Welcome to South Seattle College!

My name is Robert “Andy” Ribaudo and will be serving as your Student Body President for the academic year of 2015-2016. For the next year, while I am representing you in the United Student Association, I am looking to make a huge impact with my team both on this campus and in our surrounding community. As the voice of the student body, I want continue to surround our efforts around improving the quality of life for the students who call South Seattle home.

Our duty to you falls under our mission statements and I quote, “We advocate for the needs and interests of the diverse student body at South Seattle College.” Some of my specific goals are the following: increasing USA’s presence in our community and building relationships with our community leaders, ensuring South Seattle College upholds the highest level of sustainability on our campus, and building relationships between the various student organizations and clubs here at South. No matter the goal, I am always working to incorporate the voice of the students in the work we do.

Essentially, with South Seattle College continuing to strive to be a better Community college, we recognize the importance of having students be a part of this unique transformation. We will continue to serve you with relentless passion because we know how important it is to be heard! Always feel free to contact me.

WERE ALL IN THIS TOGETHER! POWER TO THE STUDENTS!

Robert (Andy) Ribaudo
President, United Student Association
Rribaudo590@southseattle.edu

Like us on Facebook: SSC United Student Association
Greetings from the President

Dear Students:

Welcome to South Seattle College! We hope 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 unique experiences and backgrounds enrich our college and 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.”

Best wishes with your future,

[Signature]

President, South Seattle College
President’s Cabinet

Gary Oertli
President

Frank Ashby
Vice President of Administrative Services

Pete Lortz
Vice President of Instruction

Holly Moore
Executive Dean of the Georgetown Campus

Elizabeth Pluhta
Associate Vice President College Relations and Advancement

Kathy Vedvick
Director of Employee Services/Human Resources

Rosie Rimando-Chareunsap
Vice President of Student Services

Chad Hickox
Chief Data and Strategy Officer
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Statement of Non-Discrimination
South Seattle College is committed to the concept and practice of equal opportunity for all its students, employees and applicants in education, employment, services and contracts, and does not discriminate on the basis of race or ethnicity, color, age, national origin, religion, marital status, sex, gender, sexual orientation, Vietnam-era or disabled veteran status, political affiliation or belief, citizenship/status as a lawfully admitted immigrant authorized to work in the United States, or presence of any physical, sensory, or mental disability, except where a disability may impede performance at an acceptable level. In addition, reasonable accommodations will be made for known physical or mental limitations for all otherwise qualified persons with disabilities. The following person has been designated to handle inquiries regarding non-discrimination policies including those related to Sec 504 ADA and Title IX: Kathy Vedvick, South Seattle College, 6000 16th Avenue S.W., Seattle, WA 98106, 206-934-6415.
Programs of Study

Academic Programs, 934-6600
Accounting, 934-5394
Adult Basic Education/ESL/GED, 934-5363
APPLE Parenting, 934-5801
Apprenticeship & Education Center, 934-5350
Automotive Technology, 934-5391
Auto: Brian Hughes, 934-6830
Howard Anderson, 934-6834
Aviation Maintenance Technology, 934-5373
Bachelor of Applied Science Programs, 934-6783
Business Information Technology, 934-5394
Career Link Academy, 934-7946
Certified Nursing Assistant, 934-6889
College Preparatory, 934-6600
College Transfer/Liberal Studies, 934-6600
Computing Technology, 934-5365
Continuing Education, 934-5339
Corrections Officer Training, 934-5835
Culinary Arts, 934-5344
Diesel/Heavy Equipment, 934-5391
Eastern Washington University, (425) 564-5100
Engineering Technology, 934-6600
English as a Second Language (ESL), 934-5363
Flagging and Traffic Control Cert., 934-6877
GED, 934-5363
Heritage University, 934-5367
Home & Family Life, 934-5802
Hospitality & Service Occupations, 934-5344
Internship Program, 934-7935
Industrial First Aid, 934-5350
Intensive English Program, 934-5360
Licensed Practical Nurse, 934-6654
Landscape Horticulture, 934-5336
Medical Office Clerk, 934-5394
Middle College High School, 934-6704
New Holly Learning Center, 934-6642
Nursing, 934-6654
Occupational Teacher/Trainer Education, 934-5339
Running Start, 934-5207
Senior Adult Education, 934-5339
Supervision & Management, 934-5394
Tech Prep, 934-6863
Technical Education, 934-5394
Upward Bound, 934-6676
Welding Fabrication, 934-5394
Wine Technology, 934-6846

Services

Admissions, 934-7943
Advising, 934-5387
Alhadeff Grill, 934-5817
AANAPISI, 934-5221
Arboretum, 934-5396
Art Gallery, 934-5337
Assessment Services (Testing), 934-5349
Bookstore, 934-5338
Brockey Center (Rental/Catering), 934-6613
Cafe Alki, 934-6756
Career Development Services, 934-5304
Cashier, 934-5388
Catering, 934-6690
Child Care Center, 934-5348
Contract Training, 934-6787
Counseling, 934-6684
Cultural Center, 934-7969
Development Office, 934-5809
Dining Rooms (reservations), 934-5817
Disability Services 934-5137
Diversity & Retention, 934-6455
eLearning, 934-7530
Financial Aid Services, 934-5317
Foods Events Reservations, 934-7952
Foundation Office, 934-5809
Gender Equity Center, 934-6801
Guidance Services, 934-5387
Informational Desk, 934-6684
Internship Office, 934-7935
King County Dislocated Workers Program, 934-5304
Library/Instructional Resources, 934-5395
Lost and Found, 934-6755
Office of Instruction, 934-5353
Opportunity Grant, 934-5200
Parking and Transportation, 934-5157
Pastry and Baking Arts, 934-5344
Pastry Special Order, 934-5818
President’s Office, 934-5311
Public Relations Office, 934-5308
Recreation (Campus), 934-6670
Registration, 934-7938
Room Rental, 934-6613
Running Start, 934-5387
Security Administration, 934-5157
Student Clubs, 934-5330
Student Government, 934-6751
Student Life, 934-5322
TDD (Registration), 934-5845
Testing (Assessment) Office, 934-5349
Tours, 934-7943
Transcripts, 934-7938
Transfer Center, 934-6478
TRIO Student Success Services, 934-5326
Tutoring Services, 934-6650
Veteran Affairs Office, 934-5811 or 934-6743
Wine Tasting/Sales, 934-7951
WorkSource Affiliate, 934-5304
Emergency Information

**Campus Security - (206) 934-0911**

**School Closure Information**
The college announces when it is closed, not when it is open. Visit the web at www.flashalert.net for closure announcements. The following local/network stations will publicize messages we post regarding school closure during inclement weather, etc.:

Television: KCPQ, KING, KIRO, KOMO, NW Cable News  
AM Radio: KIRO, KIXI, KLAY, KOMO, 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 clock tower speakers may also be used to broadcast a message.

**About the Alert System**
In the event of a weather-related delay or unscheduled campus closure, students and staff members will be notified via email. For students, messages will be sent to the email address that was used for registration. For staff, messages will be sent to their Seattle Colleges email address.

In addition to receiving an email, students and staff can also receive a text message or a recorded message to a phone number regarding closure information. (This information is not sold to a third party). For those who do not wish to subscribe to this free service, closure information is available through social media on Facebook (South Seattle College) and Twitter (Southseattlecc).

To sign up, go to: [www.getrave.com/login/seattlecolleges](http://www.getrave.com/login/seattlecolleges)

**Location of Emergency Phones**
These phones have no dialer or dial tone. Pick up the receiver, 10 seconds later, it will ring into the security cell phone. The phones are at the following locations:

- **AMT** Inside hallway  
- **CAS** Across from Bernie’s  
- **LHO** Southwest front  
- **OLY** Southeast door  
- **RAH** Next to women’s restroom  
- **RSB** Outside registration  
- **TEC** Northwest Corner  
- **South Parking Lot**

---

**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 of courtyard
Emergency Information

11th day of the quarter drills
In order for Seattle 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 a.m. and another at 6:45 p.m.

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 a 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 • Gas
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
• Copies of identification and insurance
• Money -- include small bills
• Radio, flashlight and batteries
• Soap, toothpaste, toothbrush
• Toilet paper, baby wipes, diapers
• Feminine hygiene
• Food -- canned food with opener, ready-to-eat packages
• Garbage bags, shovel, plastic bags
• Plain bleach for water purification
• Sturdy shoes, gloves, extra clothes
• Tent, tarp, axe, pliers
• Crescent wrench, duct tape
• Camp stove, BBQ (do not use inside)
• Toys, games, deck of cards, books
• Tire chains, booster cables
• Sleeping bags and blankets
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.

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 emergency communications plan. Closure information should be available first on the Public Schools Emergency Communications System site at www.schoolreport.org.

I. Closure Announcement Timing:
• Evening classes/offices -- Conditions permitting, decision by 2 p.m.
• Day classes/offices -- Conditions permitting, decision by 5 a.m.
• Saturdays -- Campus decisions and announcements for when students and staff may be on campus.
• Sundays -- Colleges will make individual determinations for any campus activity.
• Weekends during break periods are 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 procedure below.

II. District-Wide Closure Notification Process:
The Chancellor confirms closure decisions with Presidents and Public Information Office. This may be relayed via the Chancellor’s Executive Assistant. District Public Information Office contacts:
  a) District Human Resources, which updates incoming telephone line message.
  b) District Webmaster, who updates the District web page.
  c) Local media as needed.

