CATALOG
2020-2022

This publication is being provided as a **resource only**. It is not the official catalog of Community Colleges of Spokane and does not include important policy, procedure, calendar, and curriculum information that is contained in the official catalog. The official catalog can be found online at **catalog.spokane.edu**

Published June 2020

Community Colleges of Spokane

Spokane Community College
Spokane Falls Community College

Please take notice that you are viewing only one section of the Community Colleges of Spokane Catalog. Other sections of the Catalog contain important policy, procedure, calendar, and curriculum information not found in this section.

The official catalog is found on online at: http://catalog.spokane.edu/

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Community Colleges of Spokane Directory

District Administration
501 N Riverpoint Blvd MS 1009
P.O. Box 6000
Spokane WA   99217-6000
ccs.spokane.edu

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

Spokane Community College
1810 N Greene St MS 2150
Spokane WA   99217-5399
509-533-8400   1-800-248-5644   scc.spokane.edu

Admissions 533-8020
Apprenticeship and Journeyman Training Center 533-7178
Athletics/Walter S. Johnson Sports Center 533-7230
BFET Program 533-7249
Campus Visit 533-TOUR (8687)
Career & Employment Coordinator 533-8070
Career Services 533-8855
Cashier 533-7025
Childcare 533-7170
College Store/Bookstore 533-7087
Continuing Education 533-8483
Cooperative Education/Experiential Learning 533-7249
Counseling 533-7026
Disability Support Services (DSS) 533-7169
    VP General Information 321-4406
Division of Vocational Rehabilitation 363-4700
eLearning ....533-7400 or Toll Free 800-353-8135
Financial Aid 533-7017
Fitness Center 533-7280
Information 533-8400
International Programs/Student Services 533-8885
Library 533-7055
Marketing & Outreach 533-8827
Multicultural Student Services & Outreach 533-8875
New Student Orientation 533-8020
Opportunity Grant 533-7249
Registration 533-8860
Registration (Noncredit) 279-6030
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Safety .... 533-8624, 533-3333 (24 Hours)
Student Accounting 434-5228
Student Activities 533-8657
Student Services (Vice President) 533-7015
Transcripts/Records 533-7012
Testing/Assessment/GED® Testing 533-7074
Veteran Services 533-7027
Vice President of Instruction 533-7075
Workforce Training 533-7249
Work-Study Services 533-7031
Worker Retraining Program 533-7249
WorkFirst Financial Aid Program 533-7249
For numbers not listed above, call 533-8400

Spokane Community College–Off Campus Centers
ACT 2 (formerly Seniors Program) 279-6027
Adult Education Center 533-4600
BFET Program 533-4600
Career Transitions 279-6065
Cashier 279-6005
Colville Center .... 685-2120 or 279-6700

Counseling
    Adult Education Center 533-4600
    Colville Center .... 685-2125 or 279-6709
    Newport Center .... 447-3835 or 279-6954
Disability Support Services 533-7169
English as a Second Language 533-4671
Financial Aid 533-7017
GED® Testing (Northern Counties) 685-2130
Head Start/ECEAP/Early Head Start 533-4800
Inchelium Center 722-3702
Ione Center 442-4290
Magnuson Building 279-6000
Newport Center .... 447-3835 or 279-6954
PACE Services 279-6033
Parent Education/Cooperative Preschools 279-6020
Republic Center .... 775-3675 or 279-6410
Running Start Northern Counties .... 685-2120 or 279-6709
Running Start Newport .... 447-3835 or 279-6951
SEER Program 279-6055
    Colville .... 279-6702 or 685-2122
    Newport 279-6954
Student Activities 533-8657
Student Services (Vice President) 533-7015
VP General Information 321-4406
Worker Retraining Program 533-4600
WorkFirst Financial Aid Program 533-4600
Youth Zone 340-7820
For numbers not listed above, call 533-8400

Spokane Falls Community College
3410 W Fort George Wright Dr MS 3011
Spokane WA   99224-5288
509-533-3500   1-888-509-7944   sfcc.spokane.edu

Admissions 533-3500
Advising and Counseling 533-3525
    Pullman Campus 332-2706
Assessment/Testing 533-3401
Athletics 533-3630
Campus Tours 533-3190
Career and Community Engagement Center 533-3545
Cashier 533-3569
Center for Workforce and Continuing Education 533-8483
Childcare 533-3624
College Store/Bookstore 533-3566
Disability Support Services (DSS) 533-4166
    VP General Information 315-2310
eLearning .... 533-7400 or Toll Free 800-353-8135
Fairchild AFB Education Center 533-8937
Financial Aid 533-3550
Fitness Center 533-3488
Information 533-3500
International Student Services 533-3242
Library 533-3800
Marketing and Outreach Services 533-3527
Multicultural Student Services .... 533-3546 or 533-4331
Passport to College 533-3042
Pullman Campus 332-2706
Registration Office 533-3500
Running Start 533-3435
    Pullman Campus 332-2706
Security 533-3333
Sports Camps 533-3630
Student Accounting .... 434-5227 or 434-5228
Student Life 533-3553
Student Affairs (Vice President) 533-3514
Transcripts/Records 533-3697
Veterans Services Office 533-3504
Vice President of Learning 533-3538
Student Employment Office 533-3540
Worker Retraining Program 533-3042
Workforce Transitions 533-3042
WorkFirst Financial Aid Program 533-3042
For numbers not listed above, call 533-3500

Academic Calendar

Consult the web site at catalog.spokane.edu/ImportantDates.aspx for a more detailed list of important dates including registration and financial aid deadlines, tuition payment due dates, new student orientation, withdrawal and refund dates.

Fall Quarter 2020
Classes begin ....September 21
Campus development day (no classes) ....October 20
Holiday – Veteran's Day ....November 11
Faculty workday (no classes) ....November 25
Holiday – Thanksgiving..November 26-27
Last day of classes ....December 7
Dead day (faculty workday, students prep for final exams)..December 8
Final exams ....December 9-11

Winter Quarter 2021
Classes begin .... January 4
Holiday – Martin Luther King Day ....January 18
Holiday – Presidents' Day..February 15
Last day of classes .... March 19
Dead day (faculty workday, students prep for final exams).. March 22
Final exams .... March 23-25

Spring Quarter 2021
Classes begin ....April 5
Campus development day (no classes)... May 5
Holiday – Memorial Day... May 31
Last day of classes .... June 14
Dead day (faculty workday, students prep for final exams).. June 15
Final exams .... June 16-18

Summer Quarter 2021
Classes begin ....July 1
Holiday – Independence Day...July 5
Last day of classes (7-week session) ....August 18
Last day of classes (8-week session) ....August 25

Fall Quarter 2021
Classes begin ....September 20
Campus development day (no classes) ....October 22
Holiday – Veteran's Day ....November 11
Faculty workday (no classes) ....November 24
Holiday – Thanksgiving..November 25-26
Last day of classes ....December 7
Dead day (faculty workday, students prep for final exams)..December 8
Final exams ....December 9-10, 13

Winter Quarter 2022
Classes begin .... January 4
Holiday – Martin Luther King Day ....January 17
Holiday – Presidents' Day..February 21
Last day of classes .... March 18
Dead day (faculty workday, students prep for final exams).. March 21
Final exams .... March 22-24

Spring Quarter 2022
Classes begin ....April 4
Campus development day (no classes)... May 5
Holiday – Memorial Day... May 30
Last day of classes .... June 13
Dead day (faculty workday, students prep for final exams).. June 14
Final exams .... June 15-17

Summer Quarter 2022
Classes begin ....July 5
Last day of classes (7-week session) ....August 19
Last day of classes (8-week session) ....August 25

Serving Our Communities
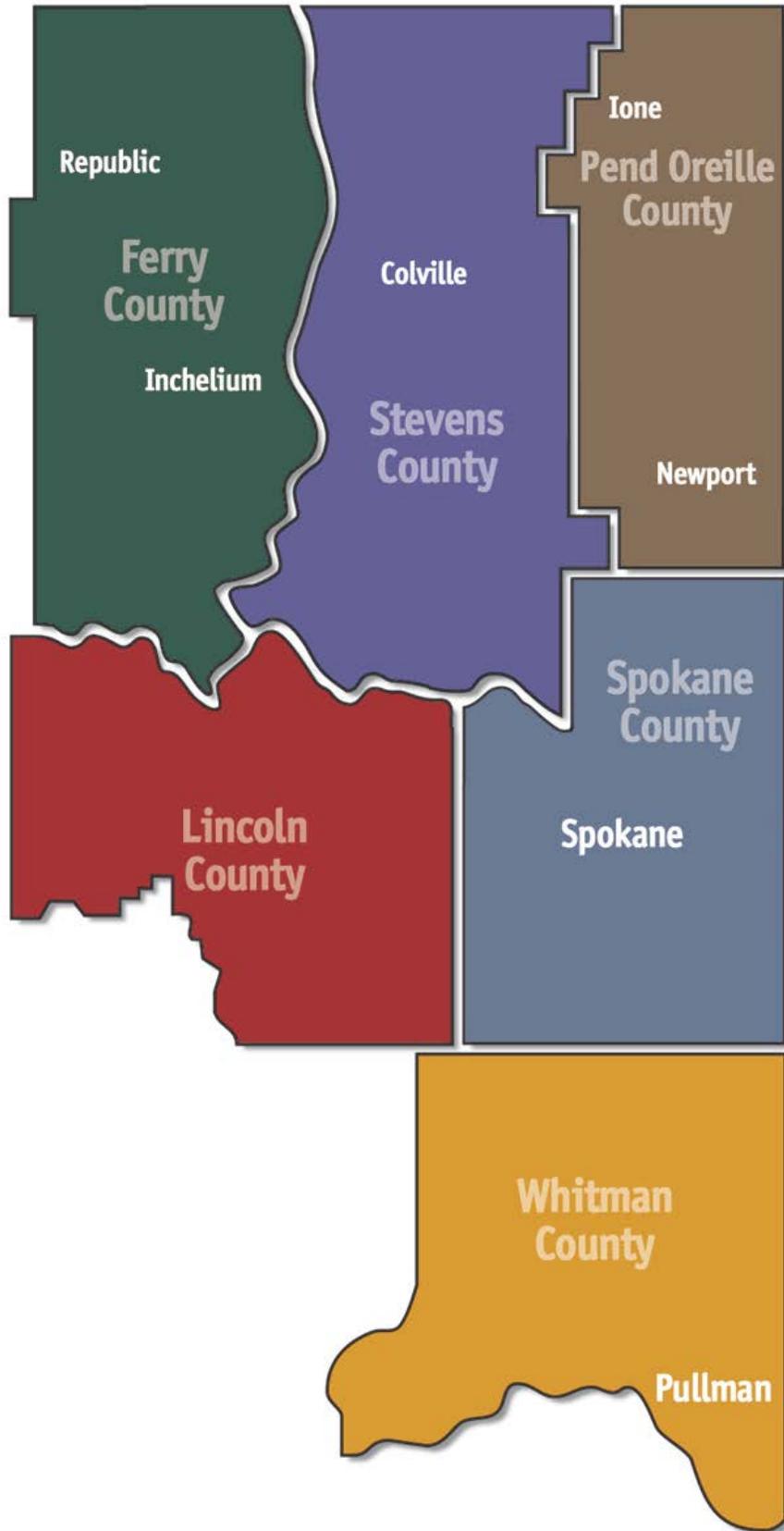
Community Colleges of Spokane

Chancellor's Welcome

Welcome and congratulations!

You have taken a life-changing step in selecting Community Colleges of Spokane – and one of our outstanding institutions: Spokane Community College, Spokane Falls Community College or our campus centers throughout our six-county region (in Colville, Inchelium, Newport, Pullman, Republic and Spokane).

This catalog reflects the values that we, CCS faculty, staff and administration strive to share with students each day. It is our mission to develop, unlock and celebrate each student's potential. You will find in our classes on campus or online our commitment to your success and to providing you high-quality learning experiences along with support services to help you reach your educational and career goals. The catalog is a resource for knowing who to contact when you need help, information and academic or student support.

Your decision to gain a degree or certificate from our colleges will prepare you for the new world of work, for a clear pathway to careers of your choice, for additional education in your field of interest and for the experience to learn and grow and the opportunity to contribute to your family, our community and our country. We also encourage you to get involved in the numerous clubs, activities, sports, service learning projects and student government.

As you know, the global pandemic COVID19 has brought about many changes to everyday life here in the Inland Northwest and all around the country. Changes have impacted schools, colleges, the work place and the community at large. Please know we are dedicated to keeping you safe and healthy and will implement social-distancing guidelines in campus-based classes recommended by national and regional health experts, and we have extensive and very high quality online learning and student services support.

We are very excited about your decision to be our student, and we are here to support your success!

Christine Johnson, PhD
Chancellor
Community Colleges of Spokane

Values

Excellence | Access | Achievement | Stewardship | Respect

Mission

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

Vision

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

Spokane Community College

1810 N Greene St
Spokane WA   99217-5399

scc.spokane.edu   Campus Safety, Building 1, **509-533-3333**

Spokane River

Mission Avenue

11/19
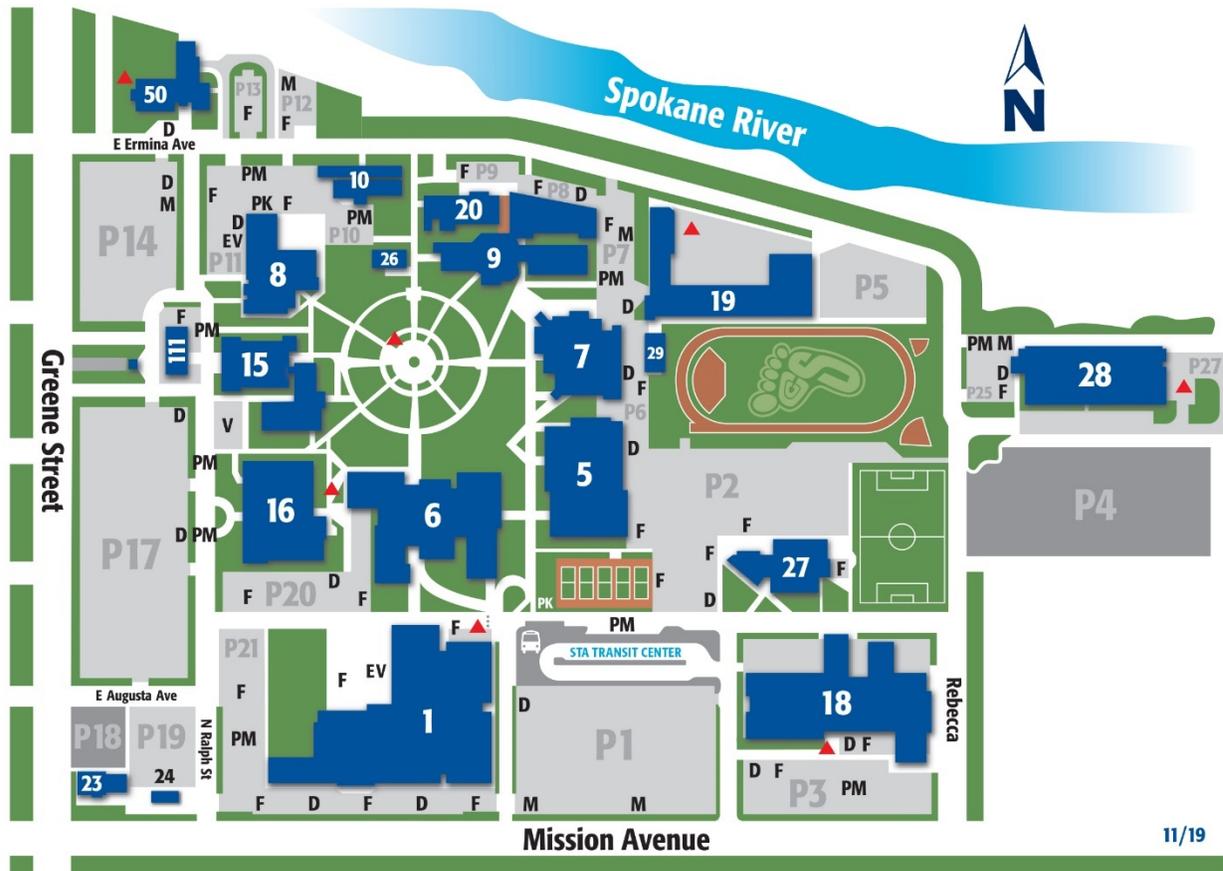
Building Legend

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

Off-campus

Apprenticeship and Journeyman Training Center
   2110 N Fancher Way

Central Receiving
   3939 N Freya St

Hangar, Felts Field
   5317 E Rutter Ave

Campus Parking

Student — available in most lots

Visitor — paid meter or permit

EV	Electric Vehicle
F	Faculty
M	Motorcycle
D	Disability
PM	Parking Meter
PK	Parking Kiosk cash day permit
V	Visitor
▲	Smoking Area

Marketing & Public Relations   April 2020

Spokane Community College

Mission

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

Core Themes

The college has identified four core themes to further define the mission which are used to evaluate mission fulfillment.

- **Workforce Development**
  SCC's professional technical certificate and degree programs are industry standard, preparing students for entry level positions in their discipline.
- **Academic Transfer**
  Students enrolled in Academic Transfer courses are well prepared and successful as they transfer their coursework and/or Associate degrees in pursuit of the next step in their education plan.
- **College Readiness**
  College Readiness programs meet the needs of students and prepare them for college-level courses while empowering them to succeed academically, personally, and professionally.
- **Student Success**
  Students are provided with the opportunity to succeed in a supported environment that enhances individual and professional growth through academic, personal, and professional development.

Vision

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

Core Values

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

Spokane Falls Community College

3410 W Fort George Wright Dr
Spokane WA   99224-5288

sfcc.spokane.edu   Campus Safety, Building 16, **509-533-3333**

Building Legend

2   Library
5   Humanities (Spartan Playhouse)
6   Fine Arts
7   Student Athletic Center
9   Lodge/SCC
10 Maintenance
11 Photography
13 Physical Education Annex/Stadium
15 Music/Performing Arts
16 Human Services/Campus Safety
17 Student Union Building (Student Services)
18 Math, Engineering and Technology
19 Technical Arts
23 Storage
24 sn-w'ey'-mn (Business and Social Science)
25 Baseball
26 Drama Storage

27 Magnuson/SCC/SFCC
28 Science
29 Early Learning Center
30 Falls Gateway
31 Future Softball

Campus Parking

Student – available in most lots
Visitor – paid meter or permit
EV   Electric Vehicle
F   Faculty
M   Motorcycle
D   Disability
PM   Parking Meter
PK   Parking Kiosk cash day permit
V   Visitor

▲   Smoking Area

Community Colleges of Spokane

Spokane Falls Community College

Mission

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

Core Themes

We fulfill our mission through five core themes.

Excellent Instruction/Learning
SFCC faculty, students, and administration commit to excellence in instruction and learning.

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

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

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

Responsiveness to Community Needs
SFCC meets the changing needs of our community stakeholders through collaboration and innovation.

Vision

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

Core Values

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

Rights and Rules

Disclaimer

Information in this catalog is intended to provide an overview of the colleges. Academic requirements and procedures necessary for admission and graduation are included.

During the period the general catalog is in circulation, there may be policy, procedure, calendar, and curriculum revisions and program changes, including changes in the quarters in which courses are offered or discontinuation of programs. Changes may apply not only to prospective students, but also to those who are currently enrolled. Students are encouraged to refer to the online catalog at www.ccs.spokane.edu for the most current information and should consult the appropriate academic unit counselor or advisor.

All announcements in the catalog are subject to change without notice and do not constitute an agreement between the college and the student.

Limitation of Liability

The total liability of Community Colleges of Spokane (CCS) for claims arising from a contractual relationship with the student in any way related to classes or programs shall be limited to the tuition and expenses paid by the student to CCS for those classes or programs. In no event shall CCS be liable for any special, indirect, incidental, or consequential damages, including but not limited to loss of earnings or profits.

For more information on CCS Policies and Procedures, go to ccs.spokane.edu/Policies-Procedures.

Accreditation

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

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

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

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

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

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

Completion of a certificate or degree program at SCC or SFCC does not guarantee job placement.

Community Colleges of Spokane (CCS) operates under the jurisdiction of the Washington State Board for Community and Technical Colleges and is a member of the American Association of Community Colleges and the Washington Association of Community and Technical Colleges.

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

Program Accreditations
Spokane Community College

Culinary Arts
American Culinary Federation (ACF)

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

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

Expanded Function Dental Auxiliary
Washington State Dental Quality Assurance Commission

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

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

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

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

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

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

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

Program Accreditations
Spokane Community College (Continued)

Radiology Technology
Commission on Accreditation of Allied Health Education Programs (CAAHEP) upon the recommendation of the Joint Review Committee on Education in Radiologic Technology (JRCERT)

Respiratory Care
Commission on Accreditation for Respiratory Care (CoARC)

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

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

Program Affiliations
Spokane Community College

Automotive Technology
National Automotive Technicians Education Foundation (NATEF)

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

Aviation Maintenance
Federal Aviation Administration (FAA)

Cosmetology
Washington State Department of Licensing Cosmetology Section

Landscape Management
National Association of Landscape Professionals (NALP)

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

Paralegal
American Bar Association (ABA)

Program Accreditations
Spokane Falls Community College

Addiction Studies
National Addiction Studies Accreditation Commission (NASAC)

Occupational Therapy Assistant
Accreditation Council for Occupational Therapy Education (ACOTE)

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

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

Acceptable Use of Information Technology Resources

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

Violation of this policy could result in loss of access to IT resources and students are subject to disciplinary action under the Student Code of Conduct. (CCS Board Policy 7.30.05)

Faith & Conscience Absence Policy

Community Colleges of Spokane will grant reasonable accommodation so that grades are not impacted for students who are absent for reasons of faith or conscience, or for an organized activity under the auspices of a religious denomination, church, or religious organization. Such absences must be requested in writing on the Class Absence Request form within two weeks of course start. There are no additional fees associated with this request.

Examples of religious accommodations may include: rescheduling of an exam or giving a make-up exam for the student in question; altering the time of a student's presentation; allowing extra-credit assignments to substitute for missed class work or arranging for an increased flexibility in assignment due dates; and releasing a graduate assistant from teaching or research responsibilities on a given day.

For more information, go to ccs.spokane.edu/Faith-Conscience-Absence-Policy.

Non-Discrimination Notice/ Equal Opportunity Institution/Title IX

Community Colleges of Spokane complies with all Washington State antidiscrimination laws (RCW-49.60) and the following federal laws relating to equal opportunity: Title VI and VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act (ADA).

Community Colleges of Spokane — comprised of SCC and SFCC — does not discriminate on the basis of race, color, national origin, sex, disability, sexual orientation, age, or any other unlawful basis in its programs, activities or employment. The following persons have been designated to handle inquiries regarding nondiscrimination policies and are also known as the Title IX Coordinators. Discrimination, sexual harassment, sexual misconduct, domestic or dating violence, stalking, and retaliation are in violation of and prohibited by the CCS Board Policy. Students who believe they have been harassed, discriminated, or retaliated against should contact the appropriate Title IX Coordinator.

For complaints against students at SCC:

Vice President of Student Services
Title IX Coordinator/ADA Coordinator
Spokane Community College
1810 N Greene Street
Spokane WA 99217-5399
509-533-7015

For complaints against students at SFCC:

Vice President of Student Affairs
Title IX Coordinator/ADA Coordinator
Spokane Falls Community College
3410 W Ft. George Wright Dr.
Spokane WA 99224-5288
509-533-3514

For complaints against employees, vendors, contractors and guests:

Chief Compliance Officer
Community Colleges of Spokane
2917 W Ft. George Wright Dr., MS 3027
Spokane WA 99224-5288
509-279-6012

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

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

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

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

Notice of Non-Discrimination in Vocational Education Programs

Community Colleges of Spokane offers career and technical education programs at Spokane Falls Community College in the following areas: addiction studies; audio engineering; business management; business technology; early childhood education; education paraeducator; graphic design; health fitness technician; hearing instrument specialist; information services computer systems; integrated community services; interior design; interpreter training; library and information services; occupational therapy assistant; orthotics and prosthetics; photography; physical therapist assistant.

