

Student 2021-2022 Handbook



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Land Acknowledgement

We at South Seattle College would like to acknowledge that we are on the traditional land of the First People of Seattle, The Duwamish People, past and present, and honor with gratitude the land itself and the Duwamish Tribe.



Dr. Rosie Rimando-Chareunsap
South Seattle College President

Dear Students:

Welcome to South Seattle College, you are officially South Otters! We hope you will find this handbook useful as you pursue your academic and professional goals and dreams.

Your unique experiences and backgrounds enrich our college and community. We know that choosing to start or continue college during a pandemic is a big decision, and we at South are grateful that you have chosen to enroll here. It's more important than ever to help you be successful while you are here. This handbook provides you with "insider" tips, hints and suggestions from faculty, staff and graduates to help you reach your goals.

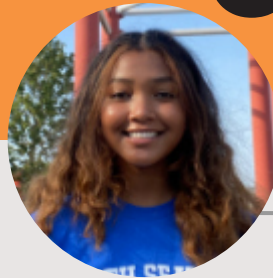
A few hints that we've learned from successful students:

1. Use as many support services as possible (from Advising to the Writing Center), all of which are available to you online, and most of which will also be available in person this fall.
2. Get to know your faculty, staff and fellow students, even in online courses.
3. Stay in touch with your advisor or counselor, they can guide you in developing your Education Plan.
4. If you need a little extra help, don't wait. Talk with your instructor, reach out to Tutoring, which is also available online.

Otters, by nature, stick together to thrive. Please remember that your South faculty and staff are ready to support you. As you start or continue your educational journey at South, remember that you can truly Start Here, Go Anywhere!

Have a great year,

Greetings!



Addie Winston
USA President

Hi South Seattle College Students,

My name is Addiemaymae, Addie, Winston and it is my privilege to welcome you to this upcoming school year. I am excited and grateful to serve as this year's United Student Association, USA, President. USA and I wish you good health and academic success this year.

We are comprised of eight student advocates who represent student interests and concerns to the administration. As advocates for students, it is USA's mission to help every student feel comfortable and heard on campus.

Our team has already started pitching ideas that will improve the quality of student life both on campus and during online learning. We aim to support the opening of the new gym for recreational use, provide outside online learning tools to all students, and continue to promote cultural awareness among our diverse population.

These goals are just a small part of our overall mission to help every student feel heard on campus. In order to completely fulfill our mission, we must hear YOUR voice! So, please reach out to me or USA! We hold meetings via zoom every Tuesday from 6:00PM-7:30PM. If you cannot join one of our meetings, or would rather not, please do not hesitate to email me. We have a webpage, USA Canvas page, FB and Instagram accounts so please connect with us. Also, if you would like to serve or volunteer on our team, we would love to hear from you.

I look forward to getting to know everyone here at South!

Thanks,
Addie Winston

Addiemaymae.Winston@seattlecolleges.edu
Jerry M. Brockey Center, Office 119/135
Like us on [Facebook](#) or visit our [website](#)

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About South

a look at the numbers

Our School

Program Offerings

- 2 Four-year Degree Programs
- 14 Profession & Technical Career Training Programs



1969
South Founded
Read more about our history [here](#).

Study Track

- 8 Running Start
- 26 Academic Transfer

Our Students

Ethnicity (by those reported)

- 44% White
- 18% Asian/Pacific Islander
- 13% Black/African American
- 6% Hispanic
- 1% Native American

Other Stats

- 6% Single Parents
- 4% International Students
- 44% Working Part/Full-time
- 29 Average Student Age
- 30 # First Languages Spoken

Gender

- 59% Male Identifying
- 34% Female Identifying
- 7% Other/Didn't Respond

Our Mission

Start Here, Go Anywhere



MISSION

As an open-access learning institution, Seattle Colleges prepares each student for success in life and work, fostering a diverse, engaged, and dynamic community.

VISION

Seattle Colleges is recognized as an exemplary learning institution that transforms lives, promotes equity, and enriches the community.

VALUES

- **Accessibility** for all learners and partners
- **Collaboration** through open communication and commitment to working together.
- **Diversity, inclusion, and equity** for all individuals, particularly the underserved in our community.
- **Fiscal sustainability** for long-term viability and excellence in service and operations.
- **Growth and development** of faculty and staff through professional development
- **Innovation** in instruction, student services, operations, and organizational culture
- **Integrity** by adhering to the highest standards of ethics and public stewardship

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COVID-19 Considerations

PLEASE NOTE

As we move forward through the year, policies and procedures may change in regards to Coronavirus (COVID-19). Please note that while we tried to complete this guide with the most accurate information at the time, areas and hours of availability are subject to change.

See our [webpage](#) for the most up-to-date information.