III. South Campus Closure Notification Process:
• After-hours, night custodians monitor weather conditions on campus. Custodial supervisor advises South President 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 closure
• Public Information Office (PIO) posts message first on Public Schools Emergency Communications System site: www.schoolreport.org, then on college main telephone (206) 934-5300 and web: www.southseattle.edu. A campus alert message will be sent to subscribers. South’s Child Care Center will be notified.
• Campus divisions, offices, faculty and staff should change their personal recorded greeting to reflect closure information. This can be done from home by dialing (206) 587-6999, entering your extension, password, then pressing 3.
• If the campus is open, but you are unable to get here, notify your department. Call or leave a message on your departments main phone line, not on the staff member or administrator’s personal line.

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

1. **Apply to South!**
   Complete the online Admissions Application to become a South student and receive your Student Identification Number (SID). It’s fast and free! The online application is at www.southseattle.edu/enrolling/apply.aspx.

2. **Plan your Funding**
   There is a variety of financial resources to help you plan funding your education. We recommend planning at least 3 months ahead. Watch for funding deadlines.

   INTERNATIONAL STUDENTS: Contact the International Programs office (ip@seattlecolleges.edu)

3. **Placement for Classes**
   Placement tests and transcripts are used to evaluate placement into classes.

   All new students at South must take either the Standard COMPASS or the ESL COMPASS test for initial placement. College level ACT, SAT scores are also accepted. Learn more at www.southseattle.edu/student-assessment-services/placement.aspx.

   New students at South who have attended other colleges and universities may have their transcripts evaluated for transfer credits.

4. **Registration**
   In order to register, you must participate in START: New Student Orientation and get advisor approval on your classes. You will be able to register after this requirement has been satisfied.

5. **Pay and Prepare**
   Beware of tuition deadlines! Find out more at www.southseattle.edu/financial/tuition-due-date.asp. Plan your funding for all your expenses by exploring your student resources.

Go Anywhere...
Steps to Enrollment

Step 1: Apply to South

South Admissions Application
The FREE admissions application is one of your first steps to become an official South student. Log on to www.southseattle.edu and click “Apply” to access the application. You will receive a 9-digit Student Identification (SID) used throughout the process.

Requirements
See details at www.seattlecolleges.edu/DISTRICT/prospectivestudents/getting-started.aspx under “Apply.”

Application
Please DO NOT complete an admissions application if you:
• will be attending SSC while you are still in high school. Contact the Running Start Department on your specialized enrollment steps.
• are a student with a non-immigrant visa or an international student. Contact the Center for International Education for your admissions requirements.
• attended SSC in the past and wish to re-enroll. Contact the Advising Department to learn about your next steps.
• are interested in any of the following programs. Contact the department directly for specialized enrollment steps: Adult Basic Education, English as a Second Language, GED® Prep, Career Link Academy, Hospitality Management, Non-credit Course.

Getting Started
To begin the application process, apply online or at the Robert Smith Building Student Services Kiosks. Once your application has been submitted, it will be reviewed on a first-come, first-serve basis. This is not an automatic process and can take up to 1-2 business days before you will receive a response.

Once approved, you will receive two e-mails. The first e-mail will provide you with your 9-digit Student Identification (SID) for South. You will need this for future enrollment steps, so keep it in a safe place. The second e-mail will provide you with helpful information on your Next Steps to Enroll.
Step 2: Funding Resources

There is a variety of financial resources to help you plan to fund your college education. We recommend planning at least 3 months ahead. Watch for funding deadlines. Financial Resources include: Financial Aid, Workforce Education (BFET, Worker Retraining, TANF), HB 1079 for Undocumented Students, Opportunity Grant, WorkSource, Scholarships, Veterans Services and a Payment Plan. Learn more about your financial resources by clicking on the “Financial” link at www.southseattle.edu.

Financial Aid

The SSC 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 waivers and work study. SSC Foundation and private donor scholarships are managed in the Financial Aid office. 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 complex. Because there is no income cutoff, the only way to learn if you are eligible is to apply. The application process is not difficult and help is available throughout it. 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 a.m. and 9:00 p.m., or Saturday between 6:00 a.m. and 3:00 p.m. (Pacific time).

Completed applications are evaluated on a first-come, first-serve basis in awarding cycles listed below. To meet these deadlines you must submit a valid Student Aid Report (SAR), a Datasheet and all other required documentation to the SSC Financial Aid office prior to the deadline. The SAR is the report generated from your FAFSA application. Submit your FAFSA approximately six weeks prior to the deadline.

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 1-800-4FEDAID. Apply as soon as possible AFTER January 1 for the next academic year. How early you apply can have an effect on how much aid you are awarded.
2. Keep Reliable 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 online at www.south-seattle.edu.

3. Bring out and Review Your Student Aid Report
One to two weeks after you submit your FAFSA, you will receive an Electronic Student Aid Report (ESAR). 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.

4. Follow Instructions and Meet All Deadlines
If your FAFSA or other financial forms are late or incomplete, you may not be considered for all the aid programs available. Once you print out your ESAR, contact the Financial Aid office to find out which other documents are required to complete your financial aid file.

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 SSC’s Financial Aid website at www.southseattle.edu.

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 textbooks by the first day of class.

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.

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 you must repay with interest.
- Work Study: Money via part-time work that you do not have to repay.
- Scholarships: Money for college that you do not have to repay.
Steps to Enrollment

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 to be able to pay (expected family contribution). Parents’ income counts until the student is 24 years of age.

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

Other Opportunities for Funding Your Education
Washington State Aid Programs
Washington Student Achievement Council
To help students and their families pay for college, Washington State earmarks $142 million annually for student financial aid. State money may be available to help you go to college if you and your family cannot afford the full amount of tuition. www.wsac.wa.gov.

Federal Student Aid Information Center
U.S. Department of Education (800) 433-3243

Grants
South Seattle College offers need-based grant assistance through state and federal funding. To apply for these grants, students must complete the FAFSA. Grants do not have to be repaid by the student as long as all classes are completed every quarter. 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 info received is posted in a scholarship list, which you can view at www.southseattle.edu/finaid. Check this list weekly.

SSC Foundation Scholarships
The South Seattle College Foundation works to attract community engagement and support for the benefit of South’s students. The Foundation provides more than 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.

13th Year Promise Scholarship
The purpose of the 13th Year Promise Scholarship is to increase access to higher education for our community’s students, particularly those from underrepresented groups. Our dedicated staff from this department help ease the transition from high school to college and navigate the college system for 13th Year Scholars. The professional support ensures students’ academic success and helps keep their academic aspirations within reach.
Steps to Enrollment

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 and 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](http://www.fafsa.ed.gov)
  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 comprise the nation’s largest source of student aid.

• **Workforce Education**
  Web site: [www.southseattle.edu/programs/workerretr.htm](http://www.southseattle.edu/programs/workerretr.htm)
  Phone: 206-934-5835
  All individuals who are receiving TANF (temporary assistance for needy families) are receiving basic food benefits (food stamps) through DSHS, are currently receiving Washington State unemployment benefits, who’s unemployment benefits have been exhausted within the past four years, are under-employed, are facing the prospect of layoff or are a veteran who was discharged within the past 48 months may be eligible for assistance. To get started, go to: www.startnextquarter.org and sign up for a workshop.

• **Seattle Milk Fund**
  Web site: [www.seattlemilkfund.org](http://www.seattlemilkfund.org)  email: contact@seattlemilkfund.org
  Phone: 206-934-5835
  Seattle Milk Fund is a 100-year-old non-profit organization that is comprised of volunteers. The fund provides education and childcare grants, and emergency family assistance in the greater Seattle area.

• **Washington Women in Need**
  Web site: [www.wawomeninneed.org](http://www.wawomeninneed.org)  email: programs@wawomeninneed.org
  Phone: 425-451-8838
  Washington Women in Need offers non-emergency assistance for education and healthcare, which include Education at accredited institutions in Washington, Mental Health Counseling with licensed mental health professionals, Health Care Insurance Premiums for current health coverage and Physical/Dental/Vision/Hearing exams and treatment.
  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.
Scholarships

• **Onsight Scholarship Program**
  Web site: [www.seattlecolleges.edu/rst/south/](http://www.seattlecolleges.edu/rst/south/)
  The National Science Foundation scholarship program is for talented, low-income students pursuing careers or transfer degrees in science, technology, engineering and math (STEM) fields.

• **the WashBoard.org**
  Web site: [www.thewashboard.org](http://www.thewashboard.org)
  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 on to the web site to create a profile and begin searching and receiving info about upcoming awards.

• **Opportunity Grant Scholarship**
  Web site: [www.southseattle.edu/resources/opportunitygrant.htm](http://www.southseattle.edu/resources/opportunitygrant.htm)
  Location: Robert Smith Building, Room 56
  Washington state residents pursuing a professional/technical certificate in accounting, automotive, aviation maintenance, business information technology, diesel, nursing, welding or wine technology 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 web site or by contacting the office.

• **SSC Foundation Office**
  Web site: [www.seattlecolleges.edu/foundation/support.htm](http://www.seattlecolleges.edu/foundation/support.htm)
  Location: Robert Smith Building, Room 01
  Students who are Washington state residents, have attended SSC for at least one quarter and are currently enrolled as full-time students (12 credits or more) may apply for a SSC Foundation scholarship. Awards are based on academic merit, financial need, program of study, and school/community involvement. Applications are due October 27 and Feb. 2.