Community Colleges of Spokane also offers career and technical education programs at Spokane Community College in the following areas: accounting assistant/accounting clerk; administrative assistant; administrative office management;

aerospace composite technician; agriculture business; apprenticeships (commercial/industrial/construction/electrician); arboriculture; architectural technology; automotive collision and refinishing technician; automotive maintenance and light repair; automotive technology; automotive Toyota T-TEN; aviation maintenance technology; baking: professional pastries and specialty cakes; biomedical equipment technician; business; business occupations; business software specialist; CAD design and drafting; clerical assistant; cosmetology; criminal justice; culinary arts; customer service representative; dental assisting; diagnostic medical sonography; diesel/heavy duty equipment; echocardiography; effective business writing; electrical maintenance and automation; electrical trainee; electronics engineering; emergency medical technician; entrepreneurship; esthetician; expanded function dental auxiliary; fire officer; fire science technology; front office professional; greenhouse/nursery; health information management; heating ventilation air-conditioning and refrigeration; hospitality, tourism and event management; hydraulic and pneumatic automation technician; industrial and manufacturing technology; invasive cardiovascular technology; landscape management; legal administrative assistant; legal office software specialist; legal receptionist; machinist-CNC technology; management; manicurist; marketing; medical assistant; medical office receptionist; medical office specialist; multi-occupational trades; natural resource management; network design and administration; nursing; nursing assistant certified; paralegal; pharmacy technician; professional truck driver training; project management/LEAN/Six Sigma; radiology technology; respiratory care; rural aerospace; sheet metal restoration and fabrication; small farm production; software development; surgical technology; utility construction pre-apprenticeship; vascular technology, water resources technology; welding and fabrication.

Community Colleges of Spokane does not discriminate on the basis of race, color, national origin, sex, disability, sexual orientation, age or any other unlawful basis in its programs, activities and employment. Students who believe they have been harassed or discriminated against should refer to the Notice of Non-Discrimination/Equal Opportunity Institution/Title IX section of the Catalog to learn the appropriate procedure to follow.

Community Colleges of Spokane will take steps to assure that the lack of English language skills will not be a barrier to admission and participation in career and technical education programs.

Prohibition Against Alcohol, Marijuana, and Unlawful Drugs

Being observably under the influence of any legend drug, narcotic drug or controlled substance or otherwise using, possessing, delivering, manufacturing, or seeking any such drug or substance, except in accordance with a lawful prescription for that student by a licensed health care professional or as otherwise expressly permitted by federal, state, or local law, is prohibited in all facilities, grounds, events or activities directly or indirectly under the control of CCS.

While state law permits the recreational use of marijuana, federal law prohibits such use on college premises or in connection with college activities. Being observably under the influence of marijuana or the psychoactive compounds found in marijuana, or otherwise using, possessing, selling or delivering any product containing marijuana or the psychoactive compounds found in marijuana and intended for human consumption, regardless of form, is prohibited.

Being under the influence of any alcoholic beverage or otherwise using, possessing, manufacturing, selling, distributing any alcoholic beverages, or public intoxication (except as expressly permitted by law and college rules) are prohibited.

Alcoholic beverages may not, in any circumstance, be used by, possessed by, sold, or distributed to any person under twenty-one years of age.

Community Colleges of Spokane will comply with the Federal Drug-Free Workplace Act of 1988, Drug-Free Schools and Communities Act of 1989, and U.S. Department of Transportation regulations implementing the Federal Omnibus Transportation Employee Testing Act of 1991. Employees or students engaging in prohibited activities shall be subject to disciplinary action, pursuant to applicable rules, regulations and employment contracts, which may result in suspension or termination. Student disciplinary proceedings shall be conducted in accordance with WAC 132 Q-10.

For more information, refer to WAC 132Q-10.

Public Records Requests

The district's public records shall be in the charge and control of the Public Records Officer designated by the district Chancellor. The person so designated is the CCS Public Records Officer, located in the Riverpoint One Building at 501 N Riverpoint Blvd, Spokane.

Per WAC 132Q-276, requests to examine public records must be made in writing through the CCS Public Records Officer. The public records request form (CCS 2136) is available online at ccs.spokane.edu/Public-Information-Requests. A detailed e-mail request may be accepted in lieu of the form. Once collected, records are normally available for inspection from 8 a.m. to noon and 1 p.m. to 5 p.m. Monday through Friday (with the exception of holidays and a modified summer schedule).

For more information, contact:

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

Sex Offender Admission Policy

Individuals convicted of sex or kidnapping offenses are required to self-disclose such status to the chief student services officer or designee prior to admission to SCC, SFCC, or off-campus centers as a condition of enrollment. Failure to comply may be grounds for denial of admission or expulsion from SCC, SFCC, or the off-campus centers. (CCS Administrative Procedure 2.30.05-M)

Students with Disabilities

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

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

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

More information can be found at each college's web site, or call:

- SCC, 509-533-7169
- SCC Northern Counties, 509-685-2122
- SFCC, 509-533-4166
- SFCC Pullman Campus, 509-332-2706

Student Rights and Responsibilities

Student Code of Conduct

Students are responsible for their conduct and CCS expects all students to conduct themselves in a manner consistent with its high standards of scholarship and conduct. CCS has adopted a student conduct code and rules for enforcement. This code also outlines students' rights and responsibilities. Students are expected to comply with the standards of conduct both on and off campus and acknowledge the college's authority to take disciplinary action. All students should familiarize themselves with the code, which can be found online at app.leg.wa.gov/wac/default.aspx?cite=132q-10.

Students with questions regarding the code should contact the SCC Vice President of Student Services or SFCC Dean of Student Support Services/Student Conduct Officer.

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

Per WAC 132Q-10-228, Community Colleges of Spokane prohibits being observably under the influence of any legend drug, narcotic drug or controlled substance or otherwise using, possessing, delivering, manufacturing, or seeking any such drug or substance, except in accordance with a lawful prescription for that student by a licensed health care professional or as otherwise expressly permitted by federal, state, or local law. Use of drugs and alcohol by any student on district-owned or used facilities, grounds, or motor vehicles, and at any college-sponsored activity on or off campus is prohibited.

Violations of the Student Code of Conduct shall be cause for disciplinary action. Disciplinary proceedings shall be conducted in accordance with WAC 132Q-10.

Student Right to Know

CCS Student Right to Know Information may be accessed on the web at: ccs.spokane.edu/Right-to-Know

The CCS Annual Security Report may be accessed on the web at: ccs.spokane.edu/CCS-Clery-Report

Information on this website covers:

- college wide retention, completion and/or graduation rates;
- student diversity statistics;
- athletic program participation rates and financial support data;
- Drug Free Workplace and Drug Free Schools and Communities policies and procedures;
- health risks associated with the abuse of alcohol or use of illicit drugs and drug and alcohol abuse prevention resources;
- use of copyrighted materials and penalties for copyright infringement;
- acceptable use of information technology;
- confidentiality and access of student records under the Family Education Rights and Privacy Act (FERPA);
- student tuition, fees, expenses, cost of attendance (net price calculator) and financial assistance available to students;
- withdrawal procedures, refunds and return of financial aid;
- academic program, accreditation and licensure information;
- transfer credit policies;
- services available to students with disabilities;
- student conduct;
- student rights and responsibilities;
- student complaint processes; and
- district security policies and crime statistics.

The Annual Security Report contains CCS policies and procedures regarding:

- the reporting of criminal activity and other emergencies;
- facility safety and access;
- campus, state and local law enforcement agencies;
- sex offender notifications;
- timely warning notifications;
- emergency response and evacuation;
- prohibitions regarding the sale, possession and use of alcohol and illegal drugs;
- student conduct;
- the handling of sexual misconduct offenses;
- programs for safety and crime prevention;
- drug and alcohol abuse prevention resources;
- sexual assault and relationship violence prevention and resources;
- procedures to follow if a sexual assault occurs;

- definitions of consent, dating violence, domestic violence, sexual assault/sexually violent conduct and stalking; and
- campus crime statistics for the most recent three calendar years.

Paper copies of the crime statistics and printed copies of the right to know web page content are available in the Admissions/Registration offices of Spokane Community College and Spokane Falls Community College. Athletics reports also are available in the Athletics department at SCC, Bldg. 5, Room 109 and SFCC, Bldg. 7, Room 212N. The report on safety and crime statistics is available by contacting the SCC or SFCC Offices of Campus Safety.

SCC Office of Campus Safety
1810 N Greene Street, MS 2010
Building 50, Room 118
Spokane, WA 99217
(509) 533-8624

SFCC Office of Campus Safety
3410 W Fort George Wright Dr, MS 3160
Building 16, Room 145
Spokane, WA 99224
(509) 533-3555

Community Colleges of Spokane does not discriminate on the basis of race, color, national origin, sex, disability, sexual orientation or age in its programs, activities or employment.

For VP service call:

SCC, 509-321-4406

SFCC, 509-533-3838 voice or 509-315-2310 video phone

Complaint Procedures

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

Students who believe they have been harassed or discriminated against should refer to the Equal Opportunity/Nondiscrimination/Title IX section of the Catalog to learn the appropriate procedure to follow.

In addition, the Higher Education Act (HEA) prohibits an institution of higher education from engaging in a "substantial misrepresentation of the nature of its educational program, its financial charges, or the employability of its graduates." 20 U.S.C. §1094(c)(3)(A). Further, each state must have "a process to review and appropriately act on complaints concerning the institution including enforcing applicable state laws." 34 C.F.R. § 600.9. The Washington State Board for Community and Technical Colleges (SBCTC) maintains a process to investigate complaints of this nature brought by community and technical college students in the state of Washington.

For information, contact:

SBCTC Student Services
P.O. Box 42495
Olympia, WA 98504-2495
nangel@sbctc.edu
360-704-4315 or visit sbctc.edu

Student Records: FERPA – Notification of Student Rights

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

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

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

3. **The right to have some control over the disclosure of information from student's education** contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. The college may disclose directory information (see Directory Information).

4. **The right to file a complaint with the U.S. Department of Education** concerning alleged failures by CCS to comply with the requirements of FERPA.

   Family Policy Compliance Office
   U.S. Department of Education
   400 Maryland Avenue SW
   Washington DC 20202-4605

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

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

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

Federal and state officials requiring access to educational records in connection with the audit and evaluation of a federally or state supported educational program or in connection with the enforcement of the federal or state legal requirements.

Any person or entity designated by judicial order, or lawfully issued subpoena, upon condition that the college makes a reasonable effort to notify the student of such orders or subpoenas in advance of the compliance therewith (unless the order or subpoena specifically orders the student not be notified). The Patriot Act legislation requires that students will not be notified of such orders or subpoenas.

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

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

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

Directory Information (WAC 132Q-02-340)

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

College Records Release and Disclosure Restrictions

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

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

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

4. In addition, the U.S. Department of Defense has authorized branches of the U.S. military to access directory information from U.S. colleges for recruitment purposes. Directory Information under this provision, called the "Solomon Act," includes name, address, telephone listing, date and place of birth, level of education, academic major, degrees received and the educational institution the student most recently was enrolled. Students who object to the release of the above information to military recruiters may request that this information not be released by written notification to the appropriate CCS Registrar's Office.

Requests and Appeal Procedures (WAC 132Q-02-370)

To obtain information on the process to contest the contents of your education records, ask for a copy of Student Rights and Responsibilities at the admissions or registration offices at SCC, SFCC, or the off-campus centers, or go to apps.leg.wa.gov/WAC/default.aspx?cite=132Q-02-370.

Student Records Hearing Process

Upon examination of records, a student who believes that his/her record is inaccurate or misleading can request a formal hearing. Requests for a hearing should be directed in writing to the Registrar's Office at each college. When a date, time and place for the hearing have been established, a student may present evidence at the hearing and be represented by an attorney, at the student's expense. The hearing panel will include the vice president of student services or designee and the student's advisor/instructor. The hearing process does not replace other processes for student grievances. For example, a grade appeal will be addressed through the Student Grade Appeal procedure in this catalog.

The decision of the hearing panel will be based solely on the evidence presented at the hearing. A written summary of the hearing will be prepared and distributed to all parties. The summary will include the reasons behind any decisions made by the hearing panel. The student's records may be amended in accordance with the ruling of the hearing panel.

A student may add comments to his/her record if he or she is not satisfied with the ruling of the hearing panel. Such comments will be released whenever the records in question are disclosed. For example, an explanatory letter from the student may accompany a transcript.

Students who believe the hearing panel results are in error may contact:

United States Department of Education
Room 4074 Switzer Building
Washington DC 20202

Access to Student Records

Transcripts

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

A permanent official transcript will be sent to the student, a college, university or other agency upon the student's written request only. Requests for transcripts should be made online through the National Student Clearinghouse. Students must provide the following information: Student name, ID number, student signature, date of request and the name and mailing address of the institution or agency to receive the official transcript. Access to grades may be withheld if any financial or other obligations are not fulfilled such as outstanding tuition and fees or fines, or unreturned college property. For instructions on ordering official transcripts go to the CCS web site.

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

- SCC: scc.spokane.edu/transcripts
- SFCC: sfcc.spokane.edu/transcripts

Students requesting an official transcript to be sent internally within SCC, SFCC and the off-campus centers, will not be charged the transcript fee.

Official, sealed or electronic transcripts are required by other institutions when a student transfers. Official transcripts will not be released if the student has any outstanding financial balances, library fines or equipment holds.

Transcripts from Other Schools

SCC and SFCC do not issue or certify copies of transcripts from other institutions. Transcripts reflecting a student's previous college education that have been submitted to the college as a requirement for admission become part of the official file and cannot be returned to the student. Any student desiring transfer of credits earned elsewhere must order official transcripts from the institution where the credits were taken.

Admission and Registration

Admission

Admission Requirements

General Admission for High School Graduates and Applicants 18 and Older

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

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

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

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

Special Admissions for Students Under Age 18

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

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

Admission Procedures

To apply for admission, the following should be on file in the Admissions Office of the college a student plans to attend:

- Online Application for Admission using the links below:
  - SCC: https://scc.spokane.edu/Apply-Now
  - SFCC: https://sfcc.spokane.edu/Apply-Now
- Official transcripts from other colleges are not required for admission, but may prove beneficial for purposes of general advising, verifying successful completion of intermediate-level algebra and English composition, and verifying courses that may fulfill placement requirements and prerequisites for other courses and/or programs at the college to which a student applies. Official transcripts can be submitted if the student wishes a review and evaluation for transferable credit toward degree completion and graduation purposes. Students are strongly encouraged to submit official transcripts from all colleges with their applications.
- Running Start students applying to SCC or SFCC are required to submit high school transcripts.

Assessment and Placement Testing

New and returning college students who have not tested within the last three years will participate in assessment designed to assist in the selection of classes for proper placement and college success. Career and technical programs may use test scores as criteria for admission.

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

Guidelines for Placement/Assessment

Math and/or English assessment is required for:

1. Students who have never tested.

2. Students who have test scores that are more than three years old.

3. Students who have math credits that are more than three years old.

For more information, call the SCC Placement Testing Center, 509-533-7074; the SFCC Testing Center, 509-533-3401; or the off-campus centers: Colville 509-279-6703, Newport 509-279-6954

Math and/or English assessment may not be required for:

1. Students who have taken the appropriate placement test within the last three years.

2. Students who have received a grade of 2.0 or better in college composition from other institutions. College transcripts must be on file to support this exception.

3. Students taking fewer than 10 credits, not enrolling in composition or mathematics classes and not pursuing a degree or certificate.

4. Students who are pursuing a Professional Technical Program not requiring a math class.

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

6. Students who qualify for placement through other alternative measures which may vary between colleges and are subject to change.

Placement Reciprocity Agreement Policy

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

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

2. A student who qualifies for entry into college-level math, English, or reading, either through course completion or local skills assessment, will be considered to have met the entry college-level standard at every community and technical college.

3. Students requesting reciprocity must initiate the process within one year of their initial placement assessment.

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

Physical Examinations

Physical examinations are required of students entering some college programs. Health appraisals generally are valid within a six-month period prior to acceptance and enrollment at the college and for the two years following.

GED® Testing

Proof of age is required. Students can take classes to help prepare them for the GED® test at several locations in Spokane, as well as rural sites.

Spokane Community College and SFCC provide additional services in vocational achievement, guidance and interest survey testing for those who want or need help, individual information or evaluation. For more information, refer to the Counseling and Special Services section of this catalog.

For more information regarding obtaining a General Educational Development (GED®) certificate, call 509-533-4600.

Guidelines for Placement of English Speakers of Other Languages (ESOL)*

1. Students currently enrolled in the SCC program English Speakers of Other Languages (ESOL) must satisfactorily complete a Level 6 English program before being permitted to enroll in courses at SCC or SFCC. Prospective students must earn the minimum score required by the current language placement test to qualify for admission.

2. Placement in courses will be based on appropriate placement test scores.

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

1. All students who call to schedule an assessment test will be advised of the placement tests for native and non-native speakers of English and will be scheduled accordingly.

2. When English is not their first language (as self-identified), they will be required to take the appropriate test before they are eligible for admissions. Placement in courses will be based on the appropriate test scores.

3. Students scoring below the minimum required score on the current language placement test may reapply to take the test upon completion of a Level 6 program and with the recommendation of their ESL instructor.

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

Dual Credit Programs

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

Advanced Placement (AP)

Advanced Placement (AP) classes are college-level courses taken in high school. Students scoring a 3 or higher (on a scale of 1–5) on the AP exam may be eligible for college credit.

Refer to the Academic Credit for Prior Learning section of this catalog for more information, or e-mail SCC, pla@ccs.spokane.edu or SFCC, pla.sfcc@sfcc.spokane.edu.

Cambridge International (CI)

Cambridge International (CI) classes give high school students an opportunity to pursue college-level studies while still in the high school. Individual tests can be taken for courses completed. Students with a passing score or above on approved A-level examinations may be eligible for college credit.

Refer to the Academic Credit for Prior Learning section of this catalog for more information, or e-mail SCC, pla@ccs.spokane.edu or SFCC, pla.sfcc@sfcc.spokane.edu.

College Level Examination Program (CLEP)

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

Refer to the Academic Credit for Prior Learning section of this catalog for more information, or e-mail SCC, pla@ccs.spokane.edu or SFCC, pla.sfcc@sfcc.spokane.edu.

College in the High School

College in the High School permits students to earn college credits for certain classes that are taught at the high school. Students receive both high school and college credit for these classes. This program is only offered in high schools that have signed agreements for such programs and have approved teachers.

For more information, call SCC, 509-533-8062 or SFCC, 509-533-3524.

CTE Dual Credit

CTE Dual Credit allows high school students to earn college credit toward career and technical degrees.

Through special agreements between the high school and college, students that complete select classes may earn college credit. Contact your high school teacher for details.

Students must request credit within seven* years of taking the high school class. (*Note – some programs require students to enroll in the college program directly after high school so that skills learned are current with industry standards.)

For more information, call SCC, 509-533-8062 or SFCC, 509-533-3524.

Gateway to College

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

For more information call 509-533-3474; or visit sfcc.spokane.edu/Gateway.

International Baccalaureate (IB)

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

Refer to the Academic Credit for Prior Learning section of this catalog for more information, or e-mail SCC, pla@ccs.spokane.edu or SFCC, pla.sfcc@sfcc.spokane.edu.

Running Start

Running Start is a program where high school students earn academic credit for high school and college at the same time. This program allows high school students to enroll in college classes to earn credits awarded by both the high school and college. Running Start classes are limited to "college-level classes" (100 level or above).

This program is available to public high school juniors and seniors residing in the State of Washington. Private and home schooled students must register in the public school district where they live in order to participate in Running Start.

Running Start students purchase their own books and supplies and pay mandatory fees and non-course related fees. Mandatory fees are waived for students who can document that they are or have been eligible for free or reduced lunch anytime in the last five years. For current tuition and fees, go to ccs.spokane.edu/TuitionFees.

Students are eligible if…

- They are registered in a Washington public school district
- They are in 11th or 12th grade at the beginning of the school year (September)

For more information, call:

SCC 509-533-8062
   Colville Center 509-685-2120
   Inchelium Center... 509-722-3702
   Ione Center.. 509-442-4290
   Newport Center 509-447-3835
   Republic Center... 509-775-3675
SFCC 509-533-3524
   Pullman Campus 509-332-2706

Registration

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

Address Changes

It is the student's responsibility to keep SCC, SFCC, and/or the off-campus centers advised of current address(es).

A student's correct home, e-mail and/or local address are important on all of his or her college records. Students will receive material through mail or e-mail.

Address changes may be completed in your ctcLink Student Homepage or by using the student update form.

Auditing a Course

Students are required to select the audit option at the time of registration. A student auditing a class is not required to take final tests and will not receive a grade or credit. Audit students are required to pay standard tuition and fees.

ctcLink Student Homepage

ctcLink Student Homepage is a personalized web page through which students can access information to manage their campus life, academics, and financial transactions. Through the Student Homepage students can view and update personal information, plan for and enroll in classes, accept and decline financial awards, make a payment, view financial account activity, to do list, academic holds, enrollment dates, advisor information,

grades, progress to program completion, and apply for graduation.

Concurrent Enrollment

Students may concurrently register for classes at SCC, SFCC and the off-campus centers. This allows the student flexibility in developing a class schedule. Students receiving financial aid have certain limitations and should consult the Financial Aid Office. Veterans should contact their Veterans Services Coordinator.

Tuition and fees for concurrently enrolled students must be calculated by the district accounting office after final enrollment. Contact your local cashier's office to verify tuition.

Continuous Enrollment

Some classes are available on an open-entry and exit basis. For information, contact the Counseling Center, Admissions, or Registration Office.

Independent Study

Independent study is offered in each academic discipline and designated by the course numbers 291, 292 or 293. A student may register for not more than three independent study courses per quarter, varying from 1 to 5 credits each, not to exceed a total of 10 credits of independent study during the student's tenure at Community Colleges of Spokane. Requirements and limitations concerning courses are available from the instructional departments.

Name Changes

It is the student's responsibility to keep SCC, SFCC, and/or the off-campus centers advised of changes to their legal name. Students who change their names during the year are required to bring valid photo ID and matching social security card to the Registration Office. Students may add a preferred name in ctcLink Student Homepage.

Picture Identification

Picture ID is required to pick up student records including class schedules, transcripts, and work-study checks. Library and bookstore transactions and/or use of the college computer/math labs also require picture ID. The first student picture ID card is free, but there is a fee for replacement cards.

At SCC, student photo ID cards are available to all new students once enrollment is complete. They are available in building 15. Picture ID and verification of class enrollment is required. For more information, call 509-533-8020.

At SFCC, photo ID cards are available to all new students once enrollment is complete and may be obtained in the Library, Building 2, Lower-level Room 1. For hours of operation, call 509-533-3216.

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

Repeating a Course

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

If a student repeats a course all grades will appear on the transcript, but only the highest grade earned is used for computing the grade point average.

Veterans should note that the Veterans Administration will not pay for repeating a course in which the student has already received a passing grade.

Repeating a course may affect financial aid funding.

Schedule Changes

Refer to college Important Dates and Deadlines (catalog.spokane.edu/ImportantDates.aspx) to confirm deadlines for all registration transactions.

It is the sole responsibility of the student to make his or her schedule changes. Adding or dropping classes or changing sections are steps a student should take only after consultation with a faculty advisor or counselor or, if applicable, Financial Aid Office.

During the first 10 days of a quarter, a student may drop/withdraw from a course and no record of the course will appear on the student's transcript. After the 10th day, dropped course(s) will appear on the transcript with a "W" (withdrawal) notation. Short session classes are prorated accordingly. Summer quarter is prorated to the length of the quarter.

Adding classes at SCC: To add a class after the second day of the quarter requires instructor permission. To add a class after the first five days of the quarter requires both instructor and the vice president of instruction permission. Use the online Late Enrollment Request form to request permission.

Adding classes at SFCC: To add a class after the second day of the quarter requires instructor permission. To add a class after the first five days of the quarter requires both instructor and appropriate department dean approval. Use the online Late Enrollment Request form to request permission.

Financial Aid: Students on financial aid must first check with the Financial Aid Office if planning to add a class after the first ten days of the quarter. Otherwise, you will be held responsible for the tuition and fees added for those classes.

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

Social Security Numbers

Community Colleges of Spokane is required to collect the Social Security Number (SSN) or tax identification number from every student who attends SCC, SFCC or the off-campus centers. CCS will only release a student's SSN in accordance with state or federal law and will protect the SSN from unauthorized use and/or disclosure. A student's failure to provide the SSN may result in administrative holds, and the student may be subject to an IRS penalty unless refusal to provide the SSN is due to reasonable cause and not due to willful neglect. In order to protect the SSN from unauthorized use and/or disclosure, a unique student identification number (SID) is assigned to each student for internal reporting purposes and registration.

Verification of Enrollment

Enrollment verification is provided to loan guaranty associations through the National Student Clearinghouse based on the information uploaded from the colleges. For enrollment verification of other outside agencies (e.g., Veterans Administration, insurance company, etc.), students must submit their signed verification request to the Registration Office. A no-fee, self-service enrollment verification is available for students through the National Student Clearinghouse Student Self-Service program at www.studentclearinghouse.org. This service provides a printed proof-of-enrollment certificate and offers other enrollment verification activities for free.