FALL QUARTER PLANS

With fall classes starting on Sept. 27, South Seattle College will increase in-person student services throughout the quarter and continue to offer virtual assistance. The majority of classes this fall will continue to be offered remotely, although certain programs and classes will have hybrid and in-person instruction.

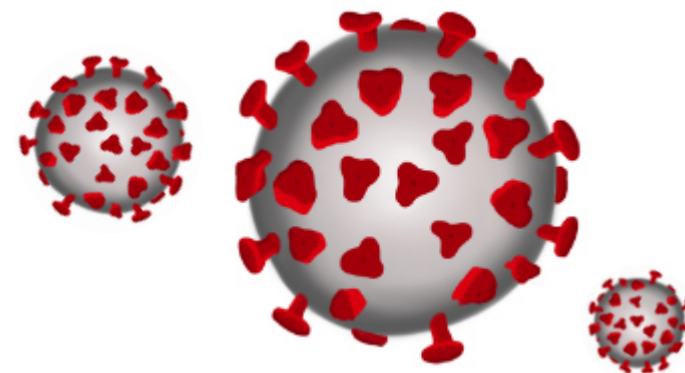
For your safety and health, Seattle Colleges have also chosen to be fully vaccinated campuses (per [Governor Inslee's higher education proclamation](#)). The proclamation requires all students, staff, and faculty to be fully vaccinated for COVID-19. Exemptions to this requirement will be offered for medical or religious reasons. Students will be required to report vaccination status by **Nov. 1, 2021**.

Learn more about:

- [Fall Quarter 2021](#)
- [Vaccination Requirements](#)
- [Masking Policy](#)

CAMPUS ENTRY PROTOCOLS

Seattle Colleges is opening its physical locations in compliance with all public health guidelines (refer to our Infection Control Program). To ensure the safety of our students, the campus entry protocols are updated often. Please be sure to check out our [Current COVID Campus Entry Procedures](#) page before coming to campus.



Covid Quick Links

Access Forms during Covid-19 restrictions:

- [Daily Wellness Screening Form](#)

Information:

- [South Information & Resources](#)
- [Seattle Colleges Protocols](#)

Other:

- [IT Technology Request Form](#)
- [Virtual Assistance](#)
- [Guidance for Wearing Masks](#)

IN-PERSON SERVICE

Are you looking for in-person assistance? Check out our [in-person services](#) page to see what services are available. To ensure that your needs are met, we highly encourage you to schedule an appointment as there may be limited walk-in availability.

Check out the tools below or contact IT Services directly.

- ITHelp@seattlecolleges.edu
- [Help Desk Chat Room](#) (Hours: M-Th 9am - 7pm, Fri 9am-2pm)



TECH TOOL	USE IT TO	IMPORTANT LINKS	LOGIN CREDENTIALS
ctcLink	<ul style="list-style-type: none"> • Register for, add, and drop classes. • View or update student information and contact information. • Pay tuition and fees. • Handle Financial Aid processes and accept Financial Aid awards. • View final grades and track academic progress. • Apply for Graduation. • Find advisor and instructor contact information. 	ctcLink Log in ctcLink Resources	ctcLink ID and password <i>*When using ctcLink for first time, you may select your old SID number for access.</i>
Starfish	<ul style="list-style-type: none"> • Schedule appointments with advising, tutoring, and financial aid. • Find information about advising and tutoring: contact and drop-in. • View current instructor contact and course information. • Find digital to-do items and checklists assigned by their advisors. 	Starfish Log in Starfish Help	MySeattleColleges username and password <i>*SeattleColleges passwords expire every 120 days.</i>
Canvas	<ul style="list-style-type: none"> • Access class materials: syllabus, lectures, discussions, assignments, and other class work. • Submit assignments. • Participate in discussions and other class tasks. • View grades on assignments and quizzes. • Contact instructors. 	South Canvas Log in Canvas Tutorials	SID and Canvas password or ctcLink ID and ctcLink password
MySouth	<ul style="list-style-type: none"> • Submit course evaluations. • Create Education Plans. • Make parking payments. 	MySouth	MySeattleColleges username and password <i>*SeattleColleges passwords expire every 120 days.</i>
Zoom	<ul style="list-style-type: none"> • Virtual/online instruction, tutoring, advising, career counseling, office hours, and mentoring 	Zoom Help How to change background South Backgrounds	Use link provided by instructor (may be found on canvas)

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Helpful Terminology

WHO IS HELPING YOU?

- **Advisor** - A staff or faculty assigned to help you discuss your educational plans, including your course scheduling.
- **Registrar** - Oversees registration at the University, providing aids such as calendars, class schedules, final exam schedules, and guides to online registration and enrollment management. It also manages student academic records, produces official transcripts.
- **Tutor** - A person who provides assistance to one or more people on certain subject areas or skills. Tutors are students, work-study, and professionals.