Loans

South Seattle College does not participate in federal loan programs. However, if you are interested in applying for a personal loan or alternative student loan, please contact the Financial Aid office.
<table>
<thead>
<tr>
<th>YOU</th>
<th>YOUR SITUATION</th>
<th>AN OPTION</th>
</tr>
</thead>
</table>
| Are you receiving unemployment benefits? Have you exhausted your benefits in the past four years? Were you self-employed but no unemployted? Are you a displaced homemaker? Are you underemployed? | High-Demand Field | Worker Retraining  
(206) 934-5835/Robert Smith Bldg. Room 81 |
| Are you receiving a TANF cash grant (welfare) from DSHS? | Short-term programs | WorkFirst  
(206) 934-5835/Robert Smith Bldg. Room 81 |
| Are you receiving basic food benefits (food stamps), or could you qualify? | Any Professional/Technical Program | BFET  
(206) 934-5835/Robert Smith Bldg. Room 81 |
| Is your household income less than 175% of the poverty level?* | High Demand Field | WIA Adult  
(206) 934-5304/WorkSource Center |
| Are you a low-income* student who has demonstrated commitment to school? | Auto Tech/Body, Nursing, Diesel, BIT | Opportunity Grant  
(206) 934-5200/rs56 |
| Have you attended SSC for at least 1 quarter and are you enrolled FT now? | Any Program or Degree | Foundation Scholarship  
(206) 934-6616/Foundation Office (RSB #1) |
**YOU**

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

**YOUR SITUATION**

Any Program or Degree

**AN OPTION**

High School Scholarship
(206)-934-5804/Foundation Office (RSB #1)

Will you graduate from Cleveland, Chief Sealth International, or Rainier Beach High School?

1st Year of Any Program or Degree

13th Year Promise Scholarship
(206) 934-5141/Foundation Office (RSB #1)

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

Any 2+ Quarter Approved College Program

Financial Aid Programs (FAFSA)
(206) 934-5317/Financial Aid (RSB #60)

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You will automatically considered for...

Pell Grant

Work Study

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Is your family income less than 70% of the state median income and will you be enrolled at least half time?

State Need Grant

Are you low-income and do you have exceptional* financial need?

Federal Supplemental Opportunity Grant

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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 SSC, DOE, DSHS, etc.
New students at SSC 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 COMPASS test is not required if you have taken the ACT test and scored at college level (English 19 and Reading 19, and/or Math 22). The ACT test score report must be officially sent to SSC from ACT.

Students with coursework from another college who have taken English 101 and Math 102 or other college-level math courses (GPA of 2.0 or higher) are not required to take COMPASS.

Your official transcript must be on file with the Registration Office.

**Prepare for the COMPASS:**
Before taking the test, refresh your English and math skills by reviewing the sample questions and practice tests available at the Student Assessment Services web site, listed above.

**Taking the Assessment:**
- Select a day and time from the Testing Calendar
- Obtain SSC student ID number (Social Security number required) from Registration
- Pay fee at cashier, located in the Student Services building
- Bring receipt to test session
- Bring government-issued ID (Driver’s license, passport, immigration or military ID)
- TI-30XIIS calculator is provided

**Keep Your COMPASS Score Report:**
- Advisors and instructors may ask to see it.
- Copies are $3.00

New students at South who have attended other colleges or universities may have their transcripts evaluated for transfer credits. Learn more at [www.southseattle.edu/services](http://www.southseattle.edu/services).
Steps to Enrollment

Step 4: Registration

In order to register, you must participate in a Start: New Student Orientation, advise and formally register.

START: New Student Orientation
(206) 934-6684 or www.southseattle.edu/enrolling/start

New student orientation provides an overview of programs and services, and the opportunity to meet an advisor and register for courses online. Participation in the orientation is MANDATORY for all new students entering a degree, certificate or college transfer program. The following student groups are not required to attend the orientation because their programs already have specialized orientations: Running Start, International Students, Career Link, Non-credit ABE, ESL, GED and Post-Baccalaureate Students.

You must sign-up for the orientation at the Info Desk, by calling (206) 934-6684 or by registering online at www.southseattle.edu/start.

Advising:

New students will meet with advisors at START, but are always welcome to make a follow-up appointment. Please bring your placement test and any transcripts with you to your advising appointment.

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.

- 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
- College transfer degree information
- Assistance with academic difficulty
- Monitoring degree progress
- Graduation applications

Advising/Counseling Hours:
- Monday through Thursday: 8 a.m. to 4:30 p.m.
- Friday: 9 a.m. to 4:40 p.m.

(PLEASE NOTE: Office hours may vary and offices may be closed for staff trainings or meetings. Please call (206) 934-5387 to verify hours.) Last appointment available is 30 minutes before closing.
Steps to Enrollment

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

Advising and counseling services are available to South Seattle College’s diverse student population in order to make each student’s educational experience at SSC a successful one.

The Advisors
Advisors help you make sound 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), and GED 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.

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

Educational Counseling

• Evaluating educational/life experiences
• Exploring vocational programs
• Transfer to four-year colleges and universities

• Educational planning
• 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 & stress management
• Relationship issues
• Conflict management
• Referral to career resources

• Time management
• Sadness
• Student rights

Career Evaluations

Myers Briggs Type Indicator
Helps students identify personality type and occupations that are most attractive to persons with a similar personality type.

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

Register
Currently enrolled students are strongly encourage to register via the web at www.southseattle.edu. For the best selection of classes, register early. New first-quarter students at SSC will register in person.

The registration office provides a variety of services for students such as registering for classes, processing class add/drop forms, assisting with class audits to grading and transcript evaluations.

Tuition is due within 7 business days from the day you first register for classes. If you register for classes on or after the first day of the quarter, tuition is due immediately. The quarterly class schedule has important dates for each quarter as well as deadlines for refunds and withdrawing from class. Please refer to the quarterly class 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 aid award, please contact the Financial Aid office. Additionally, if you are receiving funding from an agency, please contact the Financial Aid office.

Step 5: Pay and Prepare

Make arrangements to pay for your tuition, books, Student ID Card and transportation. Prepare to be a successful student by exploring your Student Resources.

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 up for a 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.

Students may charge tuition and books on Visa, MasterCard, American Express or Discover credit cards. You may pay tuition and fees using the web at www.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
Steps to Enrollment

authorized cardholder.

Refunds & Withdrawals
Students who officially withdraw from classes may receive a refund of fees and tuition. See the refund schedule under Registration (page 23) in the class schedule.

Payment Methods
• Automatic bank payment (ACH)
• Credit card/debit card
You must have a minimum balance of $100 to budget through the automatic payment plan.

Cost to Participate
• $17 enrollment fee per quarter
• $2 enrollment fee for an immediate payment
• $30 non-refundable returned payment fee if a payment is returned

Simple Steps to Enroll
• Go to www.southseattle.edu
• Select Financial
• Select Tuition Payment Plan
• Select “Pay Tuition Online” from “The Simple Steps to Enroll in the Payment Plan” section

Payment Plan Availability
Availability of the payment plan is determined by South Seattle College’s registration calendar. Please be aware the college may elect not to have the payment plan available during specific times and dates during registration.

Frequently Asked Questions About FACTS (nelnet)
1. When and what time will 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 a 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. The notification has important information you MUST have to log on to your myFACTS account. This notification also serves as a reminder that a $17 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
Steps to Enrollment

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 $30 returned payment fee will be automatically assessed to your account. You will be notified of the returned payment via e-mail or mail.

SSC Bookstore
Once you get your schedule after registering, you will be able to get books for your classes.

Student Identification Card - 206-934-6684
After your tuition is paid, get your Student ID Card by providing official photo identification and paying a non-refundable $5 charge at the cashier’s office. Bring your receipt to the Information Desk and obtain your card. Student IDs are issued to all new and interrupted students taking 3 or more credits.

Transportation
RSB 62A, 206-934-5157
Parking @ South
Vehicles parking on college property are required to have a valid parking permit. To be valid, the permit must be:
• Purchased online or through the cashier’s office or designated office
• Current
• Hung from the rear-view mirror of placed on dash with permit number visible and displayed at all times

Continuing Education Parking
Purchase a daily parking permit at kiosks in the North, Central and South parking lots.

Disabled Parking
Daily permit dispensers are 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 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
All-day 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 $3 from the north or south dispensers. Patrons of the Alhadeff Grill or Cafe Alki may park free in the Cascade
Steps to Enrollment

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 through Saturday.

Quarterly permits are purchased from the cashier. Student parking requires proof of registration and rates include City Commercial Parking tax:

Summer/Fall/Winter/Spring Quarters Rate
$50 All Day Pass per quarter
$25 Evening Only (after 4 p.m.) per quarter

Orca Transit Pass
Paying TMP $125.00
Not Paying TMP $200.00

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 student’s expense.

Carpool
Carpool applicants must register with the Transportation Coordinator, RSB 62A, during the first two weeks of every quarter. To be eligible for carpool discount parking rates, two or more students must commute together in one vehicle to and from SSC. 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.

Metro Buses Traveling to SSC
• From Downtown: Take No. 125
• From Alaska Junction in West Seattle: Take 128 from W. Seattle Junction to 44th Ave. SW & SW Alaska St.
• From White Center: Take 128 from 15th Ave. SW & SW Roxbury St.
Welcome to the South Seattle College bookstore. We offer many options for your textbooks, including new, used rentals and eBooks. Our textbooks are laid out in alphabetical and numerical order by class, matching your registration. Bring your printed schedule with you to help us verify that you are choosing the correct book for the correct course. All pricing options are printed on the shelf tag.

Used books typically save you 25% of the price of a new book, while rentals and eBooks can save you 50-60%. Used copies are marked with a yellow “Used” sticker on the side and/or white “Used” label on the back of the book. If a book is rentable, you may select any copy from the shelf. We recommend that you review any used texts 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 same address. You must also provide us with your student ID number. We accept all major credit cards. Debit Cards must carry the Visa/MasterCard logo.

You or your parents may order your books online to be picked up in the store or to be delivered to your address. Our web site allows you to input the course information you find on your printed schedule along with the term and then generate a list of required and recommended materials. You may order directly from this list, requesting new or used depending on your preference. If there are no used copies available, your order will be fulfilled with a new copy. You will be notified by email when your order is ready. Please bring photo ID to pick up your order.