Withdrawal from College

Students are responsible for withdrawing from college whether they attend class or not. Students may drop any or all of their classes online in ctcLink. Each quarter, a specific date designates the last day to drop or completely withdraw from classes. After that date, students may not drop or withdraw without special permission. Refer to college Important Dates and Deadlines for the last date to drop classes (catalog.spokane.edu/ImportantDates.aspx). Students who find it necessary to completely withdraw from college should first consult with a faculty advisor or counselor. It is suggested students notify Financial Aid of withdrawal if receiving funding for the quarter.

Failure to follow the required procedures for withdrawal may result in failing grades being submitted; possible repayment of tuition and/or financial aid, veteran benefits, and forfeiture of all claims for refund of tuition and fees.

Refund and withdrawal dates for classes that do not follow the regular academic calendar are based on a proportionate relationship to the length of a standard quarter.

Academic Credit for Prior Learning

Prior Learning Assessment

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

Prior learning assessment enables you to articulate this knowledge and potentially earn credit for it. Methods for evaluating prior learning include Advanced Placement examination (AP); Armed Forces-Military Education and Experience evaluation (ACE); Articulation; Cambridge International examination (CI); Challenge examinations; College Level Examination Program (CLEP); DANTES Subject Standardized Test (DSST); Industry Training, Certifications and Licensures evaluation; International Baccalaureate examination (IB); and portfolio evaluation.

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

For more information, contact SCC, pla@ccs.spokane.edu or SFCC, pla.sfcc@sfcc.spokane.edu.

Prior Learning Credit Awards

- Are subject to departmental approval.
- May be used to meet appropriate graduation requirements.
- Do not count toward the residence credit requirement.
- Will not satisfy credit load requirements for the purposes of veterans benefit program funding or any other student financial assistance program.
- May be granted for prior learning/experiential learning following completion of a portfolio class and/or evaluation of the prior learning/experiential learning.
- Must be obtained using methods approved by the appropriate department chair or designated department faculty member in the discipline for which credit is sought.
- Must not exceed 25% of the credits needed for a degree and may be further limited by specific degree requirements if the credit is for prior experiential learning.

Process and Fees

Official score reports should be submitted to the Transcript Office of SCC, SFCC, or the off-campus centers. Credit awards will not be granted if the student is currently enrolled in or has successfully completed or earned credit for the course.

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

Advanced Placement (AP)

Spokane Community College and Spokane Falls Community College will award unrestricted elective credit for an Advanced Placement (AP) score of **3 or higher**. Credit will be awarded on the basis of official AP results, not transcript notation.

AP Test	AP Score	*(credits listed are the minimum awarded per score)* SCC/SFCC Course	Credits
Art: Art History	3,4,5	ART& 100	5
Art: Studio Art – Drawing	3	Elective	5
	4,5	Humanities distribution	5
Art: 2D Design	3,4,5	Humanities distribution	5
Art: 3D Design	3,4,5	Humanities distribution	5
Biology	3,4,5	BIOL& 160	5
Calculus AB	3,4,5	MATH& 151	5
Calculus BC	3,4,5	MATH& 151, 152	5
Chemistry	3,4	CHEM& 121, 161	5
	5	CHEM& 121, 161, 162	10
Chinese Language & Culture	3	CHIN& 121	5
	4	CHIN& 121, 122	5
	5	CHIN& 121, 122, 123	10
Computer Science A	3	Elective	5
	4,5	CS& 141	5
Computer Science AB	3,4,5	Elective	5
Economics: Micro	3,4,5	ECON& 201	5
Economics: Macro	3,4,5	ECON& 202	5
English Lang & Comp	3	Elective	5
	4,5	ENGL& 101	5
English Lit & Comp	3,4,5	Humanities distribution	5
Environmental Science	3	Elective	5
	4,5	ENVS& 101	5
European History	3,4,5	HIST& 116, 117, 118	5
French Language & Culture	3	FRCH& 121	5
	4	FRCH& 121, 122	5
	5	FRCH& 121, 122, 123	10
French Literature	3	FRCH& 121	5
	4	FRCH& 121, 122	5
	5	FRCH& 121, 122, 123	10
German Language & Culture	3,4	Humanities elective	5
	5	Humanities elective	10
US Government & Politics	3	Elective	5
	4,5	POLS& 202	5
Comparative Government & Politics	3	Elective	5
	4,5	POLS& 101	5
Human Geography	3,4,5	Elective	5
Italian Language & Culture	3,4	Humanities elective	5
	5	Humanities elective	10
Japanese Language	3	JAPN& 121	5
	4	JAPN& 121, 122	5
	5	JAPN& 121, 122, 123	10
Latin Literature	3,4,5	Humanities distribution	5
Latin: Virgil	3	Elective, Humanities elective	5
	4	Humanities distribution, Humanities elective	5
	5	Humanities distribution, Humanities elective	10
Latin Literature & Culture	3,4,5	Humanities distribution	5
Music Theory	3	Elective	5
	4,5	MUSC& 141	5
Music Listening / Literature	3,4,5	MUSC& 105	5

AP Test	AP Score	(credits listed are the minimum awarded per score) SCC/SFCC	
		Course	Credits
Physics 1	3,4,5	Science distribution	5
Physics 2	3,4,5	Science distribution	5
Physics B	3,4,5	Science distribution	5
Physics C (Mechanics)	3,4,5	Science distribution	5
Physics C (Elect & Mag)	3,4,5	Science distribution	5
Psychology	3	Elective	5
	4,5	PSYC& 100	5
Spanish Language & Culture	3	SPAN& 121	5
	4	SPAN& 121, 122	5
	5	SPAN& 121, 122, 123	10
Spanish Literature & Culture	3	SPAN& 121	5
	4	SPAN& 121, 122	5
	5	SPAN& 121, 122, 123	10
Statistics	3,4,5	MATH& 146	5
US History	3,4	HIST& 136, 137	5
	5	HIST& 136, 137	10
World History	3,4,5	Elective	5

Armed Forces–Military Education and Experience

The Armed Forces of the United States provide military personnel with a great variety of educational opportunities through formal service school training programs and off-duty educational activities. Upon departmental approval, credit may be granted for satisfactory completion of the following when it is specific and applicable to the student's program or degree:

- Military service including basic training.

- Military service schools in the amount recommended by the American Council of Education (ACE) in the publication, "Guide to the Evaluation of Educational Experiences in the Armed Forces."

- United States Armed Forces Institute correspondence courses.

- DANTES Subject Standardized Tests (DSSTs) using the minimum score and credit amount based on ACE credit recommendations.

- Portfolio assessment.

Cambridge International (CI)

Spokane Community College and Spokane Falls Community College will grant a minimum elective credit for each Cambridge International Examination for A-level exam with a passing grade or above for approved examinations. Credit will be awarded on the basis of official Cambridge International examination results, not transcript notation. Duplicate credit for the same subject taken on different exams will not be granted. No grades are posted for A-level exams.

Challenge Examinations

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

College Level Examination Program (CLEP)

Spokane Community College and Spokane Falls Community College will award credit for the following CLEP examinations with a minimum score of **50 or above** as crosswalked below. Credit will be awarded on the basis of official CLEP results, not transcript notation.

CLEP Examination	CLEP Score	SCC/SFCC Course	Credits
Business			
Financial Accounting	50	ACCT& 201	5
Info Systems & Computer Applications	50	CIS 110 OR CS 101	5
Introductory Business Law	50	BUS& 201	5
Principles of Marketing	50	MMGT 211	5
Composition & Literature			
English Composition	50	APLED 121	4
History & Social Sciences			
American Government	50	POLS 202	5
American History I	50	HIST& 136	5
American History II	50	HIST& 137	5
Human Growth and Development	50	PSYC& 200	5
Introductory Psychology	50	PSYC& 100	5
Intro to Macroeconomics	50	ECON& 202	5
Intro to Microeconomics	50	ECON& 201	5
Introductory Sociology	50	SOC& 101	5
Western Civilization I	50	HIST& 116	5
Western Civilization II	50	HIST& 118	5
Mathematics			
Calculus	50	MATH& 151	5
College Algebra	50	MATH 108	3
		or APLED 112	5
Pre-calculus	50	MATH& 141	5
World Languages			
French – Level 1	50	FRCH& 122	5
French – Level 2	59	FRCH& 122, 123	10
Spanish – Level 1	50	SPAN& 122	5
Spanish – Level 2	63	SPAN& 122, 123	10

Industry Certifications and Licensures

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

International Baccalaureate (IB)

Spokane Community College and Spokane Falls Community College will grant a minimum unrestricted elective credit for an International Baccalaureate (IB) Standard Level (SL) or Higher Level (HL) exam score of **4 or higher**. Credit will be awarded on the basis of official IB results, not transcript notation.

Students interested in transferring to a four-year university should check the requirements of their target school to determine the best way to use their IB exam credits.

International Baccalaureate SL or HL Examination	IB Score	(credits listed are the minimum awarded per score) SCC/SFCC Course	Credits
African History	4	Elective	5
	5,6,7	Social science distribution	5
American History	4	Elective	5
	5,6,7	HIST& 136, 137	5
Language A Arabic A, Chinese A, French A, Japanese A, Russian A, Spanish A	4	Elective	5
	5,6,7	Humanities distribution	5
Language B Arabic A, Chinese A, French A, Japanese A, Russian A, Spanish A	4	Elective	5
	5,6	Humanities distribution: World Language	5
	7	Humanities distribution: World Language	10
Art/Design	4	Elective	5
	5,6,7	Humanities distribution	5
Biology	4	Elective	5
	5,6,7	BIOL& 160	5
Business & Management	4,5,6,7	Elective	5
Chemistry	4	Elective	5
	5	CHEM& 121, 161	5
	6,7	CHEM& 121, 161, 162	5
Computer Science	4,5,6,7	Elective	5
Design Technology	4,5,6,7	Elective	5
East/Southeast Asia & Oceania History	4	Elective	5
	5,6,7	Social science distribution	5
Economics	4	Elective	5
	5	ECON& 201	5
	6,7	ECON& 201 and 202	10
English A Literature	4	Elective	5
	5,6,7	ENGL& 111	5
English A Language & Literature	4	Elective	5
	5,6,7	ENGL& 101	5
European History	4	Elective	5
	5,6,7	HIST& 116, 117, 118	5
Geography	4,5,6,7	Elective	5
Global Politics	4,5,6,7	Elective	5
Information Technology in a Global Society	4,5,6,7	Elective	5
Mathematics	4	Elective	5
	5,6	MATH& 142	5
	7	MATH& 151	5
Further Mathematics	4	Elective	5
	5,6,7	MATH& 151	5
Music	4	Elective	5
	5,6,7	MUSC& 105	5
Philosophy	4	Elective	5
	5,6,7	PHIL& 101	5
Physics	4	Elective	5
	5,6,7	Elective	15
Psychology	4	Elective	5
	5,6,7	PSYC& 100	5
Social & Cultural Anthropology	4	Elective	5
	5,6,7	ANTH& 206	5
Sports, Exercise & Health Science	4,5,6,7	Elective	5
Theatre	4	Elective	5
	5,6,7	DRMA& 101	5
Visual Arts	4	Elective	5
	5,6,7	ART& 100	5

Portfolio Evaluation

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

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

In the portfolio class, faculty and staff members will help determine which courses are the best fit for the students' skills and will help develop student portfolios. The completed portfolio will be reviewed to determine what credit can be awarded. Once the number of credits attempted is determined, students must pay the appropriate assessment fee. Payment of fees is nonrefundable and does not guarantee award of credit.

Paying for College
Tuition and Fees

The State Board for Community and Technical Colleges sets tuition rates for Washington State community colleges. For current information regarding tuition, fees and waivers go to ccs.spokane.edu/TuitionFees, or contact the District Business Office at 509-434-5275 if you need a printed copy.

Residency Classifications

Resident Student

To be classified as a resident for tuition and fee purposes, a student must be either:

1. financially independent and have established a bona fide domicile in the state of Washington for other than primarily educational purposes for one year immediately prior to the first day of the academic quarter, or

2. financially dependent and have one or both parents domiciled in the State of Washington for a period of one year immediately prior to the first day of the academic quarter.

Nonresident Student

All other students are classified as nonresidents and will qualify for the nonresident with waiver tuition if a U.S. citizen or permanent resident alien.

Establishing Residency Status

Students are solely responsible for requesting information about documentation required to establish residency. To obtain information or to submit an application for a change of residency, contact the Admissions Office at Spokane Community College (SCC) or Spokane Falls Community College (SFCC). It is the student's responsibility to initiate the paperwork for change of residency request.

A student's domicile is the true, fixed and permanent home and place of habitation where he or she intends to remain, and to which he or she expects to return when leaving without intending to establish a new domicile elsewhere. A student claiming to be domiciled in the state of Washington must prove that fact to the satisfaction of the college. Among the factors evidencing a domicile in this state are:

- registration and payment of taxes and fees on a motor vehicle or other property where registration is required.

- a valid Washington driver's license.

- permanent full-time employment in the state.

- evidence of physical residence in the state.

- voter registration in Washington.

- evidence of banking in this state.

No one factor is conclusive and other factors may be considered.

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

This is not an exhaustive discussion of residency, it is provided to inform students of the basic rules. Staff is available to answer questions in the SCC or SFCC Admissions Office.

Eligible Undocumented – House Bill 1079

Effective July 1, 2003, Washington State has changed the definition of "resident student." The law makes certain students, who are not permanent residents or citizens of the U.S., eligible for resident student status and eligible to pay resident tuition rates when they attend public colleges and universities in this state. The law does not make these students eligible to receive need-based state or federal financial aid. However, in 2014 the state's financial aid law was amended so that undocumented students may be considered for need-based state aid (State Need Grant). To qualify for resident status, students must complete an affidavit/declaration/ certification if they are not permanent residents or citizens of the U.S. but have met the following conditions:

1. Completed the full senior year of high school and obtained a high school diploma at a Washington public or private high school or received the equivalent of a diploma.

2. Lived in Washington for at least three calendar years (36 months) immediately prior to receiving the diploma or its equivalent.

3. Continuously lived in the state of Washington after receiving the diploma or its equivalent and until such time as the student is admitted to an institution of higher education.

If you meet the above conditions and would like to pay resident tuition rates, contact the Admissions Office at the college to which you are applying to attend and request a copy of the HB 1079 Affidavit. To access this form online, go to: wsac.wa.gov/sites/default/files/Residency.Affidavit.pdf

For more information, visit our website at:

SCC: scc.spokane.edu/Residency-Status

SFCC: sfcc.spokane.edu/Residency-Status

Financial Obligation

Community Colleges of Spokane is authorized to place an "administrative hold" on the records of any student who fails to return property or promptly pay any financial obligation due the college.

Until a hold is officially cleared SCC, SFCC, or the off-campus centers:

- will not release the student's records or any information based upon the record.

- will not release transcripts.

- denies registration for a subsequent quarter, as well as graduation from the college.

Failure to make payment for class-related tuition or fee charges may result in disenrollment from classes.

Insurance

Registered CCS students qualify for a low-cost Injury Only plan through Washington State Community Colleges school insurance. To sign up online, go to 4studenthealth.relationinsurance.com.

For more information regarding health insurance, visit:

SCC: scc.spokane.edu/Health-Insurance

SFCC: sfcc.spokane.edu/Health-Insurance

Senior Citizen Waivers

Community Colleges of Spokane may grant tuition waivers for credit state-support college classes to resident senior citizens who are at least 60 years old. A minimal fee per course will be charged. Class fees and parking are additional. This waiver does not apply to noncredit classes. Registration must be made in person and will only be accepted on or after the third day of the quarter on a space-available basis. Course may be taken for AUDIT ONLY, not college credit. Senior citizens interested in this waiver are limited to two classes and will not be allowed to create a space by initially enrolling and paying regular tuition and course fees and then withdrawing in order to participate in the waiver program.

For information regarding tuition and fees, go to ccs.spokane.edu/TuitionFees, or call:

SCC 509-533-8400
SFCC..509-533-3510
Colville Center 509-279-6712

State-Support Credit and Noncredit Courses Refund Policy

Students who withdraw in accordance with regulations and deadlines may apply for refunds according to the following schedule:

- 100 percent refund for classes/programs canceled by the college.

- No refund after the 20th calendar day of the quarter.

Refer to the Important Dates calendar for current refund information. The posted dates prevail whether the student attends class or not.

Refunds for classes that do not follow the regular academic calendar are applied on a timetable (as established above) in a proportionate relationship to the standard length of a quarter. Refunds for lab and course fees will be in proportion to the regular tuition refund schedule.

Reduction in Credit Hours

A refund of tuition and fees may be made if a student's credit hour load is reduced.

Lab and course fees will be refunded at either 100 percent or 50 percent if the class is dropped during one of those designated refund periods; otherwise, no refund will be processed.

Process for Obtaining a Refund

1. To obtain a refund, the student must drop classes by the refund dates for that quarter as published on the Important Dates calendar on the college website.

2. The refund check will be mailed to the student or credited to the bankcard used within two weeks from the date the class was dropped. A processing fee will be deducted from the refund amount.

3. Debts owed to the college must be paid in full before the refund is issued.

4. Tuition and fees paid by an agency, such as scholarship, financial aid or private grant, are refunded to the appropriate account.

5. Students dismissed for disciplinary reasons are not eligible for a refund.

Exceptions to the Refund Policy

Exceptions to the refund policy will be considered only if, in the judgment of the institution, an extreme hardship exists, such as by illness, hospitalization or military transfer. A student must submit an appeal for an exception to the refund policy using the Withdrawal Exception Request form to the registrar at SCC or SFCC before a refund may be considered.

All course offerings are subject to change. The college cannot guarantee class offerings, designated times or specific instructors, because funding levels and student interest may affect whether or not an offering is available.

Financial Aid

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

Applicants seeking further information and deadline dates should contact the Financial Aid Office at one of the colleges or visit the college financial aid web site:

SCC: scc.spokane.edu/Learn-About-Financial-Aid

SFCC: sfcc.spokane.edu/Learn-About-Financial-Aid

Many students who want to attend CCS need financial assistance to meet college costs. Grant assistance for eligible students is available through the Federal Pell Grant, Washington College Grant and State Institutional Grant programs. A number of tuition waiver programs exist for individuals meeting specific criteria. There are employment opportunities through federal, state and institutional work-study employment programs. Students may apply for Ford Federal Direct Loans (need or non-need based) and the Parent Loan (PLUS) through the Financial Aid Office.

Many sources of financial aid are available from public and private agencies, including the Veterans Administration, Department of Vocational Rehabilitation, Bureau of Indian Affairs/Tribal Education Offices, and Department of Labor and Industries. Contact these agencies directly for eligibility requirements.

Satisfactory Academic Progress

To be eligible for federal, state, and institutional financial aid, students must maintain Satisfactory Academic Progress. Satisfactory Academic Progress will be evaluated each year at the time of the initial financial aid award and each quarter the student is enrolled. Satisfactory Academic Progress will be evaluated for the most recent quarters attended at SCC, SFCC, or both. This policy applies to ALL periods of enrollment whether or not the student previously received financial aid. No provision will be granted for grade forgiveness. Transfer credits and credits attempted while enrolled in Running Start will be included.

There are three required elements of Satisfactory Academic Progress measurement:

1. Credits
2. Grade Point Average
3. Pace of Progression

Students must meet all three requirements to receive financial aid. Remedial credits (courses below the 100 level) are included in the cumulative credits attempted. Remedial credits may be funded with financial aid up to a maximum of 45 credits.

For complete financial aid regulations, contact the Financial Aid Office at:

SCC: 509-533-7017 or scc.spokane.edu/Academic-Policies

SFCC: 509-533-3550 or sfcc.spokane.edu/Academic-Policies

Off-campus centers: 509-279-6031

BankMobile Vibe

Community Colleges of Spokane has partnered with BankMobile, a financial services company, to bring an efficient method of refund disbursement to students. Financial aid will be disbursed to students via BankMobile.

Check out mybigfootcard.vibeaccount.com to learn more.

BFET Program

The BFET program may pay for tuition, books and fees for students who are receiving basic food assistance through the Department of Social and Health Services (DSHS). Services can be provided through SCC, SFCC or the off-campus centers.

For more information, call SCC, 509-533-7249; SFCC, 509-533-3042; off-campus centers, 509-279-6063.

Financial Wellness

All students should have the best information possible in order to empower them to make smart decisions about paying for school and managing their money. Our students have access to iGrad, a financial literacy platform featuring interactive tools, courses, and more.

For more information, visit:

SCC: scc.spokane.edu/Financial-Wellness

SFCC: sfcc.spokane.edu/Financial-Wellness

Foundation Scholarships

Scholarships offer financial support for education and do not need to be paid back. The CCS Foundation awards hundreds of scholarships each year. These scholarships range from a few hundred dollars to cover the cost of books or testing fees to a full year's tuition coverage.

The Scholarship Index lists all Foundation scholarships, department scholarships and many outside scholarship opportunities. Some scholarships operate on unique timelines and have applications outside of the CCS AwardSpring system. Check the Scholarship Index regularly for new opportunities.

The first step to apply for a scholarship is to fill out the General Scholarship Application. The application period usually runs between October and February. Other scholarships open throughout the year, but students are only eligible to apply for these if they have first completed the General Scholarship Application. The AwardSpring system may recommend other scholarships for students to apply to.

For more scholarship information, call 509-434-5123, e-mail foundation@ccs.spokane.edu, or visit our website at ccsfoundation.org/Apply-for-Scholarships.

Opportunity Grant Program

The Opportunity Grant program helps low-income students in specific professional technical programs complete a certificate or degree in a high-wage, high-demand career.

For more information, call SCC, 509-533-7249; SFCC, 509-533-3042; off-campus centers, 509-279-6063.

Work-Study Employment

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

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

Worker Retraining Program

The Worker Retraining Program is designed to help eligible unemployed workers receive funding, if it is available, for retraining through SCC, SFCC or the off-campus centers. This program is a Washington State cooperative initiative between CCS and the Washington State Employment Security Department. Eligible unemployed workers include:

- dislocated workers
- laid-off workers receiving unemployment benefits
- workers who have exhausted their unemployment benefits
- formerly self-employed workers, and
- displaced homemakers

Services include employment and training assistance, career counseling, school-to-work and job transition, goal setting, customized training for job skills upgrade and job placement.

For more information, call SCC, 509-533-7249; SFCC, 509-533-3042; off-campus centers, 509-533-4600; WorkSource Spokane, 509-532-3172.

WorkFirst Financial Aid Program

The WorkFirst Financial Aid Program may pay for tuition, books and fees for students who are currently on Temporary Aid for Needy Families (TANF) through the Department of Social and Health Services (DSHS). Services can be provided through SCC, SFCC or the off-campus centers. WorkFirst work-study also may be available.

For more information, call SCC, 509-533-7249; SFCC, 509-533-3042; off-campus centers, 509-533-4600.

Veterans Services

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

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

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

Spokane Falls Community College
Fairchild Airforce Base
6 W. Castle St., Ste. 122
Fairchild AFB, WA 99011
509-533-8937

Community Colleges of Spokane complies with the Veterans Access, Choice and Accountability Act of 2014 by providing in-state tuition for eligible veterans and their dependents. A veteran tuition waiver of 20% may be available to students who qualify for financial aid and have at least $500 of unmet need. A Washington State tuition and fee waiver may be available for eligible spouses and dependents of military personnel who were killed or permanently disabled while engaged in active military service.

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

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

Selected programs of study at SCC and SFCC are approved by the Workforce Training and Education Coordinating Board's State Approving Agency (WTECB/SAA) for enrollment of those eligible to receive benefits under Title 38 and Title 10, USC.

Community Colleges of Spokane (SCC and SFCC) does not and will not provide any commission, bonus, or other incentive payment based directly or indirectly on success in securing enrollment or financial aid to any persons or entities engaged in any student recruiting or admissions activities or in making decisions regarding the award of student financial assistance.

Pending Payment Compliance

In accordance with Title 38 US Code 3679 subsection (e), this school adopts the following additional provisions for any students using U.S. Department of Veterans Affairs (VA) Post 9/11 G.I. Bill® (Ch. 33) or Vocational Rehabilitation and Employment (Ch. 31) benefits, while payment to the institution is pending from the VA.

This school will not:

- prevent the student's enrollment;
- assess a late penalty fee to;
- require student secure alternative or additional funding;
- deny their access to any resources (access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution.

However, to qualify for this provision, such students may be required to:

- produce the Certificate of Eligibility by the published tuition deadline;
- provide written request to be certified;
- provide additional information needed to properly certify the enrollment as described in other institutional policies.