COLLEGE SERVICE VOCABULARY LIST

- **Accreditation** - Certification that a school or institution has met standards set by an outside review organization.
- **Articulation Agreement** - An agreement between two or more institutions to transfer courses. The agreement identifies specific courses that may be taken at participating institutions in lieu of courses at your target university.
- **Commencement** - Graduation ceremony that honors graduating students in all schools and colleges.
- **Credit** - A unit of measure for college work. Generally speaking, one credit hour represents one hour of classroom attendance each week for the quarter, plus the study time, homework, etc. that go along with it.
- **Drop Date** - The last day you can drop a class without a grade being assigned.
- **FAFSA** - Stands for Free Application for Federal Student Aid. The FAFSA must be filled out to be awarded grants, loans, scholarships, and work-study jobs.
- **Grant** - A type of financial aid that does not have to be paid back after the student leaves school. Grants are available through the federal government, state agencies, and educational institutions.
- **Holds** - A hold may be placed on a student's academic record for various reasons, such as non-payment of tuition and fees, not returning library books or library fines, not satisfying immunization records, parking fines or academic reasons. Most holds prevent students from registering or release of a student's academic records. Students should check their account to contact the correct office to have the hold removed.
- **Internship** - A part-time or full-time, temporary job in a real-world setting closely related to a student's area of study. It may be done for college credit and it may or may not be paid.
- **Loan** - Borrowed money to be repaid after graduation.
- **Prerequisite** - A course that must be completed before a student can enroll in a more advanced course.
- **WASFA** - Stands for Washington Application for State Financial Aid. Washington State offers financial aid programs to students who aren't eligible for federal financial aid because of immigration status. These students still need to meet other program requirements.
- **Withdrawal** - (W) Grade listed when a student officially drops a class before the drop date.
- **Work-Study Job** - Job that is awarded as part of a student's financial aid package. These jobs are financed through the federal government.



Find your instructor
Online

Are you trying to find contact information for your instructor or someone else on campus? Use our [Search People Page](#) to get connected.



Advising RSB 11

206-934-5387 | [Webpage](#)
AdvisorSouth@seattlecolleges.edu

Advisors help you make sound choices so you can reach your educational goals.

Learn more about how advising can help you and get tips with the [Advising Syllabus](#), or schedule an appointment online, [here](#).

TYPES OF APPOINTMENTS

Advising Appointment:

A 30-minute appointment ideal for new students registering, updating an existing educational plan, and for students who want to talk about transfer/program options.

Available: Tuesdays, Wednesdays, Fridays (Schedule in advance)

Educational Planning Appointment:

A 45-minute appointment ideal for students who want to create a new educational plan or complete funding paperwork that requires an educational plan.

Available: Tuesdays, Wednesdays, Fridays (Schedule in advance)

Same – Day Appointment:

These appointments are designed for returning students with quick questions and schedule changes.

Available: Mondays & Thursdays (First-Come, First-Serve)

Advising

FIND YOUR AREA OF STUDY

-  Art, Design & Graphics
-  Business & Accounting
-  Culinary, Hospitality & Wine
-  Education & Human Services
-  Health & Medical
-  Science, Technology, Engineering & Mathematics
-  Skilled Trades & Technical Training
-  Social Sciences, Humanities & Languages

STAYING ON TRACK

Yearly Schedule:

Sept	Fall Qtr Begins
Oct	Create/Update Educational Plan
Nov	Registration for Winter Qtr
Dec	Final Exams, Fall Qtr Ends
Jan	Winter Qtr Begins
Feb	Create/Update Educational Plan
	Registration for Winter Qtr
March	Final Exams, Winter Qtr Ends
April	Spring Qtr Begins
May	Create/Update Educational Plan
	Registration for Summer/Fall Qtr
June	Final Exams, Spring Qtr Ends
	Commencement
	Summer Qtr Begins
July	Create/Update Educational Plan
Aug	Final Exams, Summer Qtr Ends

Quarterly Schedule:

Week 1	Qtr Begins
	Deadline to Add Class, Day 5
Week 2	Deadline Withdraw w/o "W"
Week 3	Create/Update Educational Plan
Week 4	
Week 5/6	Pre-Registration Advising
Week 7	Registration Open for Next Qtr
	Apply for Graduation (if applicable)
Week 8	Deadline to Withdraw
Week 9	
Week 10/11	End of Quarter

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Registration

REGISTRATION PROCESS - HOW IT WORKS

NEW STUDENTS

As a new student, you will first apply to the college for admissions. Through this process, you will be assigned student identification and PIN numbers. Both of these numbers identify you as a student at South and are used to access student online services.