Textbooks may be returned for any reason during the first week of classes with your original receipt. Items must be returned in their original condition. In the event that you drop a course you may bring proof of having dropped the course along with your receipt and we will refund you up to 30 days from the start of classes. The full return policy is printed on the back of your receipt.

Buyback is conducted every day except during the first week of each quarter. The best time to sell your books back to the store is during finals week when we offer up to 50% of the original retail value. Our ability to buy your book is based upon book orders submitted by the instructors for the upcoming quarter and national demand.

We hope you enjoy your time at South Seattle College and we thank you for visiting us at the Bookstore!
Campus Services

Communications
Robert Smith Building 154 -- (206) 934-6873
The Public Information Office (PIO) at South Seattle College connects students with vital information about the school. Students can follow South on social media (Facebook, Twitter, YouTube, LinkedIn) for timely messages including deadlines, upcoming events, school closures and emergency information, and celebration of inspiring students, staff and faculty.

The PIO also produces print publications -- from program brochures to quarterly viewbooks -- and manages the school website to inform the student body and community about South. The site includes an online class schedule, event calendar and links to every academic program and service offered at the school.

To get approval for posting posters on campus, please bring your poster to RSB 154.

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. Take some of the steps below to build a relationship with your educators:

• Introduce yourself to your instructors during the first week
• Make an appointment or visit your instructor during office hours
• Make a good impression by being on time
• Arrive prepared with your list of questions/concerns
• Be an engaged learner -- ask questions! Listen carefully! Take notes!

Letters of Recommendation
Instructors are often asked to write recommendations for scholarships and four-year college admissions. Consider the following when asking an instructor to complete a recommendation:

• Pay attention to deadlines
• Meet with instructor during office hours at least one week prior to deadline
• Submit a note with important activities/education interests your instructor can use to write a recommendation
• If application paperwork requires a form, have all student information completed before submitting to your instructor

What if I Have a Complaint About a Grade?
The Student Complaint Procedure includes informal and formal complaints by a students against an employee of the college or another student. This procedure is designed to protect all individuals involved. The college has identified an Ombudsman who can assist students with the formal and informal complaints processes and a Complaints Officer who will facilitate any complaints through the formal procedure. Grade complaints are part of this process.

South Seattle College’s Designated Ombudsman is the Dean of Student Life and the Designated Complaints Officer is the Dean of Enrollment Services. The Ombudsman is available to meet with students for the purpose of reviewing issues and
Campus Services

providing advice on how to proceed. The Complaints Officer serves as conference moderator in the formal complaint process.

Detailed information regarding the complaint process can be found on the Student Resources page on our website at southseattle.edu.

What if I Feel I am Being Targeted?
The Bias Incident Response/Support Team (BIRST) addresses campus climate and advocacy for persons affected by bias motivated incidents at South Seattle College. BIRST consists of a team of campus employees who are standing members or appointed by campus employees and trained in identifying, addressing and documenting incidences of bias on campus. In cases where an offender can be identified, there are existing campus procedures to follow (as outlined in this document); however, instances in which the offender is unknown, the BIRST acts as the primary point of contact and advocate. BIRST works closely with other campus departments to ensure the appropriate documentation and reporting of all bias incidences.

Definition of a Bias Motivated Incident
A Bias Motivated Incident is an action in which a person or group is intentionally targeted and subjected to harassment because of their actual or perceived disability; race, ethnicity, or national origin; religion; sexual orientation, and, for the purposes of this plan, sex, gender, gender identity, and gender expression, but the offense does not rise to the level of a crime.

Procedures in Reporting Bias Motivated Incidents (Unknown Offender)
South Seattle College’s highest concern is for the emotional and physical well being of persons affected by a bias motivated incident. The person affected shall have access to all appropriate campus services that can help the individual maintain her or his emotional and psychological well being and provide for the safety of the person affected. A member of the BIRST will be the first official point of contact, other than campus security, for facilitating access to all needed services. Other departments, if contacted first, will make a referral to a BIRST member.

BIRST is responsible for carrying out procedures in incidents in which the offender is unknown; however, all alleged bias motivated incidents should be reported to a BIRST member for documentation.

If a person is seeking refuge due to an immediate physical threat, that person should be directed immediately to Campus Safety & Security Office (Page 10). Within 24 hours, a BIRST member must be contacted to determine whether the incident is motivated by bias and to follow documenting and reporting procedures.

In the instance where there is no clear offender in a bias motivated incident and no immediate physical threat, report the incident directly to a BIRST member. A BIRST member will determine whether the incident is motivate by bias and assist the person affected in completing the Alleged Bias Incident Report Form to document the incident.
The Role of the Bias Incident Response/Support Team
Making every effort to contact the affected within 24 hours and, while respecting whatever decision they have made, encourage them to pursue some type of assistance. Providing advice on the college’s discrimination complaint procedures, providing advocacy for the person affected in other proceedings, providing appropriate counseling referral to the person affected, providing appropriate medical referral. The BIRST (Bias Incident Response/Support team)
Dorrienne Chinn, BTS Faculty, 206-934-6702, dorrienne.chinn@seattlecolleges.edu
Teri Nakashima, Academic Faculty, 206-934-5825, teri.nakashima@seattlecolleges.edu
James Lewis, Director of Safety & Security, 206-934-5157, james.lewis@seattlecolleges.edu
Ricardo Leyva-Puebla, Director of Diversity and Retention, 206-934-6455, ricardo.leyva-puebla@seattlecolleges.edu
Jennifer Lowe, Program Assistant, Nursing Classified, 206-934-6680, jennifer.lowe@seattlecolleges.edu
Rosie Rimando-Charensaup, Vice President of Student Services, 206-934-6763, rosie.rimando@seattlecolleges.edu
Allen Stowers, Professional Technical Faculty, 206-934-6897, allen.stowers@seattlecolleges.edu
Kathy Vedvick, Director of Human Relations, 206-934-6415, kathy.vedvick@seattlecolleges.edu

2-1-1
King County’s 2-1-1 service is a fast and easy way to find help. It provides access to health and human service information and volunteer opportunities in King County. Just like consumers dial 9-1-1 for public safety emergencies, 2-1-1 is the number to call to “get help” or “give help.”

Get Connected. Get Answers.
King County’s 2-1-1 has a database of more than 7,000 services. The database also has information on services in other areas of the state. Trained information specialists are available to take calls during the day, in the evenings, and on weekends, as well as provide information on a wide range of resources, including:

• Legal and Consumer Advice & Assistance
• Government Programs
• Health and Dental Services
• Special Assistance for Caregivers
• Basic Needs -- Food, Shelter, Utilities

The King County 2-1-1 database is available at www.211kingcounty.org.
South’s Ready! Set! Transfer! Academy (RST) is a National Science Foundation (NSF) program that provides tools and support to start and keep you on a pathway to a STEM career.

STEM stands for Science, Technology, Engineering and Math. If you are majoring in astronomy, biology, botany, chemistry, computer science, engineering, geology, math, oceanography, physics or a related field and plan on transferring to a university, then you are a STEM major.

The RST Academy recruits and supports students to complete AS degrees and transfer to baccalaureate STEM programs at colleges and universities. Membership in the RST academy can also lead to participation in the associated Onsight Scholarship Program, which provides funds for talented, low-income RST students pursuing careers or transfer degrees in STEM fields. The benefits are:

- Be in a learning community of your peers
- Faculty mentors to guide you
- Guest speakers
- Opportunities for research
- Financial rewards for participation
- Receive Academic Support
- Peer mentoring to help you
- Field trips
- Opportunities for service learning
- Eligible for Onsight Scholarships

Tutoring Services

Robert Smith Building, Room 12, 206-934-6650

South Seattle College offers a variety of free tutoring services to students. Tutoring programs are for students who are having difficulties in their courses. The goal of each program is to help students stay in school.

Tutoring Services

SSC offers FREE, informational tutoring services to students who request additional help with their academic courses. To apply for a tutor, fill out a Request a Tutor form in the Tutor Center, have your instructor sign it and return to the center.

Online Tutoring Services

SSC is a member of the Northwest E-Tutoring Consortium and offers free tutoring in all subject areas to students requesting a user ID and password from the tutor Center Coordinator.

MAST (Math and Science Tutor) Center

A friendly place to study and do homework where assistance is offered (at no charge) for anyone having difficulty in math or science.

The WALL

Robert Smith Building, Room 16, 206-934-6650

Drop-in tutoring for ESL, ABE, GED, and IEL students or anyone who needs help in developmental English classes. Hours: 10 a.m.-4 p.m. Monday-Thursday; 10 a.m.-2 p.m. on Fridays

MALL (Math and Learning Lab)

Open to students needing help in developmental math courses. Located in LIB 215.
Campus Services

Writing Center
Robert Smith Building Library, Room 205, 206-934-6650
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 Building, Room 125, 206-934-6650
Tutors are available to help with all computer related subjects and students. SSC students are required to have a login and password in order to use the lab.
OPEN LAB LOG-IN PROCEDURE:
Log in name and password
• 1st letter of your 1st name + whole last name + last 3 digits of your SID
• Example: John Doe = jdoe123. Your initial password will be the same as your login name.

TRiO Student Success Services
trio.southseattle.edu -- Robert Smith Building 66 & 67 -- 206-934-5326
TRiO provides academic support for eligible students pursuing a transfer degree (A.A. or A.S.). Services include: academic, financial aid, and scholarship assistance; tutoring and academic skills development; resource referrals.
TRiO’s Collaborative Learning and Instruction Center (CLIC)
Get help with your college studies once you enroll in TRiO-SSS. Work with our experienced staff in English, math and science coursework.

Disability Support Services
Robert Smith Building Room 12 -- 206-934-5137
Disability Support Services (DSS) coordinates services and arranges academic adjustments for students with disabilities at South Seattle College. The DSS Office provides reasonable accommodations to ensure physical and programmatic access to college courses, programs, activities and facilities.