Priority Registration

Community Colleges of Spokane offers priority registration to veterans, active duty members and their spouses. Priority registration dates for currently enrolled student veterans are as follows:

Spokane Community College

Summer 2020	5/11/2020
Fall 2020	5/11/2020
Winter 2021	10/26/2020
Spring 2021	2/8/2021
Summer 2021	5/10/2021
Fall 2021	5/10/2021
Winter 2022	10/25/2021
Spring 2022	2/7/2022
Summer 2022	5/9/2022
Fall 2022	5/9/2022

Spokane Falls Community College

Summer 2020	5/11/2020
Fall 2020	5/11/2020
Winter 2021	10/26/2020
Spring 2021	2/8/2021
Summer 2021	5/10/2021
Fall 2021	5/10/2021
Winter 2022	10/25/2021
Spring 2022	2/7/2022
Summer 2022	5/9/2022
Fall 2022	5/9/2022

Resources and Services

Learning Resources

Business Math Center (SFCC)

The SFCC Business Math Center (BMC) is located in Building 24 (sn-w'ey'-mn), Room 101. Students utilize this self-paced open lab setting to learn basic mathematical operations to solve practical business applications. Skills learned will be immediately applicable to your personal life and professional career. Business math courses are conveniently arranged into 1, 2, 3 and 5 credit options. The lab environment allows students to work as quickly as they are able while still providing one-on-one instruction and encouragement as needed.

For more information, call 509-533-3703.

Business Technology Center (SCC)

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

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

For more information, call SCC, 509-533-7343.

Business Technology Computer Classroom (SFCC)

The SFCC Business Technology Computer Classroom is located in Building 18, Room 219. Self-paced classes offered include BT classes in computing essentials, keyboarding, and document processing, as well as CAPPS classes which include Microsoft Office Windows, Word, Excel, Access, PowerPoint, and Outlook. The BTC is a hub for working and getting help on BT and CAPPS classes.

Call 509-533-3841 for current days/hours.

College Literacy Center (SFCC)

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

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

Competency-Based Education Lab (SFCC)

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

For more information, call 509-533-3418.

Computer Applications Center (SFCC)

Computer applications (CAPPS) courses are offered in Building 18, Room 219. Each quarter, a broad selection of courses are offered in a computer center setting with instructor guidance. Students can choose a variable number of credits (1-8 credits) and work at their own pace, within a due-date structure, to determine the length of their course. The computer classroom is open a variety of morning and evening hours to accommodate schedules. Courses offered in this setting include Windows Operating System, Introduction to Office, Word, Excel, Access, PowerPoint and Publisher. Students can also enroll in teacher-led Outlook. Enrollment in CAPPS classes can occur at the beginning of the quarter or at any time up to the last three weeks of a quarter. Students may choose to take classes for credit, or noncredit, and should speak with an advisor or instructor to determine which class is right for them.

For more information, call 509-533-3841.

Microsoft Computer Applications Specialist Certification — SFCC is an Authorized Testing Center for the exams.

For more MCAS information, call 509-533-3486.

Entrepreneurship (SCC)

SCC's Start Up Academy and Launch Lab at the Avista Center offers multiple ways to get the entrepreneurial education needed to start or grow a business.

The entrepreneurship certificate program welcomes students from many backgrounds and areas of study. Students participate in a two-quarter business experience where they create a business from the ground up. Students are guided through the experience by college instructors, as well as by local business and community leaders.

The Start Up Academy also offers several nonacademic programs for individuals who would like to start or grow a business. These programs include the Entrepreneurship Citation, the Entrepreneurship Boot Camp, the Launch Lab and various entrepreneurial workshops.

The Start Up Academy is located in the Avista Center, Building 1, Room 131.

For more information, visit scc.spokane.edu/Entrepreneurship, or call 509-533-8902.

The Library at SCC

The SCC Library provides access to extensive information resources as well as a quiet place to study. In addition, the library's webpage provides access to a variety of databases, eBooks and other resources selected to support coursework, as well as laptops, GoPros®, internet hotspots. Students can get research assistance in person at the reference desk, by phone, via e-mail, and also by using a 24/7 online chat service. Library faculty teach classes and provide individualized instruction on campus as well as online. Over 60 computer workstations and a wireless network are available for student research and homework. Several study rooms are available for individual and group study. The SCC library is also home to the

Footprint Coffee Stand, allowing students to enjoy a beverage and/or snack while they research, study or enjoy a good book.

For more information, call Library Services, 509-533-7055.

The Library at SFCC

The SFCC Library is in the center of the campus and at the heart of the college's educational mission. The library houses the principal campus computer center and internet access and Microsoft Office software are available at more than 60 computer stations. Additionally, students can also access the Internet with their own computers via wireless network or through conveniently located ports. Laptops, GoPros®, and internet hotspots are also available to check out.

Media collections include educational, feature and foreign films.

Library faculty and staff provide expert assistance in person, via telephone, e-mail and 24/7 online chat service. Library faculty teach classes and provide individualized instruction on campus as well as online. The library also maintains a web site with resource guides and tutorials to assist students and the public with the research process.

For more information, call Library Services, 509-533-3800.

Mathematics Learning Center (SFCC)

Learning Center personnel provide assistance in the areas of math review and material covered in courses taught at SFCC.

The Mathematics Learning Center is located in Building 18, Room 213. For more information, call 509-533-3671.

Off-Campus Student Support Centers

The main Student Support Center is located in the west lobby of the SCC Colville Center. It provides supportive assistance to the Newport and Republic tutor centers and offers all students located off campus additional resources to reinforce classroom instruction. The Centers assist students in strengthening their study skills and provides a wide variety of academic services that promote academic excellence and success. The Tutor Centers utilize one-on-one peer tutoring, Big Blue Button chat/webcam tutoring and Cranium Café sessions or phone appointments. They also provide assistance with FAFSA, online New Student Orientation, registration, book orders and Canvas. All Centers have computers and assistive technologies for student use. Full services are offered fall, winter and spring quarters with limited services available summer quarter.

For more information, call 509-685-2122 or 509-279-6702.

Peer Services (SFCC)

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

Visit the Tutoring Center in the Falls Gateway Building 30, Room 115 or Math Peer Tutoring area in Building 18, Room 213F, or in the Science Tutoring area in Building 28, Room 121. For times and locations of specific tutors, visit the Peer Tutoring website at sfcc.spokane.edu/peertutoring.

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

For more information, call 509-533-3933.

Tutoring Services (SCC)

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

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

The Writing Center and tutoring for languages and social sciences is located in the Main Tutoring Center, Building 1, Room 106. Business Tutoring is located in Building 1, Room 248. The Math Learning Center is located in Building 27, Room 108 along with a Math Computer Lab in Building 27, Room 109. The Science Learning Center is located in Building 27, Room 212.

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

For more information on hours of operation and online tutoring, visit scc.spokane.edu/askatutor or call 509-533-7322.

Counseling and Special Services

Advising and Counseling

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

For more information, call the Counseling Centers:

SCC 509-533-7026
   Magnuson Building 509-279-6030
      Adult Education Center 509-533-4600
      Career Transitions 509-279-6065
   Newport Center 509-447-3835
   Northern Counties.. 509-279-6709
SFCC 509-533-3525
   Fairchild AFB Education Center..................... 509-533-8937
   Pullman Campus 509-332-2706

Campus Tours

Community Colleges of Spokane welcomes students individually or in groups to visit the campuses, tour its facilities, and connect with faculty and staff.

For information regarding tours, call SCC, 509-533-TOUR (509-533-8687) or SFCC, 509-533-3190.

Career Information

Career Services at SCC offers a number of resources for students and the community. Resources include career interest assessments along with labor market information to guide students in determining a career pathway. Employment guidance includes resume development, cover letter writing, job search strategies, and interviewing techniques. Designated computer stations are equipped with resume writing and online job posting software. A quarterly job fair on campus is open to all job seekers. Career Services, located at SCC in Building 1, Room 102, is a WorkSource Spokane Connection Site serving job seekers in Spokane County.

For more information, call SCC, 509-533-8855.

The SFCC Career and Community Engagement Center, located in Building 17, Room 105, has a variety of resources available for obtaining occupational and educational information. Numerous software programs provide opportunities for self-assessment, as well as educational, occupational and scholarship information. Students have Internet access in the center for online registration and research pertinent to their education. Additionally, the Career & Community Engagement Center provides opportunities for community engagement through community partnerships with more than 260 local nonprofits. Students can engage in community service opportunities individually, in a group or with their classes. They provide support for faculty wishing to engage in service-learning opportunities as well.

Printed resources in the center include vocational biographies, brochures, career planning guides and books. Labor market trends, forecasts and projections also are available. Scholarship information is available for local, state and national scholarships. The SFCC Career Center is a WorkSource Spokane affiliate site that allows anyone in the community to access their resources.

For more information, call SFCC, 509-533-3545.

Disability Support Services (DSS)

Community Colleges of Spokane has support service programs and centers for students who have documented disabilities and who are "otherwise qualified" for community college programs (as defined by Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act). Because the nature and scope of services may vary between institutions, you should check with each institution's DSS Office for details.

Academic accommodations and adjustments are available based upon individually determined needs and may include interpreters, assistive learning devices and technology, note takers, readers, scribes, materials and textbooks in alternate format, large print or Braille materials, priority registration, alternate testing, information and referral services, and assistance with accessing campus processes such as admission and registration. Other academic adjustments may be determined on an individual basis.

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

For more information:

SCC... 509-533-7169
....VP 509-321-4406
.... scc.spokane.edu/Disability-Support-Services
SFCC 509-533-4166
....VP 509-315-2310
.... sfcc.dss@sfcc.spokane.edu
Northern Counties .... 509-685-2122 or 509-279-6737
   Pullman Campus 509-332-2706
   509-279-6462
   Spokane 509-279-6037
   ....VP 509-321-4406

Multicultural Student Services

Each college has a Multicultural Student Services Office to assist multicultural community members with financial, academic and personal counseling. At SCC, this office is located in the Multicultural Center, Building 6, Room 115.

At SFCC the Office of Student Diversity and Equity is responsible for the MOSAIC (Multicultural Office for Students Actively Involved in Community) Center, in Building 17, Room 130 and the LGBT+ Student Center, in Building 17, Room 125. These centers provide information, guidance, and a variety of services to students. The primary purpose of the centers is to function as a safe/brave space for non-dominant culture students to share their experiences. The centers provide to students: resources, mentoring, leadership development, community awareness presentations, tutoring, essay reviews, career planning and many other opportunities.

Each year SFCC organizes and offers a variety of diversity programs with the student organizations who use these offices. The clubs are the Red Nations Student Association, the Black Student Union, Latinos Unidos, and Alliance.

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

Student Employment Services

Spokane Community College and SFCC offer part-time, full-time, seasonal and graduate job referral assistance online. Materials regarding job search and resume writing also are available. All services are free and accessible on a drop-in basis.

For more information, call:

SCC Workforce Transitions and Career Services Department
   Lair Building 6.. 509-533-7249
   WorkSource.. 509-533-8070

SFCC Career and Community Engagement Center
   SUB Building 17 509-533-3545

Work-study employment is offered to students who have applied for financial aid, expressed an interest in student employment on their FAFSA, and are eligible for the program. Institutional work-study employment is also available on campus for students who do not qualify for financial aid work-study.

For more information, call:

SCC Work-Study Office
   Building 15 – Bigfoot Central 509-533-8005

SFCC Work-Study Office
   Building 17, Room 226 509-533-3540

Campus Services

Campus Parking/Driving

Campus parking is by paid meter or parking permit only between the hours of 6:30 a.m. and 5 p.m. Monday-Friday. Permits are available for purchase online. Day permits are available via parking kiosk machines located on each campus. The schedule of parking fees and fines is posted online at www.ccs.spokane.edu/TuitionFees. CCS encourages carpooling and bus transportation whenever possible.

Bus Transportation: Bus transportation is provided by the Spokane Transit Authority (STA) through a variety of routes. STA buses typically arrive and depart on a half-hour basis on weekdays and every hour during evenings and weekends or according to STA's published bus schedule.

At SCC, STA bus schedules are available in the Student Activities Office in the Lair Student Center and in the Student Services Building.

At SFCC, bus schedules are available in the Student Union Building at the Student-Funded Programs Office.

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

Bus passes are available in the Cashier's Office.

Childcare

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

Bigfoot Childcare Center at SCC is located north of the Health Science Building. For information, call 509-533-7170.

Early Learning Center at SFCC, Building 29, also is a lab school for the Early Childhood Education program. For information, call 509-533-3624.

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

College Stores

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

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

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

To find more information regarding textbooks required for your classes, go to scc.bncollege.com. Current hours of operation can be found on this website.

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

Head Start/ECEAP/Early Head Start

Spokane Head Start and Early Head Start are federally funded early childhood education programs serving children of income-eligible families, from pregnancy to five years of age. The Early Childhood Education Assistance Program (ECEAP) is a state-funded preschool program for low-income families that gives priority to children who are four years old by August 31. Part-day services are free to eligible families and include early childhood education, nutrition, social services and disabilities support. Parent involvement is encouraged. Some sites provide fee-based full-day childcare services integrated with Head Start/ECEAP/ Early Head Start. At more than 20 sites throughout Spokane County, Head Start/ECEAP/Early Head Start staff and parents work together to provide positive educational experiences for children and their families.

For more information, including site locations, call 509-533-4800 or visit ccs.spokane.edu/head-start.

Housing Assistance

Community Colleges of Spokane does not provide living accommodations for students. Students may call the Student Activities Office at SCC 509-533-8657, Student-Funded Programs Office at SFCC 509-533-3553, or the WorkForce Program Office at 509-533-3042 for information. Students also may consult the housing bulletin board, local newspapers or rental agencies for listings. Parents are encouraged to help the prospective student find acceptable housing within the Spokane area.

The following housing policy has been adopted by the CCS Board of Trustees:

"Persons interested in listing rental property with CCS are required to sign the Equal Availability of Housing card, which in turn will be posted on the college housing bulletin board.

"If a complaint is made to the Washington State Board Against Discrimination and said board finds that discriminatory practices have been in effect, the services of the college will be denied the property owner and the listing of the property withdrawn until there is a proper showing that such practices have ended."

CCS does not assume responsibility for independent housing facilities used by students.

Safety

The well-being and safety of students, faculty, staff, guests and visitors are of primary importance to CCS. Students shall, to the best of their ability, make it their individual responsibility to keep themselves and their peer students free from accidents. In the interest of accident prevention, students shall obey the approved district safety rules and procedures as well as other, more specific safety rules, as outlined by their instructors.

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

Students should promptly report unsafe conditions or any accident in which they are injured to their instructor or supervisor. All accidents are to be reported on the Accident Report Form (CCS 1220), available from department assistants

in campus buildings and in the Office of Campus Safety, or online at ccs.spokane.edu/Forms.

Security

Security services for students and staff are provided by security officers on each campus. At SCC, the Campus Safety Office is in Main, Building 1, Room 147. At SFCC, the Campus Safety Office is in, Building 16, Room 145. Thefts, accidents, lost and found, vehicle jumpstarts, key lockouts or any other inquiries or incidents related to security should be directed to this office. Security also coordinates escort services for students and staff to their automobiles or across campus.

SCC, call 509-533-3333 at any time (24 hours) or visit scc.spokane.edu/security.

SFCC, call 509-533-3333 at any time (24 hours) or visit sfcc.spokane.edu/security.

For Community Colleges of Spokane campus security policies, campus crime statistics (also known as CCS Annual Security Report), refer to ccs.spokane.edu/Right-to-Know.

To learn more about CCS's Emergency Management Plan, refer to ccs.spokane.edu/Emergency-Management.

Student Life

Health Care

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

Hours of operation are posted on the Student Health Clinic web site www.scc.spokane.edu/Resources/HealthClinic.aspx.

Student Accident and Sickness Insurance:
Registered CCS students qualify for a low-cost Injury Only plan through WA State Community Colleges school insurance. To sign up online, go to 4studenthealth.ascensionins.com.

Information regarding health insurance is provided online at scc.spokane.edu/Health-Insurance.

Fitness Center

Students, faculty and staff have access to fitness centers at SCC and SFCC. These state-of-the-art facilities offer cardiovascular conditioning, strength training and flexibility programming. Students may register for either a 1-credit fast fitness or a 2-credit cross training class. Grading is based on the total hours of exercise time accumulated during the quarter.

Both fitness centers have a dress policy that is designed to help keep equipment clean and foster a non-intimidating environment. The aim of fitness center staff is to provide an educational and motivating environment in which to achieve individual exercise goals. Instructors are on hand to help develop personal exercise programs and conduct individual fitness assessments. These assessments include testing body composition, blood pressure, flexibility, aerobic fitness and muscular strength. There also is an opportunity for physically challenged individuals to exercise on a variety of specialized machines. All fitness center users pay a small quarterly lab fee that helps provide a means to maintain equipment and for the purchase of new machines.

For more information, call SCC, 509-533-7280 or SFCC, 509-533-3488.

Intercollegiate Athletics

The athletic program gives full-time students at both colleges an opportunity to participate in competitive intercollegiate sports in the Northwest Athletic Conference (NWAC). Each year, Bigfoot teams rank in the top ten in a variety of NWAC sports. Men's teams compete in cross-country, basketball, track, golf, tennis, soccer and baseball; women's in volleyball, cross-country, basketball, track, golf, tennis, soccer and softball.

For more information, visit athletics.spokane.edu.

International Climate on Campus

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

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

Students at SCC and SFCC have the opportunity each quarter to participate in the International Peer Mentors through an International Programs and Service Learning partnership program.

For more information, call SCC, 509-533-8659 or SFCC, 509-533-3242.

Intramural Sports

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

Student Activities

Student tuition includes services and activities fees, which provide funding for athletics, clubs, organizations, student government, and financial aid.

Student activities within CCS are conducted to promote educational, cultural, social and recreational programs. These programs are planned, coordinated, and conducted by students to supplement classroom learning experiences throughout the college year.

There are a wide variety of clubs and organizations that relate to many different special interests (i.e., black student union, interior design, service learning, gamers, anime, etc.) as well as organizations relating to instructional areas (i.e., engineering, art gallery, music, photo, etc.). Membership in student clubs and organizations is open to all students.

For more information, call:

SCC 509-533-8657
   Colville Center................................509-279-6700
   Ione Center ....509-533-4290 or 509-442-4290
   Magnuson Building...........................509 279-6082
   Newport Center................................509-447-3835
   Republic Center ....509-533-8728 or 509-775-3675

SFCC 509-533-4197
   Pullman Campus.............................509-332-2706

Student Centers

Spokane Community College's Lair Student Center is the center of student activities and campus life. Areas available for student use include a cafeteria and deli, game room, bookstore, lobby lounge, auditorium and several meeting rooms.

The hub of SFCC's student activities is the Student Union Building (SUB) centrally located on campus. The SUB features a main lounge area with a fireplace, dining area with Cyber Cafe, recreation center with billiard tables, arcade games along with computer stations, several conference rooms, college store and student services area. Student services include admissions and the Registrar's Office (student records); LGBT+ student center, career center; cashier; counseling; disability support services; financial aid; veteran affairs; international student services; multicultural student services; parking permits; Running Start Office; student-funded programs and activities; work-study/placement.

The off-campus location's Colville Center houses a student center that includes an activity room, two study rooms, and student government. The student services area includes the admissions/registration office, counseling center, testing, financial aid information, cashier, and disability support services. At the Pullman Campus, student services include counseling, admissions and registration, financial aid information and a student lounge. The Newport Center houses a student activity room, counseling, admissions/registration, financial aid information, and student government offices.

Student Government

All enrolled students of SCC and SFCC are members of their respective associated students. The SCC Associated Student Government determines student government decisions and brings co-curricular programs to the SCC campus.

Government action for SFCC Associated Students is determined by the Student Senate, consisting of three executive officers, two elected club representatives, three appointed officers, four appointed senators (representing geographical districts), one appointed administrator, one elected faculty representative, and a senate advisor. The Student Activities Board includes one executive officer, four appointed officers, four programmers, a board advisor and representatives from all campus clubs that are responsible for planning student programs and activities for the campus.

For more information, call:

SCC (Building 6) 509-533-8900

SFCC 509-533-4197
   Pullman Campus.............................509-332-2706

Student Publications

The Wire Harp, SFCC's literary magazine, is published each spring. The magazine's editorial staff is composed of SFCC students. Submissions of poetry, prose, photography and graphic art are accepted in January each year.

The Communicator, SFCC's official student newspaper, gives students a chance to write about news, arts and entertainment, features, sports and opinion articles for the SFCC community while building a professional portfolio. Students produce the full-color, bi-weekly tabloid, giving them the opportunity to gain relevant experience in graphic design, page layout, advertising, photography and management.

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

Journalism students also produce audio documentaries, videos, and podcasts on *Communicator Online*, located at www.communicatoronline.org. Two consecutive years (2009 and 2010) the ACP awarded Communicator Online its Online Pacemaker award, considered the Pulitzer Prize of collegiate journalism.

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

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

Wellness Program

The CCS physical education, athletics and recreation department conducts a Wellness Program geared to meet the needs of CCS students, faculty and staff. The Wellness Program focuses on educating, motivating and directing individuals toward positive, fitness-oriented, healthful lifestyles. Information is available on nutrition and exercise. Fitness and wellness testing is available by appointment for body composition measurement, blood pressure, flexibility and nutrition analysis. Program goals are to reduce the risk of disease and injury and enhance the quality of life for students.

A variety of activities are offered and are geared to meet individual needs. Activities include organized classes (credit and noncredit) and open facility usage. Classes range from basic fitness to yoga, jogging, cross training, karate, weight training and fast fitness. Facilities are available for student use during open scheduled hours. This includes locker/shower rooms, swimming pool (SCC), indoor/outdoor tracks, gymnasiums, trails, tennis courts and athletic fields.

The Wellness Challenge incentive program is designed to encourage students, faculty and staff participation in health, fitness and wellness-related activities and runs from fall quarter through spring quarter each academic year. Both colleges have information, specific details and forms needed for participation.

For more information, call SCC, 509-533-7212 or SFCC, 509-533-3816.

Workforce and Continuing Education

Continuing education programs presented by Community Colleges of Spokane provide lifelong learning, personal enrichment and career enhancement opportunities for adults in its six-county district.

ACT 2 (formerly Seniors Program)

Whether you are retired or preparing for retirement, find new and invigorating ways to stay informed, active, and enriched. Over 250 classes are offered each quarter for those 50 years and over, throughout Spokane county. Our affordable classes are close to home and close to work. Several classes are offered in Ferry, Pend Oreille, Stevens and Whitman counties as well.

For more information, call 509-279-6027 or visit scc.spokane.edu/act2.

Apprenticeship and Journeyman Training Center

Spokane Community College partners with 22 registered apprenticeship providers both union and open shop.

Apprentices learn their trade through a combination of on-the-job-training (OJT), and classroom related supplemental instruction (RSI). As an apprentice's skills and knowledge increase through OJT and RSI, their pay increases as well. The training period or apprenticeship varies in length from two to five years depending on the trade selected. Those who successfully complete their apprenticeship training reach journey level status which indicates they are a master in their trade.

For more information, visit scc.spokane.edu/Apprenticeships or call 509-533-7178.

Parent Education: Cooperative Preschool Program and Homeschooling

Cooperative Preschool Program: Parenting is treated as a vocation by the state of Washington. This noncredit program invites parents to explore the ways they influence children; discover how children "read their world"; discover how self-image develops; and explore quality-of-life issues such as family, communication skills, finances and relationships. This is an opportunity for parents to be involved in their child's education in the early years as well as learn parenting and leadership skills for themselves. It is designed for parents and their infants, toddlers and three- to five-year-old children. Parent co-ops are located in three of the six counties Community Colleges of Spokane serves.

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

For more information on locations and fees, call the Parent Education Office at 509-279-6021 or visit ccs.spokane.edu/Parent-Cooperative-Preschool.

Center for Workforce & Continuing Education

The CCS Center for Workforce & Continuing Education (CWCE) develops and delivers noncredit courses that enrich lives and promote individual, corporate, and community prosperity. CWCE courses meet industry needs and advance the skills of the regional workforce. CWCE divisions are: Community Education/Open Enrollment, Health & Medical, and Corporate & Customized Training.

For more information, visit ccs.spokane.edu/Workforce or call 509-533-7146.

Community Education/Open Enrollment

Personal enrichment and professional development courses seek to engage and educate the public with lifelong learning. These programs are also referred to as continuing education and open enrollment. Example topics include: Business and Industry, Arts and Languages, Fitness & Sports, and INCA After Dark culinary classes. The Inland Northwest Culinary Academy (INCA) offers interactive courses for the public and for private organizations, taught by the region's top chefs in Spokane Community College's state-of-the-art teaching kitchen.

