, reports, etc
  - Demonstrate convincing public speaking skills

- **Information Management**
  - Research, investigate, compile, interpret data
  - Identify and combine a research into final copy
  - Communicate facts and ideas clearly both orally or in writing

- **Interpersonal Communications**
  - Express ideas and thoughts based on facts
  - Delegate tasks and responsibilities

- **Leadership**
  - Exhibit self-motivation
  - Design and implement plans of action
  - Motivate individuals and groups to perform

- **Personal Development**
  - Analyze life experiences for growth or change
  - Learn the value of hard work and persistence
  - Devise means of dealing with extra stress

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Washington State University

Freshman and transfers with fewer than 40 quarter or 27 semester hours must have two years of a single foreign language in high school or one full year (through 103) in college. Students transferring with more than 40 quarter credits or an AA do not have to meet this requirement.

For programs in the College of Sciences and the College of Liberal Arts, students must meet the stated graduation requirement regardless of freshman or transfer status. The Colleges of Engineering, Architecture, Business and Economics (except international business), Nursing and Pharmacy do not require a foreign language as a graduation requirement.

Western Washington University

Freshman and Running Start applicants must have two years of a single foreign language in high school or two quarters in college. Students transferring with an AA do not need to meet this requirement. Foreign language is not required for graduation.
<table>
<thead>
<tr>
<th>Numeric Grade</th>
<th>Letter Grade</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.0 - 3.9</td>
<td>A</td>
<td>Excellent</td>
</tr>
<tr>
<td>3.8 - 3.5</td>
<td>A -</td>
<td></td>
</tr>
<tr>
<td>3.4 - 3.2</td>
<td>B +</td>
<td>High</td>
</tr>
<tr>
<td>3.1 - 2.9</td>
<td>B</td>
<td></td>
</tr>
<tr>
<td>2.8 - 2.5</td>
<td>B -</td>
<td></td>
</tr>
<tr>
<td>2.4 - 2.2</td>
<td>C +</td>
<td>Average</td>
</tr>
<tr>
<td>2.1 - 1.9</td>
<td>C</td>
<td></td>
</tr>
<tr>
<td>1.8 - 1.5</td>
<td>C -</td>
<td></td>
</tr>
<tr>
<td>1.4 - 1.2</td>
<td>D +</td>
<td>Minimum</td>
</tr>
<tr>
<td>1.1 - 0.9</td>
<td>D</td>
<td></td>
</tr>
<tr>
<td>0.8 - 0.7</td>
<td>D -</td>
<td></td>
</tr>
<tr>
<td>0.0</td>
<td>E</td>
<td>Unsatisfactory</td>
</tr>
</tbody>
</table>

You may think that citing another author's work will lower your grade. In some unusual cases this may be true, if your instructor has indicated that you must write your paper without reading additional material. But in fact, as you progress in your studies, you will be expected to show that you are familiar with important work in your field and can use this work to further your own thinking. Your professors write this kind of paper all the time. The key to avoiding plagiarism is that you show clearly where your own thinking ends and someone else's begins."

Excerpted from University of Washington’s Student Planner, 2003-2004
Plagiarism:

“One of the most common forms of cheating is plagiarism, using another’s words or ideas without proper citation. When students plagiarize, they usually do so in one of the following six ways:

1. Using another citation. If you use another writer’s words, you must place quotation marks around the quoted material and include a footnote or other indication of writer’s words without proper the source of the quotation.

2. Using another writer’s ideas without proper citation. When you use another author’s ideas, you must indicate with footnotes or other means where this information can be found. Your instructors want to know which ideas and judgments are yours and which you arrived at by consulting other sources. Even if you arrived at the same judgment on your own, you need to acknowledge that the writer you consulted also came up with the idea.

3. Citing your source but reproducing the exact words of a printed source without quotation marks. This makes it appear that you have paraphrased rather than borrowed the author’s exact words.

4. Borrowing the structure of another author’s phrases or sentences without crediting the author from whom it came. This kind of plagiarism usually occurs out of laziness: it easier to replicate another writer’s style than to think about what you have read and then put it in your own words.

5. Borrowing all or part of another student’s paper or using someone else’s outlines to write your own paper.

6. Using a paper writing “service” or having a friend write the paper for you. Regardless of whether you pay a stranger or have a friend do it, it is a breach of academic honesty to hand in work that is not your own or to use parts of another student’s paper.

Honors

Baccalaureate honors: awarded to recipients receiving a first bachelor’s degree. Each year the awarding institute determines the minimum grade-point requirement for each honor.

- **summa cum laude**: “with highest praise” (top 0.5%)
- **magna cum laude**: “with great praise” (next 3.5%)
- **cum laude**: “with praise” (next 6.5%)

Majors

A college major is specialized study of one academic field. Depending on your major choice, about one-third of your baccalaureate courses will be in your major.

Example: English major may have 60 of 180 quarter credits. Science majors and those preparing students for professional careers normally require more major credits and less general education requirements.

Choosing a Major

Combining your interests, skills and abilities leads to success in a major. Students often look at majors with job possibilities in mind. Choice based on personal curiosity - a focus of interest that compels you - usually works best. If the major does not fulfill in this manner, changing your major or career will likely happen. Seek career counseling to explore interests and options.

A four-year degree is often viewed as a way to economic gain. Trying to choose a major on the basis of current job opportunities can be mistake. The possibility of being both dissatisfied plus our changing, fast-paced society can result in dissatisfaction. Choosing a major and career path that reflects you is a better choice.

Declaring a Major

Requires submitting a Declaration of Major form, usually to the Registrar. A major is not considered official until you have met with your advisor and formally listed all of the requirements for your major. Then, it is approved by your advisor and the chairperson of your academic department and submitted to the Registrar’s Office. Professions require education beyond a Bachelor degree. Look into this possibility and plan accordingly.
Double Majors

Students may earn majors in more than one department. All requirements for each major must be completed. The number of electives in many majors make it possible for a student to pursue an additional major. Electives that are required for one major can count as major courses for a second major. It is important for students considering a double major to realize that such a program of study is truly rigorous. Double majors should only be pursued by students who are ready for such a challenge. An interdisciplinary major might be a good alternative than one from two separate departments.

Majors vs. Careers

Most majors offer flexibility and launch graduates into various positions and fields. Technical fields are filled with math, biochemistry, geology, physics or math majors. Employment and promotion relates to quality, which relates to personal job satisfaction. Fulfilling careers blend personal interests and position requirements with your personality and work environment. Be aware of further training requirements. Many professions require education beyond a Bachelor degree.

Real-life Outcomes

In college, various subjects are studied. Skills develop to define questions, explore possibilities, and communicate findings. These outcomes apply to every aspect of life and accessible within any major. Change and continuing knowledge expansion is the future. As today’s college students’ careers will likely expand and diversify, remaining flexible, viable and employable is necessary. Learning how to learn is vital.

When to declare a major/minor?

Declare as soon as possible after you have made your decision. Generally students are required to declare by the beginning of their junior year. Filing a Declaration of Major form allows the Registrar's Office and your advisor to begin the degree evaluation process, to assist you in keeping on track toward your degree and to provide important information to you about graduation and commencement. It's the information that helps serve you best.

Why take the time to selectively choose a major?

Although daunting, choosing your major is a time-worthy action that need not be done alone. There is as much assistance as you wish to engage. Counselors, advisors, workshops, transfer and career fairs along with on-line information.

Taking practical steps towards choosing your major and career choice will bring confidence as you progress through your educational pursuits and life-long goals.