To be eligible for services, students must have a disability (as defined by the Americans with Disabilities Act of 1990 as Amended) and provide documentation of the disability and need for accommodation. Eligible students must also meet the academic and technical standards required for admission to college programs or activities.

To receive services, students complete an intake appointment in the DSS office and provide documentation of disability. Individualized academic adjustments will then be determined. Please note some services may require 6 weeks or more to arrange. Contact the DSS office as early as possible in your educational planning to avoid delays in service.
Located in the heart of campus, the library provides quiet study space as well as collaborative space for students and the campus community.

The library provides access to a variety of resources, including books, magazines, journals, encyclopedias, dictionaries, maps, CDs, videos and databases. Students can search the Internet and work on projects. Librarians are available to help you with your research, computer assistance or information needs.

*Borrowing Library Materials*
Library patrons, including community borrowers, must obtain a SSC ID card to check out library materials. The card is available at 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 web site. Click on catalog to search over 206,000 books in the system with about 62,200 at South campus. Our students may check out books from the circulating collections of all 3 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 full text for many articles. Most are accessible online.

*Periodicals -- Magazines, Journals and Newspapers*
Periodicals and newspapers are located near the main entrance, 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 periodicals, 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. There are located at the back of the circulating collection. If you’d like to look at our ESL materials, please ask a librarian.

*Audio, Video and Other Media*
CDs, DVDs, videos, audiotapes and other media formats are kept in the media area, and are search-able in the library catalog. Check at the media desk regarding loan periods. Our media lab has DVD and video players.

*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.
Campus Services

Arboretum
www.seattlecolleges.edu/arboretum - 206-934-5396
The college maintains a beautiful arboretum located on the north side of the north parking lot. It is a park-like setting with walking paths, multiple specialty gardens, a reflection pool and a large gazebo. Many campus and community visitors enjoy the serene tranquility of the area and the spectacular view of Elliot Bay and the Seattle skyline. This is a great area for quiet study, outdoor lunches and meeting friends!

AANAPISI Center
www.seattlecolleges.edu/aanapisi - 206-934-5221
The AANAPISI Center offers a “home-like” atmosphere that stresses academic success for underserved populations through our services: educational planning, academic advising, mentoring, tutoring, leadership development and campus/community referrals. Check us out on Facebook.

Cash Machine
One Bank of America cash machine is available; and another -- the Higher One ATM -- is around the corner by the vending machines. During academic quarters, access to the machines is restricted to Monday - Friday, 7 a.m. to 8 p.m.

Cashier’s Office
206-934-5388
Located in the Robert Smith Building next to the registration office, the cashier’s 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 cashier’s office. The newest way to make all of your tuition and fee payments is to visit sccweb.sccd.ctc.edu/seasou/webxfer/waci600.html. You will need your Student Identification number (SID) and Personal Identification number (PIN) to access this system.

Chinese Garden
www.seattlechinesegarden.org - 206-934-5219
The Seattle Chinese Garden has the Knowing the Spring Courtyard, the Pine Plum Pavilion and Peony Garden. The garden offers programs and events to promote Chinese culture and horticulture. Students can volunteer for garden events, visitor service and gardening. Internship opportunities in horticulture and office administration are offered to students. For more information, email: info@seattlechinesegarden.org.

College Council
dep.t.seattlecolleges.com/SScollegecouncil
The College Council as a representative body is responsible for advising the President’s Cabinet on policy proposals that affect members of the SSC community outside of any one department or constituency. Members from the council include students, classified staff, exempt professionals, and faculty. Meetings are open to the SSC community. Meeting dates, rosters with contact information, minutes, and more can be found on the council website.
South’s College Foundation provides students with scholarships so they can pursue quality education. Foundation scholarships are open to all South students, with preference given to full-time students who are Washington state residents. Application periods for 2016 are Sept. 28-Oct. 26 and Feb. 2-23. Scholarship awards are for tuition only and can only be between one to three quarters. Applications are submitted via online only.

College Transfer Center

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.

Continuing Education Programs (CED)

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 the 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), a wide range of lifelong learning classes including dancing, floral design, pottery, cooking, languages, recreation and art.

Copy Center

Copy machines for student use are located in the Library. Copy Center hours are from 7:30 a.m. to 7 p.m., Monday through Thursday and 7:30 a.m. to 4 p.m. 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 whit printing: 1 credit per copy. Color printing: 15 credits per copy. You may purchase more credits at the Cashier’s Office.

Bachelor of Applied Science Programs

The Bachelor of Applied Science (BAS) in Hospitality Management program will prepare students who have completed AAS-T degrees in accounting, business information technology, culinary or other related areas of study for management level positions in the hospitality industry. Students will learn and explore management, marketing and human resource positions in all facets of the hospitality field, including tourism, hotel operations, restaurant management, catering, cruise ship operations, casino operations and travel.

Professional Technical Teacher Education

The Bachelor of Applied Science (BAS) in Professional Technical Teacher Education program students who have completed a two-year technical degree or
approved associate degree and have a minimum of two years related work experience for technical teacher positions at community and technical colleges. The program focuses on the complexities of the adult learner, the role of community colleges in society, and the issues of equality.

eLearning

**LIB 131 - sites.southseattle.edu/online - 206-934-7930**

SSC eLearning is an educational service that provides and supports online Learning Management Systems (LMS) and web applications to SSC programs to deliver their online courses.

**eLearning Course Types**
- Fully Online = NO CAMPUS-time requirement
- Hybrid = SOME CAMPUS-time requirement (i.e. face-to-face science labs)
- Web-Enhanced = ON CAMPUS with some online course materials. These are face-to-face classes and not eLearning classes. May faculty use Google Apps for Education (GA4E) to provide easier (24/7) access to some course materials over the Internet while delivering content during class time.

**Expectations**
- Online students must have access to a computer, the Internet and email
- Online courses are NOT self-paced
- Online students should expect 2-3 hours of work per credit
- Online student should be able to access their online course 5 days per week

**SSC Web Applications (supported by eLearning)**
- Google Apps for Education (GA4E), Student E-mail & Cloud Tools
  sites.southseattle.edu/email
- ANGEL, Learning Management System (LMS)
  angel.southseattle.edu
- Tegrity, Video Recorded Lessons
  sites.southseattle.edu/tegrity
- Elluminate, Web Conferencing
  sites.southseattle.edu/elluminate

**Evening Student Resources 206-934-5387**

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

**Advising for Evening Students**
Evening advising is available at the beginning of fall, winter and spring quarters. Please call or email advisorsouth@seattlecolleges.edu for current hours.

**Registration for Eventing Students**
For fall, winter and spring quarters, evening registration services will be available at the beginning of each quarter. Call 206-934-7938 for hours.

**Food Services**

www.seattlecolleges.edu/food-services

The dining rooms open during quarters only. The Food Court is closed on the last
Campus Services

day of each quarter. All food is prepared and served by the culinary arts and pastry students.

Alhadeff Grill Dining Room, 206-934-5817
The Alhadeff Grill Dining Room offers delicious gourmet food, salads, and a selection of hot entrées at moderate prices with waited services. Students and walk-ins welcome, reservations encouraged.

Cafe Alki Dining Room, 206-934-6756
The Cafe Alki offers salads and soups, a club sandwich, and a selection of hot entrées at moderate prices served by the culinary program students.

Bernie’s, 206-934-5818
Offers retail take-out items, such as cookies, candies, cakes, pies and breads prepared by SSC pastry program students. Grab a sweet snack between classes.

Food Court, 206-934-5344
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 from snacks to complete meals for breakfast or lunch.

Garden Center
LHO - 206-934-5323
We carry Felco tools, unusual perennials, deciduous and broad-leaf shrubs, native plants, ground covers and house plants. The Garden Center offers workshops in the spring. Please call or drop by or check the calendar on the website for events and sales!

Home and Family Life: Parent Education Program
RAH 201 - www.WestSeattlePreschools.org - 206-938-2278
South Seattle College Cooperative Preschool and Parent Education Program is a vibrant community for families. It offers classes for parents with children ages birth through 5 at locations in five neighborhood locations. Parents enroll at SSC Parent Education class to help in the school as a “learning lab.”

International Programs Office
WWB 121 - www.southseattle.edu/international - 206-934-5360
International students find support here for admissions, academic and cross-cultural advising or English instruction in the Intensive English Program.

Online Services
www.southseattle.edu/services
Visit the address above and you can:
• Plan your schedule
• View your quarterly class schedule
• Check the classes you’re waitlisted for
• Check your financial aid status
• Update your address, e-mail or phone
• Check your registration time
• Pay tuition with credit card
• E-mail an advisor
• View your grades
• Change your PIN

Professional Technical Programs
TEC (main), 206-934-6783 -- Building C (Georgetown, 206-934-6853)
Campus Services

South Seattle College is accredited at the baccalaureate level by the Northwest Commission of Colleges and Universities to confer four-year degrees. These degrees build on associate degrees and provide workplace skill in specific career areas. When compared to traditional bachelor’s programs, applied baccalaureate degrees more heavily incorporate hands-on learning focused on a particular industry. All programs emphasize internship opportunities and may offer credit for prior learning and workplace experience.

Classes are offered on the SSC main campus as well as the Georgetown campus. Current degree options include Hospitality Management, Professional Technical Teacher Education and Sustainable Building Science Technology.

Running Start

RSB 11 - www.southseattle.edu/runningstart - 206-934-5387
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 work. They can take college transfer and professional technical courses for high school and college credit at the same time. These courses are free.

Security

RSB 139 - jlewis@sccd.ctc.edu - 206-934-5157
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.