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

Corporate and Customized Training

The Corporate & Customized Training division provides training to meet the needs of businesses, nonprofits, and other organizations in almost any industry. Enrollment is not open to general public. Corporate training is designed to add value to the workforce for a specific employer. The process includes complimentary needs assessment, curriculum development, coursework, and confidential evaluations. Training is designed, coordinated and delivered by experts with both onsite and online options throughout eastern Washington. Example topics include: Leadership, Lean & Six Sigma, Project Management, Team Building, MSSC, Environmental Health & Safety, Fluid Power, Welding, Mental Health, and Phlebotomy.

For more information, visit ccs.spokane.edu/Workforce or call 509-533-8476.

Health & Medical Continuing Education

The Health & Medical division offers short term, skills-based training programs to certify students for entry-level healthcare jobs, as well as bridge programs for healthcare professionals wishing to upgrade their skills. Example topics include: Phlebotomy, Home Care Aide Training, Adult Family Home Administrator Training, and Nursing Assistant Alternative Bridge Programs.

For more information, visit ccs.spokane.edu/Workforce or call 509-533-8057.

Global Education
International Students

Spokane Community College (SCC) and Spokane Falls Community College (SFCC) welcome the applications of students from other countries. Both colleges offer international students an opportunity to pursue a quality career/technical or liberal arts education and to live in an All-American city with a metropolitan population of more than 500,000 people. For students who wish to stay in the U.S. for study beyond a two-year degree, the community colleges prepare students for easy transition to four-year colleges and universities.

An important objective for Community Colleges of Spokane (CCS) is to maintain a diverse student population. International students from all countries are encouraged to apply to SCC or SFCC. The colleges support diversity by welcoming international students from around the world.

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

Through its strong academic programs, international students can complete the first two years of study at CCS then transfer to the four-year institution of their choice to complete a bachelor's degree, or international students may choose to enroll in one of nearly 100 specialized career and technical programs offered at SCC and SFCC.

SCC: scc.spokane.edu/International-Student

SFCC: sfcc.spokane.edu/International-Student

Academic Requirements

International students must successfully complete 12 credits each quarter, maintain a minimum grade point average of 2.0 (C grade) and progress through an academic program at a reasonable rate. Students who do not meet these requirements are placed on academic probation. Students who remain on academic probation for two consecutive quarters may be dismissed from the college.

Admission Policy for International Students

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

1. A completed application form.

2. Evidence of high school graduation or equivalent.

3. English translation of high school and college-level transcripts (also include any U.S. transcripts).

4. Documented evidence of financial support. (U.S. Citizenship and Immigration Services USCIS).

5. Copy of passport with expiration date at least six months beyond the quarter start date for which the student is applying.

For more information, visit:

SCC: scc.spokane.edu/International-Student/Start

SFCC: sfcc.spokane.edu/International-Student/Start

English Proficiency

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

- Students may have direct access to academic classes at SCC or SFCC with the submission of TOEFL, IELTS, or TOEIC scores.

- Students who complete the Intensive English Language Program (IELP) at SCC or SFCC may be unconditionally admitted to CCS institutions. In addition, English language proficiency also can be satisfied by providing a letter of recommendation and successfully completing the following levels in the following U.S. Intensive English Language Programs:

  ○ SCC: scc.spokane.edu/English-Proficiency

  ○ SFCC: sfcc.spokane.edu/English-Proficiency

- Graduation from a U.S. high school (after attending for at least one full year).

- U.S. college transfer with a minimum of one complete quarter that includes one course equivalent to English 101 with a minimum grade of 2.0.

If English ability does not meet any of the above criteria, but all other admission requirements have been met, the student can be granted conditional acceptance with the understanding that he/she will meet the English language requirements prior to official admission.

Intensive English Language Program (IELP) at SCC and SFCC

The IELP supports international students in the accelerated development of English language proficiency as well as academic and cultural competencies needed to succeed at both colleges of CCS as well as other institutions of higher education and/or in the private sector in the United States. By completing IELP, students with proof of high school completion will receive unconditional acceptance to SCC or SFCC (with no additional testing, e.g. TOEFL, IELTS, etc. required).

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

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

Levels:

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

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

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

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

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

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

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

For more information, contact:

SCC Global Education 509-533-8885
SFCC Global Education 509-533-3242
SCC Intensive English Language Program 509-533-3581
SFCC Intensive English Language Program 509-533-3581

SCC: scc.spokane.edu/IELP

SFCC: sfcc.spokane.edu/IELP

Expenses

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

For more information regarding average tuition and fees, visit:

SCC: scc.spokane.edu/International-Student/Tuition

SFCC: sfcc.spokane.edu/International-Student/Tuition

Financial Aid

United States financial aid is not available to international students and on-campus employment is limited. Therefore, students must provide their own financial resources for tuition, fees and living expenses.

International students are encouraged to participate in the international college work- study programs. Work-study prepares students for future employment by providing experience with hiring, training, supervision and relations with the public and other staff members. It is a unique opportunity to earn while learning.

Housing Accommodations

A Homestay Program is designed for international students studying at SCC or SFCC in academic or Intensive English Language Programs. Homestay provides an opportunity to improve communication skills, experience American culture on a personal and daily basis, and build a long-term relationship with an American family.

The Homestay Program is required for students who are 16 or 17 years old on their program of study start date. The Homestay Program is not required for students 18 years old or older.

International students 18 years old or older can choose to live in off-campus housing. To make it easier to find good housing, SCC and SFCC have partnered with Places4Students.com, a website that provides off-campus housing solutions for our international students. This service is free for students to use to find a place to live off-campus, post a sublet or find a roommate. Registration is not required to search the listings.

Learn more about the CCS Homestay Program and other housing options on our website:

SCC: scc.spokane.edu/International-Student/Housing

SFCC: sfcc.spokane.edu/International-Student/Housing

For more information, call 509-533-4131, 509-533-8885 or e-mail globalprograms@ccs.spokane.edu.

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

International High School Completion Program

The Community Colleges of Spokane (CCS) offers a high school completion program to qualified international students who want to get a head start on their education. Students in this program can earn a Washington State high school diploma and Associate Degree at the same time. International High School Completion (IHSC) students save time and money by completing two programs at once."

For more information, call the Global Education Office, 509-533-3122 or 509-533-8659; or visit:

SCC: scc.spokane.edu/IHSC

SFCC: sfcc.spokane.edu/IHSC

Special Programs

Spokane Community College and SFCC offer several unique and important programs to support their international students. These programs offer opportunities for increased cultural exchange opportunities between SFCC/SCC students, Spokane residents and international students.

International Peer Mentors Program

The International Peer Mentors (IPM) program matches international students with American (resident) students in peer mentoring teams. This unique program provides peer support for internationals and Americans that enhances each student's access to intercultural experience, relationship and communication practice. In particular, the IPM program is an opportunity for international students to:

- Develop international friendships.
- Improve English language skills.
- Gain a greater understanding of other cultures.

Student Visas

International students admitted to SCC or SFCC are issued an I-20 form, which must be presented at the U.S. Consular Office during the visa application process. In addition, the student should present documentary evidence of financial support and a passport, which must be valid for at least six months. Other visa regulations apply. It is recommended that international students visit the Study in the States web site for further details, studyinthestates.dhs.gov.

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

Study Abroad

Both SCC and SFCC are committed to offering students the opportunity to study abroad as part of their international education. Study Abroad provides an excellent opportunity to live in another country and experience its culture, while earning college credit.

Students may choose from a variety of study abroad opportunities: London, Spain and France.

For more information, call 509-533-4114, e-mail CCS.StudyAbroad@ccs.spokane.edu, or visit:

SCC: scc.spokane.edu/Study-Abroad

SFCC: sfcc.spokane.edu/Study-Abroad

Academics, Courses and Programs
Academic Information

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

Academic calendars are available online at catalog.spokane.edu/AcademicCalendars.aspx.

Academic Standards Policy

Community Colleges of Spokane's Academic Standards Policy is intended to support a successful learning experience for all students. Students enrolled in degree or certificate programs are expected to demonstrate satisfactory academic progress as defined by the following general policy requirements:

- Minimum Grade Point Average: Students must achieve and maintain the required grade point average.

- Degree/Certificate Completion: Students should complete the degree or certificate within the maximum credit limit.

Community Colleges of Spokane recognizes the unique and diverse backgrounds and needs of students, and while all students are held to the same level of academic excellence, students with special circumstances may petition for special consideration. Students enrolled in special programs are also required to follow the requirements specified by their funding agency. In addition, students receiving federal and/or state financial aid must follow the Financial Aid Satisfactory Progress Policies.

Procedures

Minimum Grade Point Average

All enrolled students must maintain a cumulative grade point average of 2.0 or better.

Students whose cumulative grade point average falls below a 2.0 are notified of progressive action, to include warning, probation and suspension.

Degree/Certificate Completion

A student who is enrolled in a degree or certificate program must complete the program in at least 125 percent of the program's credit requirements. A student in a degree or certificate program may not take college-level courses in excess of 150 percent of the credits needed to complete the degree or certificate. For the purposes of this policy, 90 credits will be assumed to be the program length unless otherwise indicated.

Class Attendance

Students are expected to attend all classes and laboratories. If absent due to illness or other unavoidable reasons, the student should contact instructors.

Class Information

Common Course Numbered Classes

Common course numbering makes course transfer easy between and among Washington's 34 community and technical colleges. Common courses are those courses delivered by a number of community and technical colleges that have official college catalog descriptions similar enough to be accepted as equivalent at a receiving community college for transfer purposes.

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

Global/Diversity Classes

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

Honors Classes

Honors classes are noted by a "^H" next to the course title or "Course Topic: Honors." Honors classes that are taught by SCC and SFCC faculty dedicated to promoting scholastic excellence. A variety of honors classes are offered each term.

Writing Intensive Classes

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

Course Numbers

Courses numbered below 100 are not considered college level and are not designed for transfer.

Academic courses numbered 100-199 normally are taken by first-year students.

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

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

Credit Information

Cooperative Education Work Experience

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

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

Three work options are available for earning credit:

- The student works part-time and attends classes on a daily basis.

- The student works full-time and attends classes part-time. This is of particular interest to evening students.

- A student may leave the campus to work full-time for a quarter, then return to resume his/her studies. This option is desirable where work experience is located outside the service area of the community college.

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

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

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

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

Credit Hour and Load

The "quarter credit hour" represents one class hour per week for the entire quarter. Laboratory and activity courses usually meet an additional hour each week per credit hour.

Most academic courses carry a credit range of 1-5 credits. Some career and technical courses exceed 5 credits because of program requirements. Students planning to enroll for more than 21 credit hours must obtain permission from a counselor, the student services dean over enrollment services, the registrar or a designee. If the cumulative overload credit hours are taken through CCS institutions, permission is required.

To make normal progress toward graduation in liberal arts, a student must earn a minimum of 45 credits a year in appropriate college-level courses. In career and technical programs, the student must satisfactorily complete the hourly credit requirements of the program.

Student credit hour enrollment categories are shown below:

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

Transfer Credit

Community Colleges of Spokane follows the statewide policy for transfer of credits as endorsed by the State Board for Community and Technical Colleges. Credits from other accredited institutions in degree, diploma and certificate programs may be transferred upon approval. For more information on transfer credit and degrees, refer to the Academic Programs section of this catalog.

Grading Policy

Community Colleges of Spokane grading system provides a permanent record of grade evaluations that reflect, in various ways, successful course and program completion. The colleges operate on a quarter system. The quarter hour of credit is the unit of instruction.

Grade Legend

Grades at CCS are reported in numerical fractions to the nearest tenth. Letter grade equivalents are as follows:

Numeric Grade	Letter Grade Equivalent
3.8-4.0	A (superior achievement)
3.5-3.7	A-
3.2-3.4	B+
2.9-3.1	B (above average achievement)
2.6-2.8	B-
2.3-2.5	C+
2.0-2.2	C (average achievement)
1.6-1.9	C-
1.3-1.5	D+
1.0-1.2	D (minimum achievement)
0.0	F (failure)

Grade Symbols

Explanation follows symbol.

F	Fail
I	Incomplete
N	Audit
P	Pass
W	Official Withdrawal
Z	Special Withdrawal
* (or Blank)	Non-graded Section/Missing Grade

Conditions for which they are assigned:

F Fail — Less than 1.0 grade points/0.0 credit calculated in GPA. Courses designated with a pass/fail option must be approved by the College Curriculum Committee prior to the beginning of a course.

I Incomplete — 0.0 grade points; no credit. Incomplete grades "I" may be issued only to those students whose work to date is passing but not completed at the end of the quarter. All "I" grades issued by an instructor must be accompanied by an "Incomplete Contract."

All incompletes must be made up prior to the official end of the next quarter with the following exceptions: (1) "I" grades earned spring quarter must be made up prior to the official end of fall quarter, and (2) "I" grades issued to students in the career and technical division of the college are to be made up according to a special schedule developed by the Department Chair and the Chief Academic Officer, and (3) an incomplete that is not made up will default to the decimal grade listed on the Incomplete Contract.

N Audit — Special registration. 0.0 grade points; no credit.

P Pass — 0.0 grade points; credit not calculated in GPA. A passing grade may be issued in certain pre-designated courses or experience-related evaluations for credit rather than the regular grading system. Courses designated with a pass/fail option must be approved by the College Curriculum Committee prior to the beginning of a course.

W Official Withdrawal — 0.0 grade points; no credit. All official withdrawals "W" prior to the seventh week of the quarter are the sole responsibility and prerogative of the student and must be initiated and completed by the student. The official withdrawal date for summer quarter will be prorated accordingly. To prevent a "W" grade showing on the student transcript, the student must drop the class or withdraw completely by the tenth day of the normal quarter, eighth day for summer quarter. Short courses will be prorated accordingly.

Exceptions to the refund policy will be considered only if, in the judgment of the college, an extreme hardship has been caused by illness, hospitalization, or military transfer. A student must submit an appeal for an exception to the refund policy with a completed Withdrawal Exception Request form, an official withdrawal form if you are still registered in classes, and written documentation supporting your appeal to the registrar.

Z Special Withdrawal — 0.0 grade points; no credit. All withdrawals of this type must be designated by the instructor on the regular grade sheet at the end of the quarter.

1. After consultation with the student prior to the end of the quarter, the faculty member may agree to grant a special withdrawal on the last day of the quarter. The decision to grant the special withdrawal is to be based on what is best for the student in light of his or her educational objectives.

2. In the event that a student enrolls for a class and stops attending, a special withdrawal may be granted only by the instructor on the last day of the quarter.

3. Students meeting attendance requirements of the instructor but doing failing work may be given a special withdrawal by the instructor. This must be changed by the instructor to a regular academic grade reflecting proper achievement level if requested by the student prior to the official end of the next quarter.

The faculty member is under no obligation to agree to grant a special "Z" withdrawal.

Only faculty may change a "Z" grade to a decimal grade by submitting an online grade change form to the Transcript Office at SCC and the Registrar's Office at SFCC.

* (or Blank) Non-graded Section/Missing Grade — The non-graded section of a lecture/lab course OR no grade received from faculty.

Other Indicators

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

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

Grade Point Average (GPA)

Grade point averages are calculated by dividing grade points earned by the credit hours attempted. The following is an example of a grade-point average computation:

Credit Hours		Grade Points	
Attempted		Grade	Earned
5	x	3.0 =	15.0
3	x	4.0 =	12.0
4	x	2.0 =	8.0
5	x	1.0 =	5.0
1	x	0.0 =	0.0
18			40.0

Dividing 40.0 by 18 computes to a grade-point average of 2.22.

Grade Appeal

The appeal order for a student who feels that he or she has received an unfair grade is as follows:

- Instructor of the course
- Division Dean
- Chief Academic Officer

Grade Change

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

Grade Change in Absence of Instructor

Under extraordinary circumstances, and in applying due diligence, the Chief Academic Officer will make a good faith effort to arrive at an appropriate grade.

Grade Report

Grade/transcript information will be released to students within seven days after the end of each quarter via ctcLink Student Center.

Grades/transcripts may be withheld if the student has a financial obligation to the college, which may include loans, library fines or delinquent fees.

Graduation

Students must petition for graduation to have their credits officially evaluated for the requirements of their respective degrees and/or certificates. Graduation ceremonies are held in June. Students who completed their degree and/or certificate requirements in fall or winter quarter during the current academic year are encouraged to return to participate in these activities. Students who will finish their degree and/or certificate requirements during the spring or summer quarter may participate in the June commencement. (Refer to the Degree and Certificate Requirements.) Participation in the commencement ceremony does not ensure completion of a degree and/or certificate.

Honor Cords

Students who achieve the following grade point averages (GPA), as calculated at the end of the last graded quarter prior to the graduation ceremony, or at the end of their last quarter of enrollment in credit classes, whichever comes first, will be designated by wearing honor cords when they participate in commencement.

- A GPA of 3.5 and above in completion of career and technical degrees/certificates.
- A GPA of 3.5 and above in completion of an associate in arts degree.

Honor Roll

Students eligible for the President's Honor Roll or the Vice President's Honor Roll must meet the following minimum criteria:

1. Be a full-time student who has earned 12 or more quarter decimal grade credits as computed by the end of the quarter grading cycle.

2. Achieve a 3.5 or above for the President's Honor Roll.

3. Achieve a 3.0 – 3.49 for the Vice President's Honor Roll.

Pass credits are not computed in the quarterly or cumulative grade point average, therefore do not count as completed credits toward the honor roll.

The honor roll program that automatically enters the honor roll status on the transcript will be run only once, after the quarterly grading cycle.

Exception: If the instructor has made an error in grading and the student should be on the honor roll, staff will manually enter the appropriate honor roll status onto the transcript.

Adult Education and Transitional Studies

Adult Education and Transitional Studies programs are designed to meet the employment and precollege educational needs of students 19 years or older regardless of previous educational background or ability. Courses are individualized to better serve the special needs of each student. All day and evening courses are offered on a continuous, open-enrollment basis during the year at more than 20 community sites, public schools and special institutions throughout the district.

Adult Basic Education

Adult Basic Education offers students an opportunity to improve literacy skills through a holistic, integrated approach to reading. In reading lab classes, learners participate in group work and individualized instruction to improve word recognition, vocabulary skills and comprehension. In addition to improving literacy, the program also emphasizes necessary job skills and basic computer skills.

Adult Basic Education classes are in pre-high school equivalency certificate and prepare students for high school equivalency certificate coursework in the areas of mathematics, writing, reading, social studies and science. The program also focuses on improving students' potential for employment and developing computer knowledge and skills.

For more information, call 509-533-4600.

Career Transitions

Career Transitions is a short-term, non-credit program serving students who are looking into college or career opportunities. Topics offered within this program are collaborative in creating a space to explore and identify career pathways while building technology skills and positive habits of mind. All students are connected to internal and external resources including websites, SCC/SFCC programs, WorkSource, and SCC counselors to help encourage and support success. Once a student has completed the Career Transitions program, they will have increased their employability skills, and will be on track to continue their education or apply for employment. Core components of the program include MS Office applications, Business Writing, Business Math, and other technology-based programs.

For more information, visit scc.spokane.edu/Career-Transitions or call 509-533-4600.

College Prep

Course components include math and writing review, computer skills, study skills, research skills, campus tours and guest speakers. Classes are offered with open enrollment in the first weeks of the quarter. This class is a must for anyone interested in brushing up on skills for entering college.

For more information, call 509-533-4600.

Correctional Education Programs

Classes operate at the Airway Heights Correction Center. A grant from the Washington State Board for Community and Technical Colleges (SBCTC) enables the college to provide educational services for the Washington State Department of Corrections. The classes offered at Airway Heights Correction Center include Adult Basic Education (ABE) and Vocational/Technical Education programs to include Upholstery, CAD Drafting and Design, Aerospace Composites/CNC Machining, and Business Management Technology.

For more information, call 509-244-6897.

English as a Second Language (ESL)

From beginning literacy through advanced English as a second language, SCC offers what students need to meet Washington State's six levels of competencies.

ESL is instruction for non-native English speakers. There are six levels of instruction and they are directly tied to competencies in listening, speaking, reading, writing and observing.

Job readiness, as well as retention and advancement in the workplace, are components of all ESL instruction. Computer literacy and ESL-specific software programs are a part of all curricula.

Students wishing to enroll in ESL must complete placement testing at the Adult Education Center before class assignments can be made. Students who have documentation of high school completion, as well as clearance from the Spokane K-12 system, may attend these classes.

For placement testing or more information, call 509-533-4671.

Workplace ESL assists students in improving vocabulary and writing in the workplace and is offered through online ESL classes.

For more information call 509-533-8522.

High School Completion

Students enrolled in the High School Completion (HSC) program may earn from one to three credits to complete graduation requirements for a Washington State diploma. Students must have met current OSPI standards on state assessment tests or state approved alternatives prior to enrolling in HSC; however, the culminating project and High School and Beyond Plan are included as part of the HSC curriculum. Prior credits, military work and life experiences may be considered. Some qualifying criteria must be met prior to enrollment in the program. Students who are 17 through 18 years old will be accepted into the program only with an Office of the Superintendent of Public Instruction (OSPI) written release from the high school of the school district where they reside.

For more information, call 509-533-4600 or visit scc.spokane.edu/Get-HS-Diploma.

High School Diploma

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

In addition to Running Start students, an individual, twenty-one years or older, who enrolls in the college for the purpose of obtaining an associate degree and who satisfactorily completes an associate degree, including an associate in arts degree, associate in science degree, or associate in applied science degree, shall be awarded a high school diploma from the college upon written request from the student.

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

For more information, call 509-279-6004.

High School Equivalency Certificate

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

High school equivalency certificate classes offer instruction to adult learners 19 years of age and older in the following areas: mathematics, science, social studies, writing skills, literature and the arts. Learners ages 16 through 18 may be admitted to the high school equivalency certificate program if they have an Office of the Superintendent of Public Instruction (OSPI) release from the school district where they reside.

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

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

I-BEST Training

I-BEST (Integrated Basic Education and Skills Training) is a collaborative program that allows eligible adult students to complete adult education courses, such as high school equivalency certificate and ESL, at the same time they are enrolled in college-level technical education programs in high-demand fields such as Automotive, Medical/Legal Office, Professional Business Technology and Social Service Technician.

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

Upon successful completion of the program, I-BEST graduates are eligible for entry-level specialist jobs; have new job-specific math, reading and communication skills; and may have completed or be close to completing a high school equivalency certificate or high school diploma. Students also earn college credits during the program, which can be applied to a one-year professional certificate or two-year associate in applied science

degree at a community college. Financial aid may be available for students who qualify.

For more information, call 509-279-6226.

PACE Services

PACE Services (People Accessing Careers and Education) helps adults who have cognitive, physical, sensory or sensory disabilities to achieve employment and ongoing education. In addition to self-referral, individuals can be referred by Developmental Disabilities Administration, Division of Vocational Rehabilitation, public school districts and other programs within the community colleges.

Programs are designed to help individuals gain the knowledge and skills to achieve their goals through education, resource coordination and vocational support. Classes include Job Skills, Communication Skills, Life Skills, Sign Language, Life Dynamics, Reading, Creative Writing and Transitions. Classes are held at SFCC, Colville Center and the Lodge.

PACE is accredited by the Commission on Accreditation of Rehabilitation Facilities for the following employment services: community employment for job development, job-site training and job supports, and employment planning services.

For more information, call 509-279-6033 or visit scc.spokane.edu/PACE.

READY Program

The READY program is employment based and designed for individuals with barriers to both academic achievement and productive employment. READY offers industry-specific training in Automotive Maintenance, and Child Care.

For more information, call 509-279-6033 or visit scc.spokane.edu/PACE.

SEER Program

SEER (Supported Education and Employment Enhancing Rehabilitation) is a noncredit college-based supported education and employment program designed to assist individuals with psychiatric disabilities to pursue work, education and volunteerism as part of their recovery. The program offers classes for skill development as well as numerous support services to assist students while enrolled in SEER classes, credit classes or vocational services.

For more information, call 509-279-6055 or visit scc.spokane.edu/PACE.

Transitions

PACE Services offers a wide range of noncredit classes and employment services for special education students 18 to 21 years of age to transition to a college environment. PACE Services works with the student, student's family, and student's high school to develop an individualized program. Modeled after the Running Start concept, this service allows the student to progress to a college environment while completing high school.

For more information, call 509-279-6033 or visit scc.spokane.edu/PACE.