Step 1 - Determine Placement

As a new student, you will participate in placement which assesses your strengths in writing, reading and math. This assessment should be completed before you meet with an advisor or counselor. They will use the assessment information to select your first quarter courses.

RETURNING OR CURRENT STUDENTS

If you are a current or returning student, please use ctcLink to access your quarter registration appointment dates and time, register and pay for classes, buy a parking pass, view your financial aid status, run a Degree Audit and more! If you have not activated your ctcLink ID (EMPLID) or need assistance recovering it, please [click here for support](#).

RUNNING START

The Running Start program allows qualified high school juniors and seniors to enroll tuition-free in college courses. Running Start students must meet certain [eligibility requirements](#) and must meet first with your high school counselor. Next, you will meet with a Running Start advisor who will help with course selection and share next steps for registration.

CONTINUING EDUCATION

The Continuing Education Department offers noncredit, lifelong learning classes, senior classes, community choir, professional development and on-line courses. Registration is accomplished through the Continuing Education Department, [click here](#).



Registration Office

RSB 40

206-934-7938 | [Website](#)
ssccRegistration@seattlecolleges.edu

Our team is dedicated to the mission of South Seattle College, and it is our goal to provide students and the campus community with prompt, efficient, and accurate professional level services. We are committed to facilitating the initial and ongoing enrollment and growth of our students through the following services and experiences:

- Records Maintenance and Management
- Credential Evaluations
- Enrollment Data, Reporting and Verification
- Graduation and Degree Posting
- Registration
- Admissions and Enrolling

NEED HELP/ WHAT CLASS DO I TAKE?

Make an appointment with an Advisor or Counselor.

Counselors

RSB 40 (Student Services)

[206-934-6409](tel:206-934-6409) | [Website](#)
SouthCounseling@seattlecolleges.edu

Counselors are faculty who have master's degrees in counseling. They help students identify and achieve their educational, career, and personal goals. At South, we have the following types of counselors:

Educational: Including planning, selecting a major, transfer

Career: Including assessment of skills and interest

Personal: Including students' rights, conflict resolution, depression, anxiety, and more

[Advisors](#), see previous page.

Paying for School



Financial Aid

RSB 40

206-934-5317 | [Webpage](#)
FinancialSouth@seattlecolleges.edu

The Financial Aid Office provides students with information and assistance to complete the Financial Aid Application and receive financial assistance to cover educational expenses like tuition, fees, books, and living expense.

WAYS TO PAY FOR COLLEGE

We know that paying for college can cause stress and uncertainty. The next two pages outline a few options, and we are here to help find the right option for you.

FINANCIAL AID

We encourage all students to apply for the FAFSA. This can qualify students to receive federal funding for the cost of attending college. Don't wait to apply! Grants and scholarships exhaust quickly. You should plan to complete the FAFSA at least 90 days before the beginning of the quarter you are planning to attend, even if you are only considering going to school.

The WASFA is available for students who do not qualify to use the FAFSA. If you are HB 1079 or DACA eligible, then you may be able to receive funding.

Steps to Completing Financial Aid

1. Complete the FAFSA or WASFA online applications (available October 1 each year)
 - a. [FAFSA application](#)
 - b. [WASFA application](#)
2. Apply for Admissions
3. Turn in items on your Missing Document Letter
4. Turn in additional requested documents/information
5. Receive your Award Letter or a Determination Letter
6. Calculate your Owing Balance
7. Choose our Refund Option

Types of Financial Aid

- **Pellgrant** - A need based grant that only the students with the highest need qualify for.
- **Washington State Need Grant/Washington College Grant** - A need based grant provided to income-eligible students pursuing postsecondary education.
- **College Bound** - An early commitment of state financial aid eligible to students who sign up in middle school and fulfill the scholarship pledge.
- **Passport To College** - Funding for eligible foster youth to help pay tuition, fees, and other expenses.
- **South Tuition Waiver** - The waiver acts like a coupon to discount tuition at South Seattle College only and is non-transferable.
- **South Seattle College Grant** - Institutional financial aid for residents of Washington State eligible for state tuition rates.
- **Work Study** - Need based on campus work. Earn \$16+/hour in a paycheck every two weeks.

PAYMENT PLAN

The Nelnet Payment Plan provides students the ability to break up the cost of tuition into affordable monthly payments. With numerous enrollment deadlines, payment plans are easy and flexible. For more info, visit our [website](#).

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Paying for School

3 SCHOLARSHIPS

Scholarships are a great resource to help pay for college. Scholarships are free money that can be used to pay for a variety of college expenses and are available to all students. The key to accessing these dollars is APPLYING. There are NO limits to how many scholarships you can apply for or be awarded. More info, visit our [website](#).