Senior Adult Education

CED - 206-934-5339
We offer courses designed specifically for older adults at both on-campus and community sites. Classes cover a wide variety of subjects and provide for that most valuable experience, the joy of lifelong learning.

Student Anthology

RSB 45 - 206-934-7943
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 College students. Look for the “Call for Submissions” in Fall and Winter quarters.

New Student Services (NSS)

RSB 55 - 206-934-6691
SOAR processes admission applications and encourages enrollment by providing information about SSC through inquiry responses, presentations, tours and representation at college/career fairs for schools, businesses and community organizations. The director is Vanessa Calonzo.

Study Abroad Office

WWB 121 - dept.seattlecolleges.com/studyabroad - 206-934-5371
Start Here, Go ANYWHERE! Learn more about study abroad opportunities available through South. We have various types of programs in countries all over the world and students of all majors are accepted. To schedule a meeting with our study-abroad coordinator or to get more information, email SouthStudyAbroad@seattlecolleges.edu.
Campus Services

TRiO Student Success Services
RSB 66 & 67 - 206-934-5326
If you are the first in your family to attend college, have limited 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, and assistance creating an educational plan to complete your academic transfer to a four-year school.

U.S. Mail
There is one U.S. Postal Mailbox on campus outside the west entrance to the Robert Smith Building. Stamps are for sale in the bookstore.

Vending Machine
All vending machines accept $1 bills and coins. Some also accept credit/debit cards. If you experience problems with any vending machine, please contact the cashier’s office in the Robert Smith Building. Please provide the details of the type of product sought, what happened, and machine location. If you are using a credit or debit card, please contact Advantage Vending using the info found on the machine.

Veteran Affairs Office
RSB 53 - 206-934-5811
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.

Workforce Education
RSB 81 - www.southseattle.edu/programs/workerretr.htm - 206-934-5835
We work to fund students who are receiving basic food, TANF, unemployment benefits, are under-employed, have exhausted unemployment benefits, are displaced homemakers, have received a layoff notice or are a veteran discharged within the past 48 months. We also work with students who are receiving funding from third parties.

WorkSource
6000 16th Ave. SW - worksoure.southseattle.edu/index.html - 206-934-5307
South Seattle College’s Career Center is a WorkSource Affiliate site. This means we provide information, technology and services that job seekers need to achieve successful careers with a self-service resource lab, job search activities, and strong WorkSource partners for the College Campus and Community Members. We are committed to helping you at all stages of your employment search and look forward to working with you.

Job Seeker Services Include:
• Resume and Cover letter creation
• Assistance with an online job application
• Internship assistance for students
• Seattle Colleges Online Job Board for alumni and current students

2015-16 www.southseattle.edu
**Student Life**

**Office of Student Life**
Jerry Brockey Student Center (JMB) 135  
(206) 934-5332  
www.southseattle.edu/student-life

Student Life is a network of 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.

| Lost and Found  
| Lost & Found is open Monday-Friday  
| 8 a.m. to 4:30 p.m. Please bring found items to JMB 135. | Conference Room  
| Our conference room, JMB 128 can be booked for SSC meetings (under 20) by using meeting room manager. |

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

| For Rent  
| A housing bulletin board where room, apartment and house rentals are listed. Located just outside of the games room, come to JMB 135 to have your submission approved. |

**Art Gallery**

*JMB 109 -- [www.southseattle.edu/student-life/art-gallery](http://www.southseattle.edu/student-life/art-gallery) -- 206-934-5337*

Art Gallery programming spans many mediums and cultural viewpoints. The mission of the Art Gallery is to foster appreciation and experience of visual arts and culture through exhibitions that promote the education, enrichment and cultural diversity of our students and the surrounding communities.

**Campus Recreation and Fitness Center**

*MPB Fitness Center -- [206-934-6471](tel:+12069346471)*

The Fitness Center offers a variety of workout and exercise equipment, such as cardio, free and universal weights. The facility offers students opportunities to achieve their personal physical goals and network with other students.

**Games Room/Equipment Checkout Room**

The College’s game room includes ping pong tables, pool tables video games, televisions, as well as sports and recreational equipment that can be checked out with a current student ID.

**Intramural Sports**

Intramural sports programs include soccer, softball, basketball and volleyball. Through intramural sports, students can learn fundamentals of organized sport.

**Outdoor Sport Courts**

The outdoor sports facilities include a full length basketball court, two tennis courts and a beach volleyball court.
Clubs
Come join in some fun and active student groups on campus -- hiking, soccer, biking and gaming -- or start your own! Sports and Rec clubs are housed in the games room. To find out more, contact the Intramural & Recreation Coordinator.

Childcare Center
CCC -- www.southseattle.edu/student-life/child-care -- 206-934-5348
Conveniently located on campus adjacent to the south parking lot, the center has provided quality childcare for children of students since 1976. It offers a developmentally appropriate program for toddlers and preschool-aged children while parents pursue their educational and professional goals. All families are enrolled on a space availability basis.

Club Center (Student Clubs and Organizations)
JMB 142-- www.southseattle.edu/student-life -- 206-934-5330
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 at South 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 group or tradition (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
- Service - groups interested in providing service to the community at large

Cultural Center
JMB 146 -- 206-934-7950
The Cultural Center was established in 2005 to support the Office of Diversity and Retention’s efforts by empowering student leaders, whom we call commissioners to explore, celebrate and educate the campus community about diversity, equity and social justice among us. We offer an inclusive, reflective space, multicultural programming, and support services that encourage positive interaction, academic persistence, and growth among students, faculty and staff. Other resources include:

- A welcoming & inclusive space
- Computer work stations
- Educational cultural events
- Fun & inviting atmosphere
- Multicultural library
- Scholarship Information
- Study space
- Tea and coffee
- Textbook lending program
- Praying/meditation space
Student Life

Diversity Matters

JMB 133 -- www.southseattle.edu/diversity-and-retention -- 206-934-6455

The Diversity & Retention Department includes an Office of Diversity & Retention, President’s Committee on Diversity and Retention, a Cultural Center, Veterans Student Center, and the Gender Equity Center. Diversity & Retention is a network of departments working together to foster an inclusive campus community by providing education about diversity, social justice, gender equality, and multiculturalism. We advocate for the persistence and success of student, faculty and staff of color and underrepresented groups through academics, leadership opportunities, support services, programming and college-wide initiatives. Diversity & Retention offers the following:

• An American Ethnic Studies course (AME) - Winter Quarter
• DRUM Book Club (Diverse Readings to Understand Multiculturalism)
• Leadership training opportunities
• Multicultural events and programs
• President’s Committee on Diversity and Retention
• Safe zone
• Resources, referrals, and advocacy for your social and educational needs. Textbooks and diversity books/films loan libraries (JMB 148/JMB 145/JMB 133)

United Student Association -- Student Government

JMB 126-- www.southseattle.edu/student-life/student-leadership -- 206-934-6750

The United Student Association is your elected student government. Comprised of 8 student advocates, we represent student interests and concerns to the administration. We encourage you to get involved and visit our weekly meetings on Tuesday afternoons in JMB 128. Elections are held each May for positions held the following academic year.

Veteran’s Center

JMB 135-- www.southseattle.edu/veterans-student-center -- 206-934-5308

The Veterans Student Center coordinates with the campus Veterans Affairs department and serves as a liason between other departments and community organizations. The center offers support groups where veterans can come together to share their experiences at South, as well as advising veterans on the educational opportunities not just at South, but everywhere. It also hosts annual social events like the Warrior BBQ.

Gender Equity Center

JMB 48-- www.southseattle.edu/gender-equity-center -- 206-934-6831

Established in 2005, the Gender Equity Center of the Diversity & Retention department 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 Gender Equity Center empowers student leaders, whom we call commissioners, to explore, celebrate, and educate the campus community on gender equity. We offer a variety of fun and educational events throughout the school year. Center services include:

• Computer work stations • Study space • Educational events
• Lending library • Tea & coffee • Referrals
• Resources and information on housing, healthcare, childcare
Student Life

“Let’s Do Lunch” Faculty Guest Meal Program
To help you get to know your instructors on a more informal basis. The Student Leadership Office, provides guest meal tickets for students to have lunch with instructors at one of the campus dining rooms.

Ooh La La
South has integrated a new closed social media app for your mobile device. From this device, you can manage a calendar of classes, events and study groups, connect with fellow students, and view a digital copy of this handbook. To download, just search Ooh La La at your app store.

Phi Theta Kappa Honors Society
JMB 119 -- 206-934-6750
Phi Theta Kappa is the official Seattle College Honor Society recognizing academic success. We have monthly meetings in which we provide academic support and resources, and community service opportunities. We invite students each quarter who have earned 12 college-level credits and have a minimum 3.5 GPA to officially join. Benefits include:
• Identified as elite scholar on transcript
• Gold stole & tassel at graduation
• Access to nation-wide scholarships
• Tuition discounts at some universities

Services and Activities Fee Board
JMB 126 -- 206-934-6752
S&A fees are quarterly fees that specific students pay as 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 longterm 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 student representatives from student government, student clubs and students at large.

Student Development Transcript
JMB 126 -- 206-934-6750
The Student Development Transcript is an official record of your service and involvement at South Seattle 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 www.southseattle.edu/student-life/student-leadership, and have your advisor verify your attendance.

Student Leadership
JMB 126 -- 206-934-6750
There are many opportunities for you to get involved at South! By being involved, you increase your chances of staying in school as you have created a support system. You will also develop leadership skills that will assist you now and later in life. Many of our leadership opportunities are even paid! If you don’t have time to
Student Life

going too involved, you can choose to attend a conference or develop skills and learn about resources by attending our monthly Step UP Student Leadership workshop. We even have opportunities for you to take an instructor to lunch!