Basic Studies

Developmental Education (SCC and SFCC)

Many students entering college or returning after an extended absence from studies need additional work to prepare for college-level courses. To meet the needs of these students, SCC and SFCC offer a series of courses in mathematics, reading, writing and study skills. Placement into many of these courses is determined by recommendation or performance on assessment tests usually taken before admission to the college. Many courses are offered in the traditional classroom format and through individualized, self-paced instruction in a learning center. These courses are numbered below 100 and, although taken for credit, are nontransferable. They are included in the Course Descriptions section of this catalog under the English and mathematics headings.

For more information, call:

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

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

Virtual Campus

The Virtual Campus offers students an alternative to on-campus classes (online, optional/flex, hybrid). Virtual campus classes are taught by the same outstanding faculty members who teach at the SCC and SFCC campuses. The content, college credit, and transferability of Virtual Campus classes are equivalent to traditional courses on campus. Student diplomas and transcripts look the same whether they take their program in an online, optional/flex, hybrid, or face-to-face format.

Virtual Campus classes are offered during the same quarterly sessions, cost the same tuition and fees, and carry the same credits and accreditation as on campus classes. This means they carry the same academic rigor, expectations, and transcript impact as any other credit bearing college class. However, some special considerations should be made:

- Success is dependent on the student to be self-motivated, organized, and able to maintain a schedule where they can keep track of and meet due dates and deadlines.

- Without dedicated classroom space, it is up to the student to ensure they have adequate space to complete their work independently with minimal distractions.

- Virtual Campus instruction includes text, videos, discussions, web-conferencing, peer collaboration and more. It's the student's responsibility to read and view all materials provided by instructors and to follow their directions. Each online instructor teaches and communicates differently. Students should be prepared to spend more hours on classwork than they would for on-campus classes.

- Without the physical presence of an instructor, it is the student's responsibility to contact their instructors with questions and requests for clarification.

There are various ways to take classes other than in-person. These are referred to as modalities or modes of instruction. Virtual Campus classes are identified with the words "Online" or "Optional," or "Hybrid" in the class listings.

Online Courses: A course that uses web-based tools and where 100 percent of the instruction and interaction between instructor and student is done online (proctored exams still allow for this classification). While not self-paced, most classes allow you to work on the student's own schedule throughout the week. Some classes require that the student login at certain times. Check the class description and notes before registering.

Optional (Flex) Courses: A course in which the student can choose to attend face-to-face on-ground and/or take the class online. Optional/Flex courses have regular on-campus meeting times, but students may choose to take the class entirely online.

Hybrid Courses: A course that replaces some, but not all face-to-face time with web-based tools. A hybrid course meets on campus periodically and uses online delivery for the rest of the class. Students often access lecture material, quizzes, discussions and other resources online for a hybrid course.

CCS Online

CCS Online is a program for students who plan to complete their educational goals by taking courses primarily or entirely online. Both SCC and SFCC offer a variety of certificate and

degree programs students can take without traveling to campus. Online students are assigned a student success coach who is dedicated to supporting online learners:

- define academic goals and plan ahead.
- communicate and engage with online faculty.
- explore and discover resources to assist in organization, time-management and motivation.
- connect with academic support, including tutoring, study strategies and resources and college prep.
- celebrate successes and navigate obstacles.
- conduct business with the college (Admissions, Registration, Financial Aid and other student services).

CCS Online students have their own student community and can take advantage of group benefits. As a member:

- Students are able to register for classes early.
- Students are added to the online community in Canvas where they have access to peer support with other online learners, information and resources pertinent to online learning, and assistance with meeting deadlines and important dates like financial aid and registration.
- Students also have access to Student Success Coaching for support as they pursue their goals.
- Students do not have to actively participate in the online community program. It is student-driven, and the student decides how much to engage with the online community.

For more information, call 509-533-7070 or visit ccsonline.spokane.edu.

Out of State Students

Students from all states are welcome to apply. Spokane Community College (SCC) and Spokane Falls Community College (SFCC) are members of the National Council for State Authorization Reciprocity Agreements (NC-SARA). This allows us to offer distance education to students in member states without seeking individual approval.

Professional Licensure: Online degrees from Spokane Community College and Spokane Falls Community College aren't known to lead to professional licensure. If you are seeking a degree in a program that leads to professional licensure in your state, it's recommended you contact your state's licensing agency to be sure our degree meets your state's licensing requirements.

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

Student Complaints: We strive to offer our students an excellent online education. We have a process in place to assist you in solving concerns with your online learning experience. Please follow the steps in the order below so that we can expedite your request.

1. Contact us via e-mail or at 509-533-7070 and we will assist you.
2. Read the Informal Guidelines for Addressing Student Concerns and follow the steps.
3. Proceed with a formal complaint by filling out the Formal Student Complaint Process Form.

The Washington Student Achievement Council (WSAC) has authority to investigate student complaints against specific schools. WSAC may not be able to investigate every student complaint. Visit WSAC.wa.gov for information regarding the WSAC complaint process.

Students may also choose to file a complaint with our accreditation agency, The Northwest Commission on Colleges and Universities.

If your complaint is regarding false or misleading information and has not been resolved by the process listed above, you may contact your state's portal entity.

Programs of Study

Students have access to a wide variety of educational programs at SCC and SFCC. A student may choose to complete the first two years of four-year degree programs, select among career and technical program offerings, or upgrade skills in preparation for work or college.

Suggested programs of study are provided on the following pages. The programs outlined are intended to provide general information. In the event of program elimination or change in requirements, the college will make arrangements to ensure that students enrolled in the program have an opportunity to complete their program in a timely manner with minimal disruption. Students should seek detailed information from a counselor, advisor, the campus Counseling Center or Transfer Center.

Students who plan to transfer to a four-year institution after completing the first two years at SCC or SFCC are strongly advised to consult with the community college counselor or academic advisor as well as the four-year university they plan to attend. Requirements may vary according to the program and transfer university.

Collaborative Opportunities

CCS Destination Eastern

CCS Destination Eastern is a joint admissions program for students who want to earn the first two years of a four-year degree at SCC or SFCC, then transfer to Eastern Washington University (EWU) to complete their bachelor's degree. Students enrolled in this program receive counseling and advising, quarterly transcript evaluation and registration as an incoming junior at EWU upon completion of the AA-DTA degree.

For more information, contact a counselor at SCC or SFCC, or e-mail ccsdestination@ccs.spokane.edu.

University Articulations

Community Colleges of Spokane has transfer articulation agreements that provide a "value-added" component to a traditional transfer program by allowing additional transfer credits, optional instructional delivery, preferred admission, etc.

For more information, contact a counselor at SCC or SFCC.

Western Undergraduate Exchange (WUE)

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

Participating states include: Alaska; Arizona; California; Colorado; Hawaii; Idaho; Montana; Nevada; New Mexico; North Dakota; Oregon; South Dakota; Utah; Washington; Wyoming; and the U.S. Pacific territories and Freely Associated States.

For more information about WUE participating colleges and their programs, visit www.wiche.edu/wue.

For information about WUE at CCS, contact the Admissions and Registration Office at SCC or SFCC.

Degree and Certificate Requirements

Graduation Requirements

Students who plan to receive a two-year degree or a one-year certificate must file a Graduation Application with the graduation evaluator. Recommended application deadlines are:

- January 31 for graduation at the end of spring quarter
- March 31 for graduation at the end of summer quarter
- July 31 for graduation at the end of fall quarter
- September 30 for graduation at the end of winter quarter

Filing a Graduation Application provides the student with the opportunity to review and check their degree or certificate requirements. It allows the student an opportunity to plan or change their course schedule to ensure completion of all requirements. It also ensures that all degrees/certificates earned will be correctly posted to the student's transcript.

Degrees/certificates will not be awarded if the student has not fulfilled all financial obligations to the college.

Reciprocity Agreement

Washington community and technical colleges (CTCs) offer reciprocity to students transferring within the CTC system who are pursuing the Direct Transfer Agreement (DTA) degree or the Associate in Science-Transfer (AS-T) degree. Students who completed an individual course that met distribution degree requirements or fulfilled entire areas of their degree requirements at one college will be considered to have met those same requirements if they plan to complete the same degree when they transfer to another community or technical college in Washington. These degree requirements include Communication Skills, Quantitative Skills, or one or more Distribution Area requirements. Students must initiate the review process and must be prepared to provide necessary documentation. For complete information, students should contact an academic advisor at SCC, SFCC or the off-campus centers.

Residence Credit Requirement

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

The CCS residence credit requirement for the Direct Transfer Agreement (DTA) degree or the Associate in Science-Transfer (AS-T) degree is:

- At least 30 credits must be earned from SCC or SFCC with at least 15 credits earned at the college awarding the degree.

The CCS residence credit requirement for all other degrees or certificates is:

- At least one-third (33%) of the credits must be earned from the college awarding the degree or certificate.
- Courses must have been earned within the last four years and must be specific to the program of study as determined by the department.
- If the student demonstrates satisfactory competence in the program of study, the department may petition the appropriate academic administrator to waive program specific requirements.

Time to Degree

A student is eligible to graduate by meeting one of the following:

- Completing the degree requirements in effect at the time of initial enrollment within four academic calendar years.
- Completing the requirements in effect at the beginning of the last continuous (summer quarter excepted) enrollment.
- Completing the most recent requirements in effect during the quarter of graduation.

A candidate for a degree may include courses newly approved to meet degree requirements even though the course approval comes after the credit has been earned.

In instances where changes in professional degrees and certificates make the above guidelines inappropriate, the respective division administrator, working with the individual student, shall determine which degree requirements to follow.

Career and Technical Degrees

Career and technical programs are developed with business and industry input and oversight. They prepare students for high skill jobs or to pursue a four-year technical degree. More than 100 professional and technical certificates and degrees are offered. The colleges also offer learning opportunities for students upgrading skills, seeking new careers or re-entering the workforce.

The colleges partner with business, industry and service organizations to provide work-based learning opportunities for career and technical students.

For more information, contact a counselor or program advisor.

Career and technical degrees include:

- Associate in Applied Science (AAS)
- Associate in Applied Science – Transfer (AAS-T)
- Career and technical certificates

Associate in Applied Science (AAS)

The Associate in Applied Science (AAS) degree in a career and technical area requires:

- A minimum of 90 quarter-credits in program requirements
- A grade point average (GPA) of 2.0 or better
- One-third of the credits for the degree be earned from the college awarding the degree

- Courses from communications, computation and human relations/leadership

A student with proven competencies in the program requirements may be granted credit. The program must approve any credits awarded.

Associate in Applied Science-Transfer (AAS-T)

An Associate in Applied Science-Transfer (AAS-T) degree is an AAS degree that provides transfer opportunities for students continuing toward a four-year degree at specific universities. An AAS-T degree is a degree awarded in a career and technical field that contains a minimum of 20 transferable general education credits in communications, quantitative reasoning, and social science, humanities or science. Not all programs offer the AAS-T.

For more information, consult a program instructor, academic advisor or counselor.

Career and Technical Certificates

Certificates vary in length and number of credits and require:

- A grade point average (GPA) of 2.0 or better
- One-third of the credits for the degree be earned from the college awarding the degree

Career and technical certificates may include related instruction in computation, communications and human relations/leadership.

Transfer Degrees

Transfer degrees include:

- Associate in Arts-Direct Transfer Agreement (AA-DTA)
- Direct Transfer Agreement/Major Related Program (DTA/MRP)
- Associate in Science Transfer (AS-T) Tracks 1 and 2
- Associate in Science-Transfer Track 2 – Engineering MRP Pathways (AS-T/MRP)

Associate in Arts-Direct Transfer Agreement (AA-DTA)

The Direct Transfer Agreement (DTA), sometimes called the Associate in Arts or Associate in Arts and Sciences, is the community college degree designed to transfer to most Bachelor of Arts degrees at Washington's four-year colleges. For the agreement to be valid for transfer, it is essential that the degree be completed. Otherwise, each course taken may be evaluated by the receiving college separately, and some courses may not be accepted for transfer that would have been with a completed degree. Students are strongly advised to complete the degree prior to transfer.

Transfer guides are available from counselors and at the SCC and SFCC Transfer Centers. Students planning to transfer should consult these guides as well as information provided by the four-year colleges. Completion of recommended courses in a pre-major for transfer does not assure a student admission to a four-year college or a specific program. Some colleges use screening procedures (cumulative GPA, test scores, major GPA, etc.) for acceptance into certain majors and programs.

Many four-year colleges have an admissions requirement of two years of a single foreign language in high school or two to three quarters of a single foreign language in college. Additional foreign language courses may be required for graduation. Students should check this requirement carefully for the college to which they plan to transfer.

Lower-division major requirements vary among four-year schools. Students should consult the college to which they plan to transfer for specific program requirements. Careful planning is important in order to meet specific requirements.

For most majors in the arts, humanities and social sciences, the Direct Transfer Agreement provides the best pathway. Degrees based on the DTA – degrees structured under the DTA umbrella – provide:

- priority consideration in the admissions for most humanities and social science majors in most four-year colleges ahead of non-degreed transfers.
- completion of lower division general education requirements.
- credit for all courses completed within the DTA up to and in some cases beyond 90 quarter-credits.
- opportunity to explore several fields of study through the category of up to 25 quarter-credits of elective courses.
- opportunity to complete prerequisites for a future major.

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

Direct Transfer Agreements/Major Related Programs (DTA/MRP)

To help transfer students better prepare for the junior year, two-year and four-year colleges work together to create transfer degree pathways outlining courses that prepare students to enter the major upon transfer. Major Related Program (MRP) pathways follow one of the two statewide transfer agreements – the DTA format or the Associate in Science (AS-T) format.

Several MRP degrees follow the DTA guidelines and share the same benefits as described above, but provide preparation for the specific majors identified:

- Associate in Biology DTA/MRP
- Associate in Business DTA/MRP
- Associate in Computer Science DTA/MRP
- Associate in Math Education DTA/MRP
- Associate in Music DTA/MRP
- Associate in pre-Nursing DTA/MRP

Students interested in learning more about any of the MRP requirements should seek advising from faculty in those disciplines, counselors or Transfer Centers. Students completing one of these MRPs will have that specific degree posted on their transcript; the more general DTA will not be posted. For more information, see the transfer program outlines section of this catalog.

Associate in Science-Transfer (AS-T)

The Associate in Science-Transfer (AS-T) degree is intended for students majoring in engineering and science who wish to transfer as juniors to a four-year college in Washington.

Students who earn this degree will transfer with about half of the lower division general education courses required by four-year colleges. Remaining general education courses may be taken after transferring. This degree allows students to concentrate on fulfilling pre-major coursework in their intended field of study. Several different options are offered with two basic tracks.

The Associate in Science Transfer Track 1 (AS-T 1) degree is designed to prepare students for upper division study in the areas of biological sciences, environmental/resource sciences,

chemistry, geology, and earth science. Completing the AS-T degree will prepare students for upper division study; it does not guarantee students admission to the major.

The Track 1 degree offered at SCC and/or SFCC supports:

- Biological science, environmental/resource sciences, chemistry, geology and earth science (AS-T 1)

The Associate in Science Transfer Track 2 (AS-T 2) degree is designed to prepare students for upper division study in the areas of engineering, computer science, physics, and atmospheric science. Completing the AS-T degree will prepare students for upper division study; it does not guarantee students admission to the major.

The Track 2 degree offered at SCC and/or SFCC supports:

- Engineering, computer science, physics and atmospheric science (AS-T 2)

Associate in Science-Transfer Track 2 Engineering MRP Pathways (AS-T 2/MRP)

AS-T based Major Related Programs help prepare students for their junior year as they pursue a bachelor's degree. MRPs outline the courses students need to be well-prepared for upper-division courses upon transfer.

The Engineering MRPs offered at SCC and/or SFCC include:

- Bioengineering and Chemical Engineering (AS-T 2/MRP)
- Civil and Mechanical Engineering (AS-T 2/MRP)
- Computer and Electrical Engineering (AS-T 2/MRP)

For more information, see the transfer program outlines section of this catalog. Students should meet regularly with an instructor in the discipline, a counselor or academic advisor to be sure that requirements specified in these degrees are met.

Other Degrees and Certificates

Other degree and certificate opportunities include:

- Certificate in Fine Arts (CFA)
- Associate in Fine Arts (AFA)
- Bachelor of Applied Science (BAS)

Certificate in Fine Arts (CFA)

This certificate program provides an opportunity for the student to concentrate his or her program of study in fine arts. The program is suitable for those who wish to pursue art as a profession. The program is not designed with an emphasis on transfer, although all courses in the program are transferable.

A candidate for a Certificate in Fine Arts (CFA) must complete a minimum of 96 quarter-credits with a grade point average of 2.0 or better. The program can be completed in two years. However, a longer time span may be necessary for maturation of skills. Students must submit a portfolio and participate in an exhibition during their final quarter. Art faculty will work closely with students to build a strong portfolio. A review committee of faculty will evaluate the artwork before final approval to recommend awarding a Certificate in Fine Arts.

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

Associate in Fine Arts (AFA)

The Associate in Fine Arts (AFA) offers a program of study applicable for transfer to a four year university. The AFA degree does not satisfy the general education requirements of most four-year universities, but all courses are transferable. Students should confirm degree requirements with the university where they intend to transfer.

Students are encouraged to meet with an advisor before enrolling. Students may earn an AFA in:

- Art
- Drama
- Music

For more information, see Fine Arts, Music, or Theatre areas of study in the program outlines section of this catalog.

Bachelor of Applied Science (BAS)

The Bachelor of Applied Science (BAS) is a four-year degree that provides upper-division coursework in an applied field. The BAS builds upon associate degrees. The BAS addresses an employer's need to successfully recruit qualified applicants with job-specific technical skills as well as baccalaureate level skills. These degrees are beneficial to employees working in technical fields who wish to be promoted to higher level management or to specialized positions requiring a bachelor's degree.

Spokane Community College offers:

- Bachelor of Applied Science Respiratory Care

Spokane Falls Community College offers:

- Bachelor of Applied Science Applied Management
  - Applied Management option
  - Fitness Lifestyle Management option
- Bachelor of Applied Science Cybersecurity
- Bachelor of Applied Science Information Systems and Technology

Students should meet regularly with a counselor or faculty advisor in their program at SCC or SFCC.

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

Washington 45

The list of courses in Washington 45 does not replace the Direct Transfer Agreement, Associate in Science Tracks 1 and 2 or any Major Related Program agreement, nor will it guarantee admission to a four-year institution.

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

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

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

"First Year Transfer List" of general education courses:

- Communications (5 credits) –ENGL& 101, ENGL& 102

- Quantitative and Symbolic Reasoning (5 credits) – MATH& 107, MATH& 148 or MATH& 151

- Humanities (10 credits in two different subject areas or disciplines [2])—PHIL& 101, MUSC& 105, DRMA& 101, ENGL& 111, or HUM& 101

  For colleges that use History as a Humanities HIST& 116, HIST& 117, HIST& 118, HIST& 146, HIST& 147, HIST& 148

- Social Science (10 credits in two different subject areas or disciplines) –PSYC& 100, SOC& 101, POLS& 101, POLS& 202

  For colleges that use History as a Social Science: HIST& 116, HIST& 117, HIST& 118, HIST& 146, HIST& 147, HIST& 148

- Natural Sciences (10 credits in two different subject areas or disciplines) – BIOL& 100, BIOL& 160 with lab, ASTR& 100, ASTR& 101 with lab, CHEM& 105, CHEM& 110 with lab, CHEM& 121 with lab, CHEM& 161, CHEM& 162, ENVS& 100, ENVS& 101, PHYS& 114, GEOL& 101 with lab.

- Additional 5 credits in a different discipline can be taken from any category listed above.

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

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

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

Transfer Rights and Responsibilities in Washington State

Student Rights and Responsibilities

1. Students have the right to clear, accurate, and current information about their transfer admission requirements, transfer admission deadlines, degree requirements, and transfer policies that include course equivalencies.

2. Transfer and freshman-entry students have the right to expect comparable standards for regular admission to programs and comparable program requirements.

3. Students have the right to seek clarification regarding their transfer evaluation and may request the reconsideration of any aspect of that evaluation. In response, the college will follow established practices and processes for reviewing its transfer credit decisions.

4. Students who encounter other transfer difficulties have the right to seek resolution. Each institution will have a defined process for resolution that is published and readily available to students.

5. Students have the responsibility to complete all materials required for admission and to submit the application on or before the published deadlines.

6. Students have the responsibility to plan their courses of study by referring to the specific published degree requirements of the college or academic program in which they intend to earn a bachelor's degree.

7. When a student changes a major or degree program, the student assumes full responsibility for meeting the new requirements

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

College and University Rights and Responsibilities

1. Colleges and universities have the right and authority to determine program requirements and course offerings in accordance with their institutional missions.

2. Colleges and universities have the responsibility to communicate and publish their requirements and course offerings to students and the public, including information about student transfer rights and responsibilities.

3. Colleges and universities have the responsibility to communicate their admission and transfer related decisions to students in writing (electronic or paper).

Transfer Program Outlines

All students – Meet regularly with your SCC/SFCC advisor or counselor.

- In the event of program elimination or change in requirements, the college will make arrangements to ensure that students enrolled in the program have an opportunity to complete their program in a timely manner.

- Students are responsible for consulting the appropriate academic unit or advisor for current and specific information.

Transfer students – Contact an advisor at your transfer university for additional requirements.

- Completion of recommended courses in a pre-major for transfer does not necessarily assure a student admission to a four-year university or a specific program.

- Some colleges use screening procedures (cumulative GPA, test scores, major GPA, etc.) for acceptance into certain majors and programs.

- Many four-year universities have an admissions requirement of two years of a single foreign language in high school or two to three quarters of a single foreign language in college.

The following pages display specific degree requirements for each of the transfer degrees offered at SCC and SFCC

Spokane Community College and Spokane Falls Community College
ASSOCIATE IN ARTS (AA-DTA)
Direct Transfer Agreement

Requirements for completion of an Associate in Arts (AA-DTA) degree:

- Cumulative grade point average (GPA) of 2.0 or higher
- Complete 90 quarter credits in courses numbered 100 or above as follows:

Communication (10 credits)	Mathematics/Science (15 credits)
Quantitative/Symbolic Reasoning (5 credits)	Health-Related/PE/Recreational/Leisure Activities (5 credits)
Humanities (15 credits)	Approved General Electives (25 credits)
Social Sciences (15 credits)	

- **5 credits must be W (writing-intensive), and 5 credits must be D (global/diversity)**
- **No more than 3 credits of PE activity courses are allowed in this degree**
- Earn at least 30 credits at SCC/SFCC (at least 15 credits earned at the degree-awarding college)

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

COMMUNICATION 10 credits

- 5 credits composition (ENGL& 101)
- 5 additional credits from the list below (these courses do not satisfy the writing-intensive requirement)

ENGL& 101 (composition required)
AND one of the following:

CMST 229; CMST& 101, 220
ENGL& 102, 235
JOURN 220

QUANTITATIVE/SYMBOLIC REASONING 5 credits

- 5 credits from the list below
- Course prerequisites must be met

MATH 201, 208, 209, 210, 211, 212; MATH& 107, 141, 142, 146, 148, 151, 152, 153, 254
PHIL& 120

HUMANITIES 15 credits

- **Three** subject areas required
- Select from at least two groups (A, B or C)
- No more than 5 credits in foreign language or ASL

Group A: Literature and Language

CMST 226, 227
ENGL 209, 241, 247, 248, 249, 259, 261, 271, 272, 278; ENGL& 111, 112, 113, 220
Foreign Language **OR** ASL– 5 credits only
JOURN 110

Group B: Aesthetic Experience

ART 108, 109, 110, 112; ART& 100
DRMA 140; DRMA& 101
FILM 141, 221, 222, 224, 225, 236
MUSC 106, 108, 109, 124; MUSC& 105, 141, 142, 143, 241, 242, 243

Group C: Philosophy and the Humanities

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

ALL STUDENTS – Meet regularly with your SCC/SFCC advisor or counselor.

TRANSFER STUDENTS – Contact an advisor at your transfer university for additional requirements.