4 EMERGENCY FUNDS

Support Funds awards are available to students who have unanticipated financial barriers and meet certain criteria. Funds can be used for tuition, fees, textbooks, and transportation. This fund is not intended to be a substitute for financial aid or scholarships. More info, visit our [website](#).

You may qualify for funding due to Covid-19 related hardship.

5 OPPORTUNITY GRANT

The Opportunity Grant provides funding for students pursuing specific Professional & Technical programs. To see eligibility requirements or for more info, visit our [website](#).

6 WORKFORCE EDUCATION

Are you unemployed? The Workforce Education office can help you retrain for a new job or career. To determine eligibility, take five minutes to fill out the survey at [startnextquarter.org](#). More info, visit our [website](#).

7 VETERAN SERVICES

United States veterans, active duty, National Guard & Reserve military personnel, their spouses and dependents can access a variety of educational benefits through the Department of Veterans Affairs (VA) and other programs to help pay for their education at South Seattle College. Please visit the Veteran Service Desk (RSB Student Services) to begin the process of accessing your benefits. More info, visit our [website](#).



 **Foundation Office**
RSB 57D

206-934-6710 | [Webpage](#)
South - info@southseattlecollegefoundation.org
Seattle Colleges - scholarships@seattlecolleges.edu

South Seattle College students applying for scholarships are fortunate to have philanthropic support from two foundations: Seattle Colleges Foundation and the South Seattle College Foundation.

Both Foundations have partnered to create **one application** for all scholarship opportunities. The annual scholarship program will be offered only once per academic year. We encourage students to apply in Winter 2022 (mid-February) for the 2022-23 application. More information can be found at the webpage link above.

Student Conduct & Rights



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Student Complaints

206-934-6749 | [Webpage](#)
Daniel.E.Johnson@seattlecolleges.edu

What Is The Complaint Procedure?

The Student Complaint Procedure includes informal and formal complaints by a student against an employee of the college or another student. This procedure is designed to protect all individuals involved. The first step for students is to contact the student complaints officer, Dean of Student Life, Dr. Dan Johnson. The Dean will review/discuss the complaint, provide students with strategies to resolve the complaint, and guide students through the informal and formal complaint submission process.

Wish To Submit A Complaint?

Schedule an appointment with Complaint Officer, Dr. Dan Johnson, Dean of Student Life at the phone or email above.

Where Can I Learn More?

Please see our webpage, link above, for additional info.

- [Student Formal Complaint Form.](#)



Student Conduct

Any institution operating with thousands of people must have rules, policies and procedures in place to protect and support a cooperative educational environment.

To maintain this environment, the college outlines a code of conduct that defines both misconduct and proper/appropriate conduct. A student's responsibility in maintaining a good environment is to:

- Maintain high standards of academic integrity
- Respect the rights of others
- Refrain from actions that endanger themselves or others
- Comply with civil authority

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

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Student Conduct & Rights

STUDENT CONDUCT POLICY & PROCEDURE

1 What is misconduct?

Misconduct is inappropriate behavior that affects the institution's pursuit of its educational objectives. See examples of student misconduct on [page 15](#).

2 Who can report a misconduct issue?

Any member of the college community may file a student conduct complaint against any student when they believe a violation has been committed.

3 Who can I talk to if I have a concern or complaint?

Sometimes there may be a situation that causes a student to have a concern, suggestion or complaint. These resources are available:

- Counseling Services, RSB Main Office, [206-934-5387](tel:206-934-5387)
- Access Services, RSB 12, [206-934-5137](tel:206-934-5137)
- Office of Diversity and Retention, JMB 133, [206-934-6455](tel:206-934-6455)

4 How do I report a conduct issue?

- Student conduct incidents are reported to the Vice President of Student Services, Chief Student Conduct Officer, or to the Executive Assistant to the VPSS. The VPSS Office can be reached at [206-934-6788](tel:206-934-6788).
- Violations may also be reported directly to SSC Security as well as the police. SSC will directly report the incident to VPSS. Use [206-934-0911](tel:206-934-0911).

5 What if I have a complaint about a grade?

See [page 13](#) for procedure information.

Wish to submit a grade complaint, contact Dan Johnson, Dean of Student Life.

[206-934-6749](tel:206-934-6749) | Daniel.E.Johnson@seattlecolleges.edu
[Grade Complaint Report Form](#)

6 What is the process for student conduct violations?

- a. When a report of a violation occurs, the VPSS Office will begin an investigation to determine the validity of the report.
- b. The student(s) and witness(es) may be called for an initial interview.
- c. The student will be notified of the violation, their rights and responsibilities, and date of the Student Conduct hearing if the report and/or investigation results in allegations of violations of the student code.
- d. After the hearing, the student will be notified of the decision and what if any, disciplinary sanctions apply. Sanctions may include warnings, reprimands, probation, suspension, or expulsion.