Textbook Lending Program

JMB 146 — 206-934-7969

The second day of every quarter, from 10 a.m. to 4 p.m. all currently enrolled at South who have completed at least one quarter can check out one textbook per academic quarter. Donations to the Textbook Loan Library are always welcome.

Buying and Selling Used Textbooks

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.

Universal Technology Fee (UTF)

These fees, voted into effect by SSC 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 $54) is kept separate from tuition to support technology needs for students at SSC and should not be confused with the lab fees associated with particular classes.

Frequently Asked Questions about Diversity & Retention

What does “Diversity & Retention” mean?

Students enrolled at South 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, inclusive place for all.

What can I do in the Cultural Center and ’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 staff.

What is the Textbook Lending Program and how can I get a book?

The Textbook Lending Program began in 2003 by the Office of Diversity & Retention. It is a FREE resource available at South for currently enrolled students where they can check out one textbook per academic quarter. The program only uses an online application that must be filled out at the Cultural Center on the day the book is borrowed. Full details and application available in the Cultural Center.

What events do you sponsor?

We host many events that promote campus diversity and inclusiveness. Our events may 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.
We are all diverse. We all have culture. However, we have been taught and it has been reinforced that some cultures are better and 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 them with others. We believe people are different and seeing our differences is okay. To assume we are all the same, or to follow the melting pot theory, allows no one to be different. At South, 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 inceptions so even in this day and age, we don’t know about the successes of 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 past and our future.

**Culture and Cultural Identity**

It is important to see yourself as a cultural being and to try and understand your own culture 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 at an arm’s 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, some 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 in public is acceptable between people of the same gender, but not between males and females, even husbands and wives.
- Males holding hands means friendship in many African, Middle Eastern and Asian countries.
Volume of Voice
• Children in many cultures, including Asian, American Indian and Latino cultures are taught that a soft voice is polite, and a loud voice is rude. The good child is the quiet child. Children from these cultures may perceive that American teachers are “yelling” at them.
• Some other cultures have louder conversational volume than mainstream U.S. culture. An 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 viewed 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, Latino cultures and 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 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” (beckoning with 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 a dog. In much of Latin America, it is a condescending gesture.
• “Finger Pointing” at people or even things is considered 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.
• “OK” gesture is 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.
• “Crossing Your Fingers” is obscene in Southeast Asia, Argentina; the breaking of friendship in Greece and Turkey.
• “Thumbs Up” is obscene in much of the Middle East and Australia.

Smiles
• In Southeast Asian cultures, a smile can be used to cover anger, embarrassment or upset feelings. It can be used to express gratitude or as an apology. It is the proper response for a child who is being scolded to show acknowledgment of a mistake.
• In some cultures, one is expected to have a “public face” that is different from the “private face.” In Russia, 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.
Academic Success

Educationally Supportive Conduct

Student Conduct
Any institution operating with thousands of people must have rules, policies and procedures in place to protect and support a cooperative educational 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 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 Policy & Procedure
1. What is misconduct?
Misconduct is inappropriate behavior that affects the institution’s pursuit of its educational objectives. See examples of student misconduct on page 50.

2. Who can report a misconduct issue?
Any member of the college community may file a student conduct complaint against any student when they believe a violation has been committed.

3. Who can I talk to if I have a concern or complaint?
Sometimes there may be a situation that causes a student to have a concern, suggestion or complaint. These resources are available:
• Counseling Services, Robert Smith Building, 206-934-5387
• Educational Support Services, RST 12, 206-934-5137
• Office of Diversity and Retention, JMB 133, 206-934-6455

Student Complaints are not the same as Student Misconduct.
Student Complaints are for students who have a non-conduct violation complaint or wish to report a bias incident against faculty, staff, program, administrator or other student. These complaints fall outside of the student conduct violations.

The Dean of Enrollment Services is the campus Complaint Officer and is located in the Registration Office in the Robert Smith Building. The Dean of Student Life, located in the Jerry Brockey Building, serves as Ombudsman. For more information regarding the Student Complaint Process, visit the Student Resources page at southseattle.edu.

4. How do I report a conduct issue?
• Student conduct incidents are reported to the Vice President of Student Services, Chief Student Conduct Officer or to the Assistant Student Conduct Officer. The VPSS Office can be reached at 206-934-6788.
• Violations may also be reported directly to SSC Security as well as the police. SSC will directly report the incident to VPSS. Use 206-934-0911.

5. What is the process for student conduct violations?
A. When a report of a violation occurs, the VPSS Office will begin an investigation to determine the validity of the report.
B. The student(s) and witness(es) may be called for an initial interview.

C. The student will be notified of the violation, their rights and responsibilities and date of the Student Conduct hearing.

D. After the hearing, the student will be notified of the decision and what if any disciplinary sanctions apply. Sanctions may include warnings, reprimands, probation, suspension or expulsion.

During the conduct proceedings and pending sanctions, a student’s enrollment status is not changed until a disciplinary action is issued by the VPSS Office. However, the VPSS may impose a summary or emergency suspension to avoid immediate danger to the health, safety, or welfare of any member of the public.

Students have the right to appeal certain sanctions imposed by the VPSS Office. The appeal letter must be received by the VPSS within 20 calendar days from notice and should contain a reason for appeal. Appeals are forwarded to the Student Conduct Appeals Committee which is lead by the Assistant Attorney General for the state of Washington.

6. What if I have a complaint about a grade?
See page 30 for procedure information.

Examples of Student Misconduct

For a full description of student misconduct, refer to the Washington Administrative Code, WAC 132F-121-110 or visit the student conduct website via southseattle.edu.

1. Intentional or repeated disruption of instruction, research, administration and other district activities
Examples include:
- Talking on cell phones, test messaging, listening to music
- Maintaining side conversations disruptive to class
- Lashing out at others

2. Academic dishonesty, including cheating and plagiarism
Examples include:
- Submitting another student’s work as your own (see page 56)
- Copying answers from others’ papers during an exam
- Using test messaging or other cell phone functions to gain answers during exams
- Buying and submitting pirated papers or online work

3. Conduct that is disorderly, lewd or obscene
Examples include:
- Use of argumentative or offensive language toward others on campus
- Consistent interruption of class sessions

4. Physical or verbal abuse, harassment of any person on campus

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 College provides equal opportunity in education and employment
Academic Success

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

WAC 132F-419

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 include:
- Sexist humor or remarks
- Remarks about one’s physical appearance which implies sexual interest
- Showing nude or sexual pictures
- Written communications with sexual overtones
- Pressure for dates
- Unsolicited kissing, patting or fondling
- Requests for sex in exchange for grades or employment

South Seattle 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 Title IX/RCW 28A.640 officer at 206-934-6415 or the Vice President of Student Services Office at 206-934-6788. Brochures concerning the issue are posted throughout the campus and are distributed by the VPSS office.

9. Possession, consumption, intoxication or distribution on campus of alcohol, controlled substances or unlawful drugs, including marijuana (for any purpose or amount)

10. 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.
Congratulations!

You are now a student at South Seattle 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 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 figure might bring by doing the following:

- Learn how to learn
- Be open to learning new things rather than just revisiting what you 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 mathematic operations as required by your program of study
   - Apply quantitative skills for personal, academic and career purposes
   - Identify, interpret and utilize higher level mathematical and cognitive skills

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, making decisions

5. Technology
   - Select and use appropriate technological tools for personal, academic, 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/responsibilities

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
Academic Success

Developing Successful Habits

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 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.
• Learn how to learn; it is vital. The college experience is broadening and training of the mind for 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 at 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 at college.
• 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 a realistic inventory of your academic strengths and weaknesses. If you need 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 for research help
  - 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 1st Day of Class

After arranging for financial aid (see page 15), taking a placement test (page 22), meeting with your advisor (page 23), and registering for classes (page 23), prepare for the upcoming quarter by completing the following:
• Purchase your textbooks prior to attending class. (Page 29)
• If you are a distance learning student:
  A. Visit and familiarize yourself with the online classroom via all available tutorials.
  B. E-mail 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 SSC Distance Learning Office at 203-7930 or at online.southseattle.edu/distance
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 the instructor (including syllabus, which describes the course and expectations) and ask questions about anything you don’t understand.
- Sit near the front of 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.

- 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 and compromise their own education. Specifically, they DO NOT:

- Carry on side conversations during class
- Arrive late or leave early regularly
- Talk on cell phones during class
- Refuse to fulfill their obligations in group projects
- Let a bad attitude interfere with their learning or the learning of others
- Slow class progress because of a lack of preparation or lack of willingness to fully participate in group efforts

---

**Why take notes?**

Up to 80% of lecture can be lost within 24 hours.
Academic Success

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 SSC planner to highlight important assignments and due dates for all your classes. Many dates are on your syllabi and can be transferred to your planner the first week of class!
- Review previous material for a few minutes before starting a new study session. This aids longterm 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! Here you can compare notes, work assignments, discuss class material, and prepare for exams with others.
- Some tips for starting a study group:
  A. Ask people who sit near you in class. Look for students who are attentive, take notes and frequently attend class.
  B. 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’ before the test. Review in segments of time over several days.
- Arrive early on test day and sit in your regular seat.
- Review with a study group to be sure you are covering materials and that you have quality notes.

When Taking an Exam
- 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 the 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:
  A. Organize your ideas
  B. Make an outline on scratch paper
  C. Answer the question directly in the first sentence or paragraph.
- Before selecting answer on multiple choice, read all choices and eliminate answers you know are incorrect.
- When guessing, do not change your answer. Research shows 1st guesses are best.

What we retain per activity

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<td>Discuss</td>
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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 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 a reference list?
No, you need to integrate your acknowledgments 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 and then indicate your own stand. The examples on the next page demonstrate various wordings for this.

2. If I put the ideas in 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 our 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, paraphrase it closely in your own words or just summarize it, you need to identify the source.