SOCIAL SCIENCES 15 credits

- **Three** subject areas required
- 5 credits from Group A
- 5 credits from Group B
- 5 additional credits from Group A or B

Group A: Human Behavior

ANTH& 100, 204, 206, 210
GEOG 101, 230, 260
PSYC 204, 250; PSYC& 100, 180, 200, 220
SOC 204, 211, 221, 230, 261; SOC& 101, 201

Group B: Human Enterprise

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

MATHEMATICS/SCIENCE 15 credits

- 10 credits must come from Group B or C
- 5 credits must be laboratory course
- No more than one course per subject area in any one group
- If a mathematics course is taken, it cannot also be used to satisfy the Quantitative/Symbolic Reasoning requirement

Group A: Mathematics

MATH 201, 208, 209, 210, 211, 212, 220, 245; MATH& 107, 141, 142, 146, 148, 151, 152, 153, 254

Group B: Science

(Laboratory courses)
ASTR& 101
BIOL 100, 110, 115; BIOL& 160, 221, 222, 223
BOT 111, 112, 113
CHEM 115; CHEM& 110, 121, 122, 123, 140, 161, 162, 163, 241/251, 242/252, 243/253
ENVS& 101
GEOL 201, 210; GEOL& 101
PHYS 100, 101, 102, 103, 201, 202, 203
ZOOL 121, 122
(Non-laboratory courses)
ANTH& 205
ASTR& 100
BIOL 107
CHEM 116
ENVS 104, 110, 207, 210, 211
GEOL 116; GEOL& 100
NUTRI 251
OCEA& 101

Group C: Science

(Laboratory courses)
BIOL& 241, 242, 260
(Non-laboratory courses)
BIOL 244
CHEM 260

HEALTH-RELATED/PE/ RECREATIONAL/LEISURE ACTIVITIES COURSES 5 credits

- 5 credits required
- One course from Group A
- One course from Group B
- No more than 3 credits in PE Activity

Group A – Lecture (minimum of **one** course)

ART 122
HLTH 101, 104, 174, 270
PE 170

Group B (minimum of **one** course)

AQUAT 101, 110, 115, 132, 136, 224, 230, 232
ART 101, 102, 103, 105, 106, 127, 180, 186, 188, 189, 197, 205
DRMA 106, 107, 108
JOURN 225
MUSC 115, 127, 128, 134, 139, 140, 145, 148, 170, 171, 176, 177, 178, 182, 183, 215, 227, 228, 239, 240, 245, 248, 276, 277, 278
PE (activity – limited to three credits for the entire degree) 100, 101, 105, 106, 107, 108, 115, 116, 117, 120, 122, 126, 127, 130, 139, 141, 143, 144, 145, 146, 147, 149, 151, 154, 177, 182, 185, 186, 187, 190, 200, 201, 205, 206, 207, 208, 215, 216, 217, 220, 222, 226, 227, 230, 239, 241, 243, 244, 245, 246, 247, 249, 251, 254, 277, 282, 285, 286, 287, 290
PE (theory-based) 138, 150, 156, 157, 158, 159, 160, 164, 165, 169, 188, 211, 250, 256, 257, 258, 259, 260, 264, 265, 269, 288
PHOTO 101

ELECTIVES 25 credits

- **10 credits must be transferable**
- 15 additional credits from any course numbered 100 or above
- 75 of the 90 credits required for this degree must be transferable

Any Art, Drama, Music, Music Private Lessons course; ACCT& 201, 202, 203; ANTH 221; BIOL 229, 270, 280; BUS 217; BUS& 101, 201; CIS 110; CJ& 101, 105; CMST 103, 120, 121, 127, 250, 280, 287, 294; CMST& 210, 230; CS 101, 142, 223; CS& 141; EDUC 267; EDUC& 202, 204, ENGL 238; ENGL& 236, 237; ENGR 211; ENVS 220; FILM 140, 207; FRCH 241; GRDSN 109; HLTH 102; HUM 102; ICS 100, 150; IS 120; JOURN 225, 150, 274; PE 275; PHOTO 237; SOC 273; SPAN 241, 242

PE activity courses are limited to a maximum of 3 credits for the entire degree.

PE theory-based courses are limited to 15 credits.

Spokane Community College and Spokane Falls Community College
ASSOCIATE IN BIOLOGY
Direct Transfer Agreement/Major Related Program (DTA/MRP)

Requirements for completion of an Associate in Biology (DTA/MRP) degree:

- Cumulative grade point average (GPA) of 2.0 or higher
- Complete 90 quarter credits in courses numbered 100 or above as follows:

Communication (10 credits)	Science (30 credits)
Quantitative Reasoning (5 credits)	Health-Related/PE/Recreational/Leisure Activities (5 credits)
Humanities (15 credits)	Electives (10 credits)
Social Sciences (15 credits)	

- **5 credits must be W (writing-intensive), and 5 credits must be D (global/diversity)**
- **No more than 3 credits of PE activity courses are allowed in this degree**
- Earn at least 30 credits at SCC/SFCC (at least 15 credits earned at the degree-awarding college)

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

COMMUNICATION 10 credits

- 10 credits from the list below (these courses do not satisfy the writing-intensive requirement)

    ENGL& 101, 102

QUANTITATIVE REASONING 5 credits

- 5 credits from the list below
- Course prerequisites must be met

    MATH& 151 (required)

HUMANITIES 15 credits

- **Three** subject areas required
- Select from at least two groups (A, B or C)
- No more than 5 credits in foreign language or ASL

Group A: Literature and Language

    CMST 226, 227
    ENGL 209, 241, 247, 248, 249, 259, 261, 271, 272, 278; ENGL& 111, 112, 113, 220
    Foreign Language **OR** ASL – 5cr only
    JOURN 110

Group B: Aesthetic Experience

    ART 108, 109, 110, 112; ART& 100
    DRMA 140; DRMA& 101
    FILM 141, 221, 222, 224, 225, 236
    MUSC 106, 108, 109, 124; MUSC& 105, 141, 142, 143, 241, 242, 243

Group C: Philosophy and the Humanities

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

SOCIAL SCIENCES 15 credits

- **Three** subject areas required
- 5 credits from Group A
- 5 credits from Group B
- 5 additional credits from Group A or B

Group A: Human Behavior

    ANTH& 100, 204, 206, 210
    GEOG 101, 230, 260
    PSYC 204, 250; PSYC& 100, 180, 200, 220
    SOC 204, 211, 221, 230, 261; SOC& 101, 201

Group B: Human Enterprise

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

SCIENCE 30 credits

- 15 credits from Group A
- 15 credits must come from Group B

Group A: Biology

    BIOL& 221, 222, 223 (required)

Group B: Chemistry

    CHEM& 161, 162, 163 (required)

ALL STUDENTS – Meet regularly with your SCC/SFCC advisor or counselor.

TRANSFER STUDENTS – Contact an advisor at your transfer university for additional requirements.

HEALTH-RELATED/PE/RECREATIONAL/LEISURE ACTIVITIES COURSES 5 credits

- 5 credits required
- One course from Group A
- One course from Group B
- No more than 3 credits in PE activity

Group A – Lecture (minimum of **one** course)

    ART 122
    HLTH 101, 104, 174, 270
    PE 170

Group B (minimum of one course)

    AQUAT 101, 110, 115, 132, 136, 224, 230, 232
    ART 101, 102, 103, 105, 106, 127, 180, 186, 188, 189, 197, 205
    DRMA 106, 107, 108
    JOURN 225
    MUSC 115, 127, 128, 134, 139, 140, 145, 148, 170, 171, 176, 177, 178, 182, 183, 215, 227, 228, 239, 240, 245, 248, 276, 277, 278
    PE (activity – limited to three credits for the entire degree) 100, 101, 105, 106, 107, 108, 115, 116, 117, 120, 122, 126, 127, 130, 139, 141, 143, 144, 145, 146, 147, 149, 151, 154, 177, 182, 185, 186, 187, 190, 200, 201, 205, 206, 207, 208, 215, 216, 217, 220, 222, 226, 227, 230, 239, 241, 243, 244, 245, 246, 247, 249, 251, 254, 277, 282, 285, 286, 287, 290
    PE (theory-based) 138, 150, 156, 157, 158, 159, 160, 164, 165, 169, 188, 211, 250, 256, 257, 258, 259, 260, 264, 265, 269, 288
    PHOTO 101

ELECTIVES 10 credits

- 10 credits from major-related courses numbered 100 or above
- Plan additional credits in consultation with a counselor or academic advisor.
- Electives allow students to include additional courses to prepare for the biology major. Examples include a full year sequence of organic chemistry for majors, additional math at the pre-calculus level or above, or statistics.
- Contact your transfer college prior to taking biology courses beyond the one-year sequence.

Spokane Community College and Spokane Falls Community College
ASSOCIATE IN BUSINESS
Direct Transfer Agreement/Major Related Program (DTA/MRP)

Requirements for completion of an Associate in Business (DTA/MRP) degree:

- Cumulative grade point average (GPA) of 2.0 or higher
- Complete 90 quarter credits in courses numbered 100 or above as follows:

Communication (10 credits)	Mathematics/Science (15 credits)
Quantitative/Symbolic Reasoning (5 credits)	Social Sciences (15 credits)
Humanities (15 credits)	Required Business Courses (30 credits)

- **5 credits must be W (writing-intensive), and 5 credits must be D (global/diversity)**
- Earn at least 30 credits at SCC/SFCC (at least 15 credits earned at the degree-awarding college)

Note: Completing the Business DTA does not guarantee admission to a university business program. Admission requirements vary by university.

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

COMMUNICATION 10 credits

- 10 credits from the list below (these courses do not satisfy the writing-intensive requirement)

ENGL& 101, 102

QUANTITATIVE/SYMBOLIC REASONING 5 credits

- 5 credits from the list below
- Course prerequisites must be met

MATH& 148, 151, 152

HUMANITIES 15 credits

- **Three** subject areas required
- Select from at least two groups (A, B or C)
- No more than 5 credits in foreign language or ASL

Group A: Literature and Language
CMST 226, 227
ENGL 209, 241, 247, 248, 249, 259, 261, 271, 272, 278; ENGL& 111, 112, 113, 220
Foreign Language **OR** ASL – 5cr only
JOURN 110

Group B: Aesthetic Experience
ART 108, 109, 110, 112; ART& 100
DRMA 140; DRMA& 101
FILM 141, 221, 222, 224, 225, 236
MUSC 106, 108, 109, 124; MUSC& 105, 141, 142, 143, 241, 242, 243

Group C: Philosophy and the Humanities
HUM 107, 201; HUM& 101
PHIL 110, 209, 215, 220, 231; PHIL& 101, 115, 120

SOCIAL SCIENCES 15 credits

- ECON& 201 and 202 are required
- Select a third course from Group **A or B**

Group A: Human Behavior
ANTH& 100, 204, 206, 210
GEOG 101, 230, 260
PSYC 204, 250; PSYC& 100, 180, 200, 220
SOC 204, 211, 221, 230, 261; SOC& 101, 201

Group B: Human Enterprise
ECON& 201, 202 (required)
HIST 105, 106, 107, 230, 240; HIST& 116, 117, 118, 136, 137, 214, 219
POLS 102, 125, 204, 205; POLS& 101, 202, 203

MATHEMATICS/SCIENCE 15 credits

- Group A is required
- 10 credits must come from Group B or C
- 5 credits must be laboratory course
- No more than one course per subject area in any one group

Group A: Mathematics
MATH 201

Group B: Science
(Laboratory courses)
ASTR& 101
BIOL 100, 110, 115; BIOL& 160, 221, 222, 223
BOT 111, 112, 113
CHEM 115; CHEM& 110, 121, 122, 123, 140, 161, 162, 163, 241/251, 242/252, 243/253
ENVS& 101
GEOL 201, 210; GEOL& 101
PHYS 100, 101, 102, 103, 201, 202, 203
ZOOL 121, 122

(Non-laboratory courses)
ANTH& 205
ASTR& 100
BIOL 107
CHEM 116
ENVS 104, 110, 207, 210, 211
GEOL 116; GEOL& 100
NUTRI 251
OCEA& 101

Group C: Science
(Laboratory courses)
BIOL& 241, 242, 260

(Non-laboratory courses)
BIOL 244
CHEM 260

REQUIRED BUSINESS COURSES 30 credits

- 30 credits from the list below

ACCT& 201, 202, 203
BUS 217; BUS& 201
MIS 211

> **ALL STUDENTS – Meet regularly with your SCC/SFCC advisor or counselor.**
>
> **TRANSFER STUDENTS – Contact an advisor at your transfer university for additional requirements.**

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

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

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

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

5. Two institutions have requirements for admission to the major that go beyond those specified above. Students can meet these requirements by careful selection of the elective University Course Equivalent to:
   - Gonzaga: Management Information Systems BMIS 235
   - WWU: Introduction to Business Computer Systems MIS 220

Spokane Falls Community College
ASSOCIATE IN COMPUTER SCIENCE
Direct Transfer Agreement/Major Related Program (DTA/MRP)

Requirements for completion of an Associate in Computer Science (DTA/MRP) degree:

- Cumulative grade point average (GPA) of 2.0 or higher
- Complete 90 quarter credits in courses numbered 100 or above as follows:

Communication (10 credits)	Mathematics/Science (15 credits)
Quantitative/Symbolic Reasoning (5 credits)	Major Requirements (20 credits)
Humanities (15 credits)	University Specific Requirements/Electives (10 credits)
Social Sciences (15 credits)	

- **5 credits must be W (writing-intensive) and 5 credits must be D (global/diversity)**
- **No more than 3 credits of PE activity courses are allowed in this degree**
- Earn at least 30 credits at SCC/SFCC (at least 15 credits earned at the degree-awarding college)

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

COMMUNICATION 10 credits

- 5 credits composition (ENGL& 101)
- 5 additional credits from the list below (these courses do not satisfy the writing-intensive requirement)

  ENGL& 101 (required)
  ENGL& 235 [1]

[1] **EWU** requires ENGL& 102
Gonzaga requires CMST& 101
Whitworth requires Oral Communication (CMST& 101 or 220)

QUANTITATIVE REASONING 5 credits

- 5 credits from the list below
- Course prerequisites must be met

  MATH& 151

HUMANITIES 15 credits

- **Three** subject areas required [2]
- Select from at least two groups (A, B or C)
- No more than 5 credits in foreign language or ASL

Group A: Literature and Language

  CMST 226, 227
  ENGL 209, 241, 247, 248, 249, 259, 261, 271, 272, 278; ENGL& 111, 112, 113, 220
  Foreign Language **OR** ASL – 5cr only
  JOURN 110

Group B: Aesthetic Experience

  ART 108, 109, 110, 112; ART& 100
  DRMA 140; DRMA& 101
  FILM 141, 221, 222, 224, 225, 236
  MUSC 106, 108, 109, 124; MUSC& 105, 141, 142, 143, 241, 242, 243

Group C: Philosophy and the Humanities

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

[2] **EWU** requires PHIL 110
Gonzaga requires PHIL& 101 and PHIL 110
WSU Pullman & **WSU Tri-Cities** require PHIL& 120

SOCIAL SCIENCES 15 credits

- **Three** subject areas required
- 5 credits from Group A
- 5 credits from Group B
- 5 additional credits from Group A or B

Group A: Human Behavior

  ANTH& 100, 204, 206, 210
  GEOG 101, 230, 260
  PSYC 204, 250; PSYC& 100, 180, 200, 220
  SOC 204, 211, 221, 230, 261; SOC& 101, 201

Group B: Human Enterprise [3]

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

[3] **WSU Vancouver** requires ECON& 201 or 202

MATHEMATICS/SCIENCE 15 credits

- 15 credits required from at least two disciplines
- No more than 10 credits allowed from any one discipline

Group A: Mathematics

  MATH& 152 [4]

Group B: Science

  PHYS 201, 203

[4] **UW Tacoma** requires MATH& 146

ALL STUDENTS – Meet regularly with your SCC/SFCC advisor or counselor.

TRANSFER STUDENTS – Contact an advisor at your transfer university for additional requirements.

MAJOR REQUIREMENTS 20 credits

- 10 credits from Group A
- 10 credits from Group B

Group A: Major Required Computer Programming [5]

  CS& 141, CS 142

Group B: Major Required Courses [6]

  MATH& 153, 254 (WSU)
  CS 211, 280 (EWU)

[5] **CWU, UW Seattle, and Heritage** require two Java courses
UW Bothell requires two courses in one language (C#, C++ or Java)
UW Tacoma requires Intro Programming and Object Oriented Programming (Java)
WSU Tri-Cities requires two C++ courses

[6] **EWU** requires CS 211 and 280
UW Bothell requires statistics instead of Calculus 3
UW Tacoma does not require Calculus 3
WSU (all campuses) requires Math& 153 and 254

UNIVERSITY SPECIFIC REQUIREMENTS/ELECTIVES 10 credits

- Plan additional credits in consultation with a counselor or academic advisor

EWU – Linear Algebra (Math 220), Digital Circuits (ENGR 190)
Gonzaga – Engineering Physics 3 with lab (PHYS 203), Discrete Math (MATH 245)
Heritage and **Whitworth** – Engineering Physics 3 with lab (PHYS& 203)
Pacific Lutheran, Seattle Pacific and **Seattle University** – Physical, Biological and/or Earth Sciences with lab
WSU (all campuses) and **WWU** – One year Engineering Physics

Spokane Community College and Spokane Falls Community College
ASSOCIATE IN MATHEMATICS EDUCATION
Direct Transfer Agreement/Major Related Program (DTA/MRP)

Requirements for completion of an Associate in Mathematics Education (DTA) degree:

- Cumulative grade point average (GPA) of 2.0 or higher
- Complete 90-92 quarter credits in courses numbered 100 or above, as follows:

Communication (15 credits)	Science (10 credits)
Quantitative Reasoning (25 credits)	Health-Related/PE/Recreational/Leisure Activities (5 credits)
Humanities (15 credits)	Education Courses (5-7 credits)
Social Sciences (15 credits)	

- **5 credits must be W (writing-intensive), and 5 credits must be D (global/diversity)**
- **No more than 3 credits of PE activity courses are allowed in this degree**
- Earn at least 30 credits at SCC/SFCC (at least 15 credits earned at the degree-awarding college)

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

COMMUNICATION 15 credits

- 15 credits from the list below (these courses do not satisfy the writing-intensive requirement)
  CMST& 101
  ENGL& 101, 102

QUANTITATIVE REASONING 25 credits

- 5 credits from the list below
- Course prerequisites must be met
  MATH 220; MATH& 151, 152, 153, 254

HUMANITIES 15 credits

- **Three** subject areas required
- Select from at least two groups (A, B or C)
- No more than 5 credits in foreign language or ASL

Group A: Literature and Language
  CMST 226, 227
  ENGL 209, 241, 247, 248, 249, 259, 261, 271, 272, 278; ENGL& 111, 112, 113, 220
  Foreign Language **OR** ASL – 5cr only
  JOURN 110

Group B: Aesthetic Experience
  ART 108, 109, 110, 112; ART& 100
  DRMA 140; DRMA& 101
  FILM 141, 221, 222, 224, 225, 236
  MUSC 106, 108, 109, 124; MUSC& 105, 141, 142, 143, 241, 242, 243

Group C: Philosophy and the Humanities
  HUM 107, 201; HUM& 101
  PHIL 110, 209, 215, 220, 231; PHIL& 101, 115, 120

ALL STUDENTS – Meet regularly with your SCC/SFCC advisor or counselor.

TRANSFER STUDENTS – Contact an advisor at your transfer university for additional requirements.

SOCIAL SCIENCES 15 credits

- **Three** subject areas required
- 5 credits PSYC& 100 from Group A
- 5 credits from Group B
- 5 additional credits from Group A or B

Group A: Human Behavior
  ANTH& 100, 204, 206, 210
  GEOG 101, 230, 260
  PSYC& 100 (required)
  SOC 204, 211, 221, 230, 261; SOC& 101, 201

Group B: Human Enterprise
  ECON 100; ECON& 201, 202
  HIST 105, 106, 107, 230, 240; HIST& 116, 117, 118, 136, 137, 214, 219
  POLS 102, 125, 204, 205; POLS& 101, 202, 203

SCIENCE 10 credits

- 10 credits from Group A or B
- 5 credits must be laboratory course
- No more than one course per subject in any one group

Group A: Science
  (Laboratory courses)
  ASTR& 101
  BIOL 100, 110, 115; BIOL& 160
  BOT 111, 112, 113
  CHEM 115; CHEM& 110, 121, 122, 123, 140, 161, 162, 163, 241/251, 242/252, 243/253
  ENVS& 101
  GEOL 201, 210; GEOL& 101
  PHYS 100, 101, 102, 103, 201, 202, 203
  ZOOL 121, 122

  (Non-laboratory courses)
  ANTH& 205
  ASTR& 100
  BIOL 107
  CHEM 116
  ENVS 104, 110, 207, 210, 211
  GEOL 116; GEOL& 100 (5cr only)
  NUTRI 251
  OCEA& 101

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

HEALTH-RELATED/PE/RECREATIONAL/LEISURE ACTIVITIES 5 credits

- 5 credits required
- One course from Group A
- One course from Group B
- No more than 3 credits in PE Activity

Group A – Lecture (minimum of **one** course)
  ART 122
  HLTH 101, 104, 174, 270
  PE 170

Group B (minimum of **one** course)
  AQUAT 101, 110, 115, 132, 136, 224, 230, 232
  ART 101, 102, 103, 105, 106, 127, 180, 186, 188, 189, 197, 205
  DRMA 106, 107, 108
  JOURN 225
  MUSC 115, 127, 128, 134, 139, 140, 145, 148, 170, 171, 176, 177, 178, 182, 183, 215, 227, 228, 239, 240, 245, 248, 276, 277, 278
  PE (activity – limited to 3 credits for the entire degree) 100, 101, 105, 106, 107, 108, 115, 116, 117, 120, 122, 126, 127, 130, 139, 141, 143, 144, 145, 146, 147, 149, 151, 154, 177, 182, 185, 186, 187, 190, 200, 201, 205, 206, 207, 208, 215, 216, 217, 220, 222, 226, 227, 230, 239, 241, 243, 244, 245, 246, 247, 249, 251, 254, 277, 282, 285, 286, 287, 290
  PE (theory-based) 138, 150, 156, 157, 158, 159, 160, 164, 165, 169, 188, 211, 250, 256, 257, 258, 259, 260, 264, 265, 269, 288
  PHOTO 101

EDUCATION COURSES 5-7 credits required

- 5-7 credits from the list below
  EDUC& 202 (SFCC) **OR**
  EDUC& 202 **AND** EDUC 267 (SCC)

Spokane Community College and Spokane Falls Community College

ASSOCIATE IN MUSIC
Direct Transfer Agreement/Major Related Program (DTA/MRP)

Requirements for completion of an Associate in Music (DTA/MRP) degree:

- Cumulative grade point average (GPA) of 2.0 or higher
- Complete 104 quarter credits in courses numbered 100 or above as follows:

Communication (10 credits)	Social Sciences (15 credits)
Quantitative/Symbolic Reasoning (5 credits)	Mathematics/Science (15 credits)
Humanities (15 credits)	Required Music Electives (44 credits)

- **5 credits must be W (writing-intensive), and 5 credits must be D (global/diversity)**
- Earn at least 30 credits at SCC/SFCC (at least 15 credits earned at the degree-awarding college)

NOTE: Admission to specific Music programs is competitive, and admission to an institution does not guarantee admission to a specific program or major.

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

COMMUNICATION 10 credits

- 5 credits composition (ENGL& 101)
- 5 additional credits from the list below (these courses do not satisfy the writing-intensive requirement)

ENGL& 101 (composition required)
AND one of the following:

CMST 229; CMST& 101, 220
ENGL& 102, 235
JOURN 220

QUANTITATIVE/SYMBOLIC REASONING 5 credits

- 5 credits from the list below
- Course prerequisites must be met

MATH 201, 208, 209, 210, 211, 212;
  MATH& 107, 141, 142, 146, 148, 151,
  152, 153, 254
PHIL& 120

HUMANITIES 15 credits

- 10 credits from MUSC& 141 and MUSC& 241
- 5 credits from another subject area

MUSC& 141, 241 (required)
AND one of the following:

ART 108, 109, 110, 112; ART& 100
CMST 226, 227
DRMA 140; DRMA& 101
ENGL 209, 241, 247, 248, 249, 259, 261,
  271, 272, 278; ENGL& 111, 112, 113, 220
FILM 141, 221, 222, 224, 225, 236
Foreign Language **OR** ASL – 5 credits only
HUM 107, 201; HUM& 101
JOURN 110
PHIL 110, 209, 215, 220, 231; PHIL& 101,
  115, 120

SOCIAL SCIENCES 15 credits

- **Three** subject areas required
- 5 credits from Group A
- 5 credits from Group B
- 5 additional credits from Group A or B

Group A: Human Behavior

ANTH& 100, 204, 206, 210
GEOG 101, 230, 260
PSYC 204, 250; PSYC& 100, 180, 200, 220
SOC 204, 211, 221, 230, 261; SOC& 101, 201

Group B: Human Enterprise

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

MATHEMATICS/SCIENCE 15 credits

- 10 credits must come from Group B or C
- 5 credits must be laboratory course
- No more than one course per subject area in any one group
- If a mathematics course is taken, it cannot also be used to satisfy the Quantitative/Symbolic Reasoning requirement

Group A: Mathematics

MATH 201, 208, 209, 210, 211, 212, 220,
  245; MATH& 107, 141, 142, 146, 148, 151,
  152, 153, 254

Group B: Science
(Laboratory courses)
  ASTR& 101
  BIOL 100, 110, 115; BIOL& 160, 221,
    222, 223
  BOT 111, 112, 113
  CHEM 115; CHEM& 110, 121, 122, 123, 140,
    161, 162, 163, 241/251, 242/252, 243/253
  ENVS& 101
  GEOL 201, 210; GEOL& 101
  PHYS 100, 101, 102, 103, 201, 202, 203
  ZOOL 121, 122
(Non-laboratory courses)
  ANTH& 205
  ASTR& 100
  BIOL 107
  CHEM 116
  ENVS 104, 110, 207, 210, 211
  GEOL 116; GEOL& 100
  NUTRI 251
  OCEA& 101

Group C: Science
(Laboratory courses)
  BIOL& 241, 242, 260
(Non-laboratory courses)
  BIOL 244
  CHEM 260

REQUIRED MUSIC ELECTIVES 44 credits

- 20 credits from Group A: Additional Music Theory
- 6 credits from Group B: Private Lessons
- 12 credits from Group C: Ensembles
- 6 credits from Group D: Keyboard/Piano

Group A: Additional Music Theory (20cr)

MUSC& 142, 143, 242, 243 (required)

Group B: Private Lessons (6cr)
(3cr 100-level, 3cr 200-level)

MUSPL 104-264

Group C: Ensembles (12cr)
(6cr 100-level, 6cr 200-level highly recommended for transfer to a four-year institution)

MUSC 115, 127, 139, 140, 145, 215, 227, 239,
  240, 245

Group D: Keyboard/Piano (6cr)

MUSC 176, 177, 178, 276, 277, 278

ALL STUDENTS – Meet regularly with your SCC/SFCC advisor or counselor.