During the conduct proceedings and pending sanctions, a student's enrollment status is not changed until a disciplinary action is issued by the VPSS Office. Students have the right to appeal certain sanctions imposed by the VPSS Office. The appeal letter must be received by the VPSS within 20 calendar days from notice and should contain a reason for appeal. Appeals are forwarded to the Student Conduct Appeals Committee which is lead by the Assistant Attorney General for the state of Washington.

STUDENT COMPLAINTS VS. STUDENT MISCONDUCT

A "complaint" is defined as a good faith allegation based on personal experience or knowledge by a student or students that there has been a violation, misapplication, or misinterpretation of some service or rule as it applies to students in the institution by a staff or faculty member of the institution, resulting in loss or detriment to the complainant. The Dean of Student Life, located in the Jerry Brockey Building, serves as Ombudsman and is the first point of contact for students considering the submission of a complaint.

The Dean of Student Life is the campus Complaint Officer and is located in the Student Life Office in the Jerry Brockey Student Center. For more information regarding the Student Complaint Process, visit our [webpage](#).

Student Conduct & Rights

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EXAMPLES OF STUDENT MISCONDUCT

For a full description of student misconduct, refer to the Washington Administrative Code, WAC 132F-121-110 or visit the student conduct [webpage](#).

1 Intentional or repeated disruption of instruction, research, administration and other district activities

Examples include:

- Talking on cell phones, text messaging, listening to music
- Maintaining side conversations disruptive to class
- Lashing out at others

2 Academic dishonesty, including cheating and plagiarism

Examples include:

- Submitting another student's work as your own
- Copying answers from others' papers during an exam
- Using text messaging or other cell phone functions to gain answers during exams
- Buying and submitting pirated papers or online work

3 Conduct that is disorderly, lewd or obscene

Examples include:

- Use of argumentative or offensive language toward others on campus
- Consistent interruption of class sessions

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

5 Discriminatory action against a student or district employee because of race, color, national origin, mental or physical disability, gender sexual orientation, age, creed, or religion South Seattle College provides equal opportunity in education and employment and does not discriminate on the basis of race, color, national origin, gender, sexual orientation, age, marital status or the presence of any physical, sensory, or mental disability in accordance with Washington state anti-discrimination laws: Title VI and VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990.

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

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

8 Sexual harassment of a student or district employee WAC 132F-419. As an institution of higher education, it is important that we foster an environment which is free of sexual harassment and set an example as a place where people treat each other with consideration and respect. Sexual harassment will not be tolerated at this college.

Sexual harassment is defined as: unwelcome or unwanted sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Some examples include:

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

South Seattle College is committed to providing an environment in which students and employees can study and work without sexual intimidation. If you feel you have been subjected to this behavior, you may contact the Title IX/RCW 28A.640 officer at [206-934-6415](tel:206-934-6415) or the Vice President of Student Services Office at [206-934-6788](tel:206-934-6788). Brochures concerning the issue are posted throughout the campus and are distributed by the VPSS office.

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

10 Smoking inside a campus building or where smoking is not authorized. Smoking is prohibited in any building on campus. In addition, state law WAC 296-62 requires the college to "minimize the infiltration of environmental tobacco smoke from sources outside the building. To meet this requirement, smoking is prohibited within 25 feet of the entrances to campus buildings and "No Smoking" signs are posted in these areas. Smoking shelters are available in several locations on campus to accommodate smokers during inclement weather.

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Fall Quarter

September 2021

S	M	TU	W	TH	F	ST
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

October 2021

S	M	TU	W	TH	F	ST
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

November 2021

S	M	TU	W	TH	F	ST
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

December 2021

S	M	TU	W	TH	F	ST
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Calendar Key:

- Quarter Begins
- Holiday/No School
- Quarter Ends

Important Dates:

- May 17 Registration begins (returning students)
- May 24 Registration begins (new students)
- Sept 23 President's Day
- Sept 27 Fall Quarter Begins
- Nov 3 Faculty Dev Day (no class)
- Nov 11 Veterans Day
- Nov 25 Thanksgiving Day
- Nov 26 Native America Heritage Day
- Dec 16 Fall Quarter Ends
- Dec 17 - Jan 3 Winter Break**

Winter Quarter

Important Dates:

Nov 1	Registration begins (returning students)
Nov 8	Registration begins (new students)
Jan 4	Winter Quarter Begins
Jan 17	Martin Luther King Jr. Day
Feb 9	Faculty Dev Day (no class)
Feb 21	Presidents Day
Mar 23	Fall Quarter Ends

March 31 - April 3 Spring Break

Calendar Key:

- Quarter Begins
- Holiday/No School
- Quarter Ends

January 2022

S	M	TU	W	TH	F	ST
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

February 2022

S	M	TU	W	TH	F	ST
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

March 2022

S	M	TU	W	TH	F	ST
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
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Spring Quarter

Calendar Key:

-  Quarter Begins
-  Holiday/No School
-  Quarter Ends

Important Dates:

- Feb 7 Registration begins (returning students)
- Feb 14 Registration begins (new students)
- April 4 Spring Quarter Begins
- May 12 Faculty Dev Day (no class)
- May 30 Memorial Day
- June 17 Spring Quarter Ends
- June 20 Juneteenth Observed
- TBD Commencement

June 18 Summer Break Begins

April 2022

S	M	TU	W	TH	F	ST
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

May 2022

S	M	TU	W	TH	F	ST
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

June 2022

S	M	TU	W	TH	F	ST
			1	2	3	4
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Please Note

While we tried to complete this guide with the most accurate information at the time all services listed on the following pages may not be available or available in person, during the pandemic.

To stay up to date, please visit our:

- [In-person Services](#)
- [Virtual Assistance](#)

or reach out to the spaces directly

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Robert Smith Building



Named after the first president of South Seattle College, the Robert Smith Building (RSB) houses most of the campus administration services, such as Financial Aid, Registration, Communications, Welcome Center, and the President's Office.

RSB is a rectangular building with a central courtyard featuring sculptures from local artists. The courtyard also has an entrance to South's library.

RSB Locations

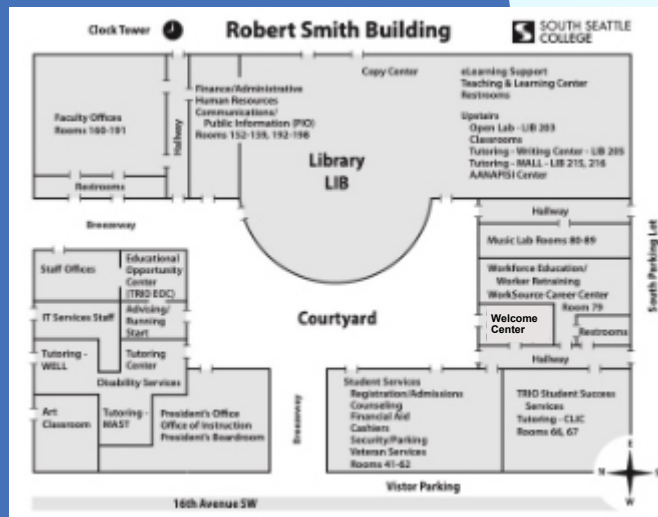
Do you need...

- to pay tuition?
- to register for classes?
- education counseling?

Do it all in one place! RSB!!

Services @ RSB Key

- \$ Financial Help
- ? Guidance (support for career paths, class choices, etc.)
- 📋 Steps in getting set up



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Welcome Center

For new, returning and
enrolling students seeking
a certificate or degree.

You belong here.
Let's get started.

RSB 72
206-934-7943 | [Webpage](#)
SouthWelcomeCenter@seattlecolleges.edu

Welcome to South Seattle College's Welcome Center. We're glad you're here and ready to take this huge next step in your life.

Need help getting started? The Welcome Center offers new students and prior SSC students (who took a break and are returning to college) guidance and support through the enrollment process. Our Welcome Center staff is ready to answer your questions and help you navigate your Steps to Enroll.

The Welcome Center is your place to get one-on-one help with:

- Navigating the Admission Application
- Clarifying the Steps to Enroll
- Important enrollment dates
- Information about degrees and certificate pathways
- Understanding funding options (FASFA, WASFA, Workforce)
- One-on-one enrollment coaching appointment
- Navigating Veteran student enrollment

Services @ RSB



Cashier's Office RSB Main Office

[206-934-5388](tel:206-934-5388) | [Webpage
scccCashier@seattlecolleges.edu](http://Webpage.scccCashier@seattlecolleges.edu)

Tuition can be paid and reduced price student ORCA cards can be purchased here with cash, check, debit or credit card (VISA, American Express, Mastercard or Discover). *The off-hour secure drop box located outside the Cashier's Office is currently closed due to Covid-19; may reopen later this year.*

Access Services RSB 12

[206-934-5137](tel:206-934-5137) | [Webpage
Access.South@seattlecolleges.edu](http://Webpage.Access.South@seattlecolleges.edu)

Access Services coordinates services and arranges academic adjustments for students with disabilities at South Seattle College, in accordance with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act.

Students are advised to contact Access Services early in their educational planning to avoid delays in service. Access Services promotes universal design within the College to create a welcoming and inclusive environment for all students.