3. But I didn’t know anything about the subject until I started the paper. Do I have to give an acknowledgment for every point I make?
You’re safer to over-reference. 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 acknowledgment. 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.

4. How can I tell what’s my own idea?
Careful record-keeping helps. Always write the author, title and publication
information so you can attach names and dates to specific ideas. Taking good notes is also essential. Don’t paste passages form online sources into your draft: that’s asking for trouble. As you read any text -- online or hard-copy -- summarize useful points. 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 jot down questions and thoughts of your own.

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 acknowledgments. (You’ll notice many different formats)

A. Quotations, paraphrases or summaries:
If you use an 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 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. 198). [APA system]
e.g. Northrop Frye discusses comedy in terms of 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]

Prepared 18 July 2007 by Dr. Margaret Procter, U of T Coordinator of Writing Support, for use at the University of Toronto. www.utoronto.ca/writing/advise.html
Transitioning from High School...

Your image of higher education has probably been shaped by

**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 per day in class.
- Most of your classes are arranged for you.
- You are not responsible for knowing your graduation requirements.

**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 0-2 hours a week.
- You seldom need to read anything more than once; sometimes just 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 it was presented to you.

**Grades in High School...**

- Grades are given for most assigned work.
- Good homework grades may raise your grade when test grades are low.
- Extra credit projects are often available to help raise your grade.
- Initial test grades 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

high school experiences. College, however, is different.

...Choosing Responsibility in College
- You manage your own time.
- You must decide whether you participate in co-curricular activities, and balance your involvement with other commitments.
- You must balance your responsibilities and set priorities. You will face moral and ethical decisions you’ve never faced before.
- You often have hours between classes; class times vary throughout the day and evening and you spend 12 hours each week in class.
- 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 and do not do, and will face the consequences for your decisions.

...Succeeding in College Classes
- You need to study at least 2 hours outside of class for every 1 hour in class.
- You need to review class notes and text material regularly. Reading and studying are active processes.
- You are assigned substantial amounts of reading and writing which may not be directly addressed in class. These readings greatly enhance your understanding of in-class presentations.

Guiding Principle: It’s up to you to read and understand assigned material; lectures and assignments assume you’ve already done so.

...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 a test.
- Makeup tests are seldom an option; if they are you need to request them. Instructors are not obligated to grant 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 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 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 and worth a substantial part of the course grade.
- A GPA of 2.0 will result in academic probation, which may lead to suspension or dismissal.

Guiding Principle: Results Count. Though good-faith effort is important, it will not substitute for results in the grading process.
Transitioning from High School to college (cont.)

*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 absent.
- Teachers present material to help you understand textbook concepts.
- 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 assume you can perform the same tasks on tests. Tutors are a great resource to check homework that is not evaluated by an instructor.
- Instructors may not remind you of incomplete work. You are expected to respect deadlines and take the initiative to makeup work is available.
- Instructors are open and helpful, but most expect you to initiate contact if you need assistance. Ask them for help whenever you need it.
- 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.
- 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 class assignment will spell out 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.

**Guiding Principle:** college is a learning environment in which you take responsibility for thinking through and applying what you learn.
Taking Effective Notes

The Cornell Note Taking System
Before you begin taking notes, draw a line down the left side of your paper, creating a 2.5-inch “recall” column. Then, after the lecture, condense your notes as key terms and summaries -- and write these down 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.

Recall Column
After you finish recording notes in the large column on the right, condense the main ideas and facts concisely in this smaller column.

Recording Column
Use the column on the right to take notes during the lecture as fully and meaningfully as possible.

Why take notes?
- To stay engaged in the material presented
- To avoid being distracted
- To know what the key points are
- To have something to review prior to taking exams or writing a paper
- To know what questions to ask

What do you write down when taking notes?
- What the instructor writes on the board.
- Unfamiliar terminology
- What the instructor repeats or emphasizes
- 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 and take notes from
- Rewriting notes -- although adding to your original notes after class is a good idea, rewriting them entirely would be too timely

How to be most efficient when taking notes:
- Be organized: keep notes for each class in ONE place, not in random places to be lost
- Use the 2-column “Cornell” system
- Don’t attempt to record every word you hear or read. Be brief - use keywords
- Use abbreviations whenever possible
- Record facts, definitions, and formulas exactly
- Use an outline, numbering system & bullets
- If you miss something, leave a space with a question mark and ask about it later
- Be accurate: try not to change the meaning of what’s being presented to you
- Review notes regularly during the quarter
Periodic Table of Elements

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<td><strong>Actinide series</strong></td>
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* Lanthanide series
** Actinide series
# Measurements and Conversions

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<td>centimeters</td>
</tr>
<tr>
<td>yards</td>
<td>0.91</td>
<td>meters</td>
</tr>
<tr>
<td>miles</td>
<td>1.61</td>
<td>kilometers</td>
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## Speed

<table>
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<th>Speed</th>
<th>Multiply by</th>
<th>To find</th>
</tr>
</thead>
<tbody>
<tr>
<td>miles per hour</td>
<td>1.61</td>
<td>kilometers per hour</td>
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<tr>
<td>kilometers per hour</td>
<td>0.62</td>
<td>miles per hour</td>
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## Volume

<table>
<thead>
<tr>
<th>Volume</th>
<th>Multiply by</th>
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</tr>
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<tbody>
<tr>
<td>milliliters</td>
<td>0.20</td>
<td>teaspoons</td>
</tr>
<tr>
<td>milliliters</td>
<td>0.07</td>
<td>tablespoons</td>
</tr>
<tr>
<td>milliliters</td>
<td>0.03</td>
<td>fluid ounces</td>
</tr>
<tr>
<td>liters</td>
<td>4.23</td>
<td>cups</td>
</tr>
<tr>
<td>liters</td>
<td>2.11</td>
<td>pints</td>
</tr>
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<td>liters</td>
<td>1.06</td>
<td>quarts</td>
</tr>
<tr>
<td>cubic meters</td>
<td>35.31</td>
<td>cubic feet</td>
</tr>
<tr>
<td>cubic meters</td>
<td>1.31</td>
<td>cubic yards</td>
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<tr>
<td>teaspoons</td>
<td>4.93</td>
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<tr>
<td>tablespoons</td>
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<tr>
<td>fluid ounces</td>
<td>29.57</td>
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<tr>
<td>cups</td>
<td>25.40</td>
<td>milliliters</td>
</tr>
<tr>
<td>pints</td>
<td>2.54</td>
<td>milliliters</td>
</tr>
<tr>
<td>quarts</td>
<td>30.48</td>
<td>milliliters</td>
</tr>
<tr>
<td>gallons</td>
<td>0.91</td>
<td>liters</td>
</tr>
<tr>
<td>cubic feet</td>
<td>0.03</td>
<td>cubic meters</td>
</tr>
<tr>
<td>cubic yards</td>
<td>0.76</td>
<td>cubic meters</td>
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## Temperature

<table>
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<th>Multiply by</th>
<th>To find</th>
</tr>
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<tr>
<td>degrees Fahrenheit</td>
<td>((n - 32) \times 0.55)</td>
<td>degrees Celsius</td>
</tr>
<tr>
<td>degrees Celsius</td>
<td>((n \times 1.8) + 32)</td>
<td>degrees Fahrenheit</td>
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## Units of Measurement

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<th>English System</th>
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<tr>
<td>mm</td>
<td>millimeter</td>
</tr>
<tr>
<td>cm</td>
<td>centimeter</td>
</tr>
<tr>
<td>dm</td>
<td>decimeter</td>
</tr>
<tr>
<td>m</td>
<td>meter</td>
</tr>
<tr>
<td>dam</td>
<td>decameter</td>
</tr>
<tr>
<td>hm</td>
<td>hectometer</td>
</tr>
<tr>
<td>km</td>
<td>kilometer</td>
</tr>
<tr>
<td>1 foot (ft)</td>
<td>12 inches</td>
</tr>
<tr>
<td>1 yard (yd)</td>
<td>3 feet</td>
</tr>
<tr>
<td>1 mile (mi)</td>
<td>1,760 yards</td>
</tr>
<tr>
<td>1 sq. foot</td>
<td>144 sq. inch</td>
</tr>
<tr>
<td>1 sq. yard</td>
<td>9 sq. feet</td>
</tr>
<tr>
<td>1 acre</td>
<td>4,840 sq. yds</td>
</tr>
<tr>
<td>1 tablespoon</td>
<td>3 teaspoons</td>
</tr>
<tr>
<td>1 cup (c)</td>
<td>16 tablespoons</td>
</tr>
<tr>
<td>1 pint (pt)</td>
<td>2 cups</td>
</tr>
<tr>
<td>1 quart (qt)</td>
<td>2 pints</td>
</tr>
<tr>
<td>1 gallon (gal)</td>
<td>4 quarts</td>
</tr>
<tr>
<td>16 ounces (oz)</td>
<td>1 pound</td>
</tr>
<tr>
<td>1 ton</td>
<td>2,000 pounds</td>
</tr>
<tr>
<td>1 mile</td>
<td>640 acres</td>
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</table>

Note:

Prefixes also apply to L (liter) and g (gram)
<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
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</thead>
<tbody>
<tr>
<td>Advising</td>
<td>23</td>
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<tr>
<td>Alhadeff Grill</td>
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<td>Arboretum</td>
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<td>Cabinet, President's</td>
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<td>Cafe Alki</td>
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<tr>
<td>Campus Recreation/Fitness Center</td>
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<tr>
<td>Cash Machine</td>
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<tr>
<td>Carpool</td>
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<td>Cashier's Office</td>
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<td>Center for International Education</td>
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<td>Childcare Center</td>
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<td>Chinese Garden</td>
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<td>Evening Student Resources</td>
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