TRANSFER STUDENTS – Contact an advisor at your transfer university for additional requirements.

Spokane Community College and Spokane Falls Community College
ASSOCIATE IN PRE-NURSING
Direct Transfer Agreement/Major Related Program (DTA/MRP)

Requirements for completion of an Associate in pre-Nursing (DTA/MRP) degree:

- Cumulative grade point average (GPA) of 2.0 or higher
- Complete 90 quarter credits in courses numbered 100 or above, as follows:

Communication (15 credits)	Social Sciences (15 credits)
Quantitative/Symbolic Reasoning (5 credits)	Mathematics/Science (40 credits)
Humanities (15 credits)	

- **5 credits must be W (writing-intensive), and 5 credits must be D (global/diversity)**
- Earn at least 30 credits at SCC/SFCC (at least 15 credits earned at the degree-awarding college)

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

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

COMMUNICATION 15 credits

- 15 credits from the list below (these courses do not satisfy the writing-intensive requirement)

  CMST& 101
  ENGL& 101, 102

QUANTITATIVE/SYMBOLIC REASONING 5 credits

- 5 credits from the list below
- Course prerequisites must be met

  MATH& 146

HUMANITIES 15 credits

- **Three** subject areas required
- Select from at least two groups (A, B or C)
- No more than 5 credits in foreign language or ASL

Group A: Literature and Language

  CMST 226, 227
  ENGL 209, 241, 247, 248, 249, 259, 261, 271, 272, 278; ENGL& 111, 112, 113, 220
  Foreign Language **OR** ASL – 5cr only
  JOURN 110

Group B: Aesthetic Experience

  ART 108, 109, 110, 112; ART& 100
  DRMA 140; DRMA& 101
  FILM 141, 221, 222, 224, 225, 236
  MUSC 106, 108, 109, 124; MUSC& 105, 141, 142, 143, 241, 242, 243

Group C: Philosophy and the Humanities

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

SOCIAL SCIENCES 15 credits

- 15 credits are required
- Psychology 100 and 200 are required
- Select one Sociology course

  PSYC& 100 (required)
  PSYC& 200 (required)
  SOC& 101 **OR** 201 (select one)

MATHEMATICS/SCIENCE 40 credits

- 40 credits from the list below
- It is recommended that sequential science courses be completed at one institution

  Life Sciences
    BIOL& 160, 241, 242, 260
    NUTRI 251

  Physical Sciences
    CHEM& 121, 122, 123

ALL STUDENTS – Meet regularly with your SCC/SFCC advisor or counselor.

TRANSFER STUDENTS – Contact an advisor at your transfer university for additional requirements.

<p style="text-align: center;">Spokane Community College and Spokane Falls Community College</p>

ASSOCIATE IN SCIENCE – TRANSFER TRACK 1 (AS-T 1)
Biological Sciences, Environmental/Resource Sciences,
Chemistry, Geology, and Earth Science

Requirements for completion of an Associate in Science – Transfer (AS-T 1) degree in Biological Sciences, Environmental/Resource Sciences, Chemistry, Geology, and Earth Science:

- Cumulative grade point average (GPA) of 2.0 or higher
- Complete 90 quarter credits in courses numbered 100 or above as follows:

Communication (5 credits)	Science (45-50 credits)
Humanities/Social Sciences (15 credits)	Electives (10-15 credits)
Mathematics (10 credits)	

- **5 credits must be W (writing-intensive)**
- **No more than 3 credits of PE activity courses are allowed in this degree**
- Earn at least 30 credits at SCC/SFCC (at least 15 credits earned at the degree-awarding college)

*This degree does not fulfill all general education requirements of four-year institutions.

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

COMMUNICATION 5 credits

- 5 credits composition (these courses do not satisfy the writing-intensive requirement)

  ENGL& 101, 102

HUMANITIES/SOCIAL SCIENCES 15 credits

- 5 credits from Group A: Humanities
- 5 credits from Group B: Social Sciences
- 5 additional credits from Group A or Group B
- No more than 5 credits in foreign language or ASL

Group A: Humanities

ART 108, 109, 110, 112; ART& 100
CMST 226, 227
DRMA 140; DRMA& 101
ENGL 209, 241, 247, 248, 249, 259, 261, 271, 272, 278; ENGL& 111, 112, 113, 220
FILM 141, 221, 222, 224, 225, 236
Foreign Language **OR** ASL– 5 credits only
HUM 107, 201; HUM& 101
JOURN 110
MUSC 106, 108, 109, 124; MUSC& 105, 141, 142, 143, 241, 242, 243
PHIL 110, 209, 215, 220, 231; PHIL& 101, 115, 120

Group B: Social Sciences

ANTH& 100, 204, 206, 210
ECON 100; ECON& 201, 202
GEOG 101, 230, 260
HIST 105, 106, 107, 230, 240; HIST& 116, 117, 118, 136, 137, 214, 219
POLS 102, 125, 204, 205; POLS& 101, 202, 203
PSYC 204, 250; PSYC& 100, 180, 200, 220
SOC 204, 211, 221, 230, 261; SOC& 101, 201

MATHEMATICS 10 credits

- 10 credits at or above introductory calculus

  MATH 220, 274; MATH& 151, 152, 153, 254

SCIENCE 45-50 credits

- 15 credit sequence from Group A
- 5 credits from Group B
- 15 credits from Group C (some transfer universities require physics with calculus)
- 10-15 additional credits from Group D (preferably in a 2 or 3 quarter sequence – biology majors should select organic chemistry or physics)

Group A: Chemistry (15cr sequence)

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

Group B: Third quarter calculus or approved statistics course (5cr)

MATH& 146
OR
MATH& 153

Group C: Biological Sciences or Physics (15cr)

Biological Sciences (Laboratory courses)
BIOL& 221, 222, 223

Physics Sequence
PHYS 101, 102, 103
OR
PHYS 201, 202, 203 (w/calculus)

Group D: Additional 10-15 science credits

Group A
Group B
Group C
GEOL 201, 210; GEOL& 101
MATH 220, 274; MATH& 254

ELECTIVES 10-15 credits

- 10-15 additional college-level credits
- May include prerequisites for major courses (e.g. pre-calculus), additional major coursework, or specific general education or other university requirements as approved by a counselor or academic advisor.
- PE activity courses are limited to a maximum of 3 credits for the entire degree.

ALL STUDENTS – Meet regularly with your SCC/SFCC advisor or counselor.

TRANSFER STUDENTS – Transfer requirements vary based on major. Contact an advisor at your transfer university for additional requirements.

NOTES:

1. Students are responsible for checking specific major requirements of four-year institutions in the year prior to transferring.

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

3. Students completing this Associate in Science Transfer (AS-T) degree will receive the same priority consideration for admission to the four-year institution as they would for completing the direct transfer associate degree and will be given junior status by the receiving institution; this degree does not guarantee student's admission to the major.

4. Additional general education requirements, cultural diversity requirements, and foreign language requirements, as required by the transfer institution, must be met prior to the completion of a baccalaureate degree.

5. This degree may not fulfill all general education requirements of a particular baccalaureate institution. Students should work with a counselor or academic advisor for further guidance specific to their goals.

Spokane Community College and Spokane Falls Community College
ASSOCIATE IN SCIENCE – TRANSFER TRACK 2 (AS-T 2)
Engineering, Computer Science, Physics, and Atmospheric Science

Requirements for completion of an Associate in Science Transfer (AS-T 2) degree in Engineering, Computer Science, Physics, and Atmospheric Science:

- Cumulative grade point average (GPA) of 2.0 or higher
- Complete 90 quarter credits in courses numbered 100 or above as follows:

Communication (5 credits)	Science (25 credits)
Humanities/Social Sciences (15 credits)	Electives (35 credits)
Mathematics (10 credits)	

- **5 credits must be W (writing-intensive)**
- **No more than 3 credits of PE activity courses are allowed in this degree**
- Earn at least 30 credits at SCC/SFCC (at least 15 credits earned at the degree-awarding college)

*This degree does not fulfill all general education requirements of four-year institutions.

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

COMMUNICATION 5 credits

- 5 credits composition (these courses do not satisfy the writing-intensive requirement)

  ENGL& 101, 102

HUMANITIES/SOCIAL SCIENCES 15 credits

- 5 credits from Group A: Humanities
- 5 credits from Group B: Social Sciences
- 5 additional credits from Group A or Group B
- No more than 5 credits in foreign language or ASL

Group A: Humanities

ART 108, 109, 110, 112; ART& 100
CMST 226, 227
DRMA 140; DRMA& 101
ENGL 209, 241, 247, 248, 249, 259, 261, 271, 272, 278; ENGL& 111, 112, 113, 220
FILM 141, 221, 222, 224, 225, 236
Foreign Language **OR** ASL– 5 credits only
HUM 107, 201; HUM& 101
JOURN 110
MUSC 106, 108, 109, 124; MUSC& 105, 141, 142, 143, 241, 242, 243
PHIL 110, 209, 215, 220, 231; PHIL& 101, 115, 120

Group B: Social Sciences

ANTH& 100, 204, 206, 210
ECON 100; ECON& 201, 202
GEOG 101, 230, 260
HIST 105, 106, 107, 230, 240; HIST& 116, 117, 118, 136, 137, 214, 219
POLS 102, 125, 204, 205; POLS& 101, 202, 203
PSYC 204, 250; PSYC& 100, 180, 200, 220
SOC 204, 211, 221, 230, 261; SOC& 101, 201

MATHEMATICS 10 credits

- 10 credits at or above introductory calculus
  MATH 220, 274; MATH& 151, 152, 153, 254

SCIENCE 25 credits

- 15 credits from Group A (some transfer universities require physics with calculus)
- 5 credits of chemistry or other science from Group B (in consultation with your advisor)
- 5 credits from Group C

Group A: Physics (15cr sequence)

PHYS 101, 102, 103
OR
PHYS 201, 202, 203 (w/calculus)

Group B: Chemistry or other science based on advising (5cr)

CHEM& 161, 162, 163, 241/251, 242/252, 243/253
OR
Other science based on advising

Group C: Third quarter calculus or approved statistics course (5cr)

MATH& 146
OR
MATH& 153

ELECTIVES 35 credits

- 35 additional credits
- May include prerequisites for major courses (e.g. pre-calculus), additional major coursework, or specific general education or other university requirements as approved by a counselor or academic advisor.
- PE activity courses are limited to a maximum of 3 credits for the entire degree.

ALL STUDENTS – Meet regularly with your SCC/SFCC advisor or counselor.

TRANSFER STUDENTS – Transfer requirements vary based on major. Contact an advisor at your transfer university for additional requirements.

NOTES:

1. Students are responsible for checking specific major requirements of four-year institutions in the year prior to transferring.

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

3. Students completing this Associate in Science Transfer (AS-T) degree will receive the same priority consideration for admission to the four-year institution as they would for completing the direct transfer associate degree and will be given junior status by the receiving institution; this degree does not guarantee student's admission to the major.

4. Additional general education requirements, cultural diversity requirements, and foreign language requirements, as required by the transfer institution, must be met prior to the completion of a baccalaureate degree.

5. This degree may not fulfill all general education requirements of a particular baccalaureate institution. Students should work with a counselor or academic advisor for further guidance specific to their goals.

Spokane Community College and Spokane Falls Community College

ASSOCIATE IN SCIENCE – TRANSFER TRACK 2 (AS-T 2/MRP)
Bioengineering and Chemical Engineering Pathway

Requirements for completion of an AS-T 2/MRP degree following the Bioengineering and Chemical Engineering pathway:

- Cumulative grade point average (GPA) of 2.0 or higher
- Complete 95 quarter credits in courses numbered 100 or above as follows:

  Communication (5 credits)　　　　　　　　Science/Engineering (40 credits)
  Humanities/Social Sciences (15 credits)　　Engineering Electives (10 credits)
  Mathematics (25 credits)

- **5 credits must be W (writing-intensive)**
- Earn at least 30 credits at SCC/SFCC (at least 15 credits earned at the degree-awarding college)

*This degree does not fulfill all general education requirements of four-year institutions.

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

COMMUNICATION 5 credits

- 5 credits composition (these courses do not satisfy the writing-intensive requirement)

  ENGL& 101, 102

HUMANITIES/SOCIAL SCIENCES 15 credits

- 5 credits from Group A: Humanities
- 5 credits from Group B: Social Sciences
- 5 additional credits from Group A or Group B
- No more than 5 credits in foreign language or ASL

Group A: Humanities

  ART 108, 109, 110, 112; ART& 100
  CMST 226, 227
  DRMA 140; DRMA& 101
  ENGL 209, 241, 247, 248, 249, 259, 261, 271, 272, 278; ENGL& 111, 112, 113, 220
  FILM 141, 221, 222, 224, 225, 236
  Foreign Language **OR** ASL– 5 credits only
  HUM 107, 201; HUM& 101
  JOURN 110
  MUSC 106, 108, 109, 124; MUSC& 105, 141, 142, 143, 241, 242, 243
  PHIL 110, 209, 215, 220, 231; PHIL& 101, 115, 120

Group B: Social Sciences

  ANTH& 100, 204, 206, 210
  ECON 100; ECON& 201, 202
  GEOG 101, 230, 260
  HIST 105, 106, 107, 230, 240; HIST& 116, 117, 118, 136, 137, 214, 219
  POLS 102, 125, 204, 205; POLS& 101, 202, 203
  PSYC 204, 250; PSYC& 100, 180, 200, 220
  SOC 204, 211, 221, 230, 261; SOC& 101, 201

MATHEMATICS 25 credits

- 25 credits from the list below
  MATH 274; MATH& 151, 152, 153, 254

SCIENCE/ENGINEERING 40 credits

- 15 credits from Group A
- 25 credits from Group B

Group A: Physics (calculus based) (15cr sequence)

  PHYS 201, 202, 203

Group B: Chemistry (25cr)

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

ENGINEERING ELECTIVES 10 credits

- 10 additional credits
- Plan electives as appropriate for intended major and intended transfer university in consultation with the engineering advisor.

  BIOL& 222
  CS& 141 or CS 255 (SFCC only)
  ENGL& 235
  ENGR 110 and 111, 201, 210, 240 (SFCC only)
  MATH 220

ALL STUDENTS – Meet regularly with your SCC/SFCC advisor or counselor.

TRANSFER STUDENTS – Transfer requirements vary based on major. Contact an advisor at your transfer university for additional requirements.

NOTES:

1. Students are responsible for checking specific major requirements of four-year institutions in the year prior to transferring.

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

3. Students completing this Associate in Science Transfer (AS-T) degree will receive the same priority consideration for admission to the four-year institution as they would for completing the direct transfer associate degree and will be given junior status by the receiving institution; this degree does not guarantee student's admission to the major.

4. Additional general education requirements, cultural diversity requirements, and foreign language requirements, as required by the transfer institution, must be met prior to the completion of a baccalaureate degree.

5. This degree may not fulfill all general education requirements of a particular four-year institution. Students should work with a counselor or academic advisor for further guidance specific to their goals.

ASSOCIATE IN SCIENCE – TRANSFER TRACK 2 (AS-T 2/MRP)
Civil and Mechanical Engineering Pathway

Requirements for completion of an AS-T 2/MRP degree following the Civil and Mechanical Engineering pathway:

- Cumulative grade point average (GPA) of 2.0 or higher
- Complete 105 quarter credits in courses numbered 100 or above as follows:

  Communication (5 credits)
  Humanities/Social Sciences (15 credits)
  Mathematics (30 credits)

  Science/Engineering (50 credits)
  Engineering Electives (5 credits)

- **5 credits must be W (writing-intensive)**
- Earn at least 30 credits at SCC/SFCC (at least 15 credits earned at the degree-awarding college)

*This degree does not fulfill all general education requirements of four-year institutions.

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

COMMUNICATION 5 credits

- 5 credits composition (these courses do not satisfy the writing-intensive requirement)

  ENGL& 101, 102

HUMANITIES/SOCIAL SCIENCES 15 credits

- 5 credits from Group A
- 5 credits from Group B
- 5 additional credits from Group A or Group B
- No more than 5 credits in foreign language or ASL
- A course in Economics is recommended

Group A: Humanities

ART 108, 109, 110, 112; ART& 100
CMST 226, 227
DRMA 140; DRMA& 101
ENGL 209, 241, 247, 248, 249, 259, 261, 271, 272, 278; ENGL& 111, 112, 113, 220
FILM 141, 221, 222, 224, 225, 236
Foreign Language **OR** ASL– 5 credits only
HUM 107, 201; HUM& 101
JOURN 110
MUSC 106, 108, 109, 124; MUSC& 105, 141, 142, 143, 241, 242, 243
PHIL 110, 209, 215, 220, 231; PHIL& 101, 115, 120

Group B: Social Sciences

ANTH& 100, 204, 206, 210
ECON 100; ECON& 201, 202
GEOG 101, 230, 260
HIST 105, 106, 107, 230, 240; HIST& 116, 117, 118, 136, 137, 214, 219
POLS 102, 125, 204, 205; POLS& 101, 202, 203
PSYC 204, 250; PSYC& 100, 180, 200, 220
SOC 204, 211, 221, 230, 261; SOC& 101, 201

MATHEMATICS 30 credits

- 30 credits from the list below
  MATH 220, 274; MATH& 151, 152, 153, 254

SCIENCE/ENGINEERING 50 credits

- 15 credits from Group A
- 10 credits from Group B
- 25 credits from Group C

Group A: Physics (calculus based) (15cr sequence)

PHYS 201, 202, 203

Group B: Chemistry (10cr)

CHEM& 161, 162

Group C: Engineering/Computing (25cr)

ENGR 103, 201, 202, 203, 240 (SFCC only)

ENGINEERING ELECTIVES 5 credits

- 5 additional credits
- Plan electives as appropriate for intended major and intended transfer university in consultation with the engineering advisor.

  ENGL& 235
  ENGR 110 and 111, 210 (SFCC only)

ALL STUDENTS – Meet regularly with your SCC/SFCC advisor or counselor.

TRANSFER STUDENTS – Transfer requirements vary based on major. Contact an advisor at your transfer university for additional requirements.

NOTES:

1. Students are responsible for checking specific major requirements of four-year institutions in the year prior to transferring.

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

3. Students completing this Associate in Science Transfer (AS-T) degree will receive the same priority consideration for admission to the four-year institution as they would for completing the direct transfer associate degree and will be given junior status by the receiving institution; this degree does not guarantee student's admission to the major.

4. Additional general education requirements, cultural diversity requirements, and foreign language requirements, as required by the transfer institution, must be met prior to the completion of a baccalaureate degree.

5. This degree may not fulfill all general education requirements of a particular four-year institution. Students should work with a counselor or academic advisor for further guidance specific to their goals.

Spokane Community College and Spokane Falls Community College
ASSOCIATE IN SCIENCE – TRANSFER TRACK 2 (AS-T 2/MRP)
Computer and Electrical Engineering Pathway

Requirements for completion of an AS-T 2/MRP degree following Computer and Electrical Engineering pathway:

- Cumulative grade point average (GPA) of 2.0 or higher
- Complete 100 quarter credits in courses numbered 100 or above as follows:

  Communication (5 credits)   Science (35 credits)
  Humanities/Social Sciences (15 credits)   Electives (15 credits
  Mathematics (30 credits)

- **5 credits must be W (writing-intensive)**
- Earn at least 30 credits at SCC/SFCC (at least 15 credits earned at the degree-awarding college)

*This degree does not fulfill all general education requirements of four-year institutions.

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

COMMUNICATION 5 credits

- 5 credits composition (these courses do not satisfy the writing-intensive requirement)

  ENGL& 101, 102

HUMANITIES/SOCIAL SCIENCES 15 credits

- 5 credits from Group A
- 5 credits from Group B
- 5 additional credits from Group A or Group B
- No more than 5 credits in foreign language or ASL
- A course in Economics is recommended

Group A: Humanities

ART 108, 109, 110, 112; ART& 100
CMST 226, 227
DRMA 140; DRMA& 101
ENGL 209, 241, 247, 248, 249, 259, 261, 271, 272, 278; ENGL& 111, 112, 113, 220
FILM 141, 221, 222, 224, 225, 236
Foreign Language **OR** ASL– 5 credits only
HUM 107, 201; HUM& 101
JOURN 110
MUSC 106, 108, 109, 124; MUSC& 105, 141, 142, 143, 241, 242, 243
PHIL 110, 209, 215, 220, 231; PHIL& 101, 115, 120

Group B: Social Sciences

ANTH& 100, 204, 206, 210
ECON 100; ECON& 201, 202
GEOG 101, 230, 260
HIST 105, 106, 107, 230, 240; HIST& 116, 117, 118, 136, 137, 214, 219
POLS 102, 125, 204, 205; POLS& 101, 202, 203
PSYC 204, 250; PSYC& 100, 180, 200, 220
SOC 204, 211, 221, 230, 261; SOC& 101, 201

MATHEMATICS 30 credits

- 30 credits from the list below

  MATH 220, 274; MATH& 151, 152, 153, 254

SCIENCE 35 credits

- 15 credits from Group A
- 5 credits from Group B
- 5 credits from Group C
  (consult intended transfer university for computer language requirements)
- 10 credits from Group D

Group A: Physics (calculus based) (15cr sequence)

PHYS 201, 202, 203

Group B: Chemistry (5cr)

CHEM& 161

Group C: Computer Programming (5cr)

CS& 141 (SFCC only)
OR
CS 255 (SFCC only)

*GU requires CS& 141 for Electrical Engineering
EWU requires CS 255 for Electrical Engineering*

Group D: Engineering (10cr)

ENGR 190, 210 (SFCC only)

ENGINEERING ELECTIVES 15 credits

- 15 additional credits
- Plan electives as appropriate for intended major and intended transfer university in consultation with the engineering advisor.

  BIOL& 222
  CS 142, 253 (SFCC only)
  CHEM 162
  ENGL& 235
  ENGR 110 and 111, 201, 202, 240 (SFCC only)

> **ALL STUDENTS – Meet regularly with your SCC/SFCC advisor or counselor.**
>
> **TRANSFER STUDENTS – Transfer requirements vary based on major. Contact an advisor at your transfer university for additional requirements.**

NOTES:

1. Students are responsible for checking specific major requirements of four-year institutions in the year prior to transferring.

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

3. Students completing this Associate in Science Transfer (AS-T) degree will receive the same priority consideration for admission to the four-year institution as they would for completing the direct transfer associate degree and will be given junior status by the receiving institution; this degree does not guarantee student's admission to the major.

4. Additional general education requirements, cultural diversity requirements, and foreign language requirements, as required by the transfer institution, must be met prior to the completion of a baccalaureate degree.

5. This degree may not fulfill all general education requirements of a particular four-year institution. Students should work with a counselor or academic advisor for further guidance specific to their goals.

Program Outlines

For detailed information on career and technical program offerings at SCC and SFCC, view our program outlines online at:

catalog.spokane.edu/CoursesAndPrograms/Default.aspx

Course Descriptions

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

Administration and Academic Employees

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