Financial Aid RSB Main Office

[206-934-5317](tel:206-934-5317) | [Webpage
FinancialSouth@seattlecolleges.edu](http://Webpage.FinancialSouth@seattlecolleges.edu)

The Financial Aid Office provides students with information and assistance to complete the Financial Aid Application and receive financial assistance to cover educational expenses like tuition, fees, books, and living expense. In general, the process to get financial aid takes about 90 days, but can be much faster when students respond timely to office requests. Students apply all year long and receive assistance when enrolled at least 1 credit per quarter.

Registration RSB 40

[206-934-7938](tel:206-934-7938) | [Webpage
scccRegistration@seattlecolleges.edu](http://Webpage.scccRegistration@seattlecolleges.edu)

Students may receive help with South's Registration Process, including the schedule, finding the right class, managing credits and more by coming to the Registration Center.

Advising RSB 11

[206-934-5387](tel:206-934-5387) | [Webpage
AdvisorSouth@seattlecolleges.edu](http://Webpage.AdvisorSouth@seattlecolleges.edu)

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

Advisors can provide information on course enrollments, quarterly class selection, graduation assessment, and educational planning.

To schedule an appointment online, [click here](#).

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Services @ RSB



Running Start

RSB 11

[206-934-5387](tel:206-934-5387) | WebpageRunningStart.South@seattlecolleges.edu

Running Start is a program for high school students in the 11th or 12th grade that allows them to take college transfer and professional technical classes. Students must test into college level English or math and meet with an advisor quarterly. Classes count towards high school graduation and create a college transcript at the same time. Tuition is free!



College Transfer

RSB 11

[206-934-5387](tel:206-934-5387) | WebpageHelen.Enguerra@seattlecolleges.edu

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



Communications/PIO

RSB 155

[206-934-6873](tel:206-934-6873) | Webpage

South's Public Information Office (PIO) connects students with important information about the college, creates marketing content, and manages the college's website and social media channels.

Follow South on social media (Facebook, Twitter, Instagram, YouTube, LinkedIn) for timely messages including deadlines, upcoming events, school closures and emergency info, and inspiring student, staff and faculty stories.

All flyers must be approved and dated before posting to campus bulletin boards. To get approval, please bring flyers to the PIO, RSB 155 or 154.



WorkForce/Retraining Center

RSB 79

[206-934-5835](tel:206-934-5835) | WebpageWorkForceSouth@seattlecolleges.edu

We work to fund students who are receiving basic food, TANF, unemployment benefits, are under-employed, have exhausted unemployment benefits, are displaced homemakers, have received a layoff notice or are a veteran discharged within the past 48 months. We also work with students who are receiving funding from third parties.



WorkSource Career Center

RSB 79

[206-934-5304](tel:206-934-5304) | WebpageWorkSource@seattlecolleges.edu

This is a WorkSource Affiliate site that provides services to aid your employment search. Resources are available to students and community members and we have qualified staff to assist you in all stages of the job search. We look forward to working with you!

Services @ RSB



? **TRIO SSS** RSB 66/67

206-934-6434 | [Webpage](#)
trio-sss@seattlecolleges.edu

Join TRIO-SSS to access services and resources that will help you graduate and transfer to a four-year college/university. TRIO-SSS students are more likely to be involved on campus, maintain higher GPA's, graduate, and transfer than students who do not affiliate.

? **TRIO EOC** RSB 79

206-934-5208 | [Webpage](#)
trio-eoc@seattlecolleges.edu

TRIO-EOC provides free assistance to adults to begin or restart their education or career training. Eligible students are able to receive services including: assistance with their financial aid application, academic and career guidance, information about high school completion and ESL courses, as well as assistance with college admissions.

? **AANAPISI Center** RSB 18

206-934-5221 | [Webpage](#)
APICenter@seattlecolleges.edu

The AANAPISI Center offers a “home-like” atmosphere that stresses academic success for historically marginalized student groups through our services: educational planning, academic advising, cultural events, leadership development and campus/community referrals.

\$ **College Foundation** RSB 57D

206-934-6710 | [Webpage](#)
South - info@southseattlecollegefoundation.org
Seattle Colleges - scholarships@seattlecolleges.edu

South Seattle College students applying for scholarships are fortunate to have philanthropic support from two foundations: Seattle Colleges Foundation and the South Seattle College Foundation.

Both Foundations have partnered to create **one application** for all scholarship opportunities. The annual scholarship program will be offered only once per academic year. We encourage students to apply in Winter 2022 (mid-February) for the 2022-23 application. More information can be found at the webpage link above.

● **Other Services in RSB** Click to learn more...

- RSB 12 - [Tutoring Center Office](#)
- RSB 16 - [WELL](#)
- RSB 18 - [MAST](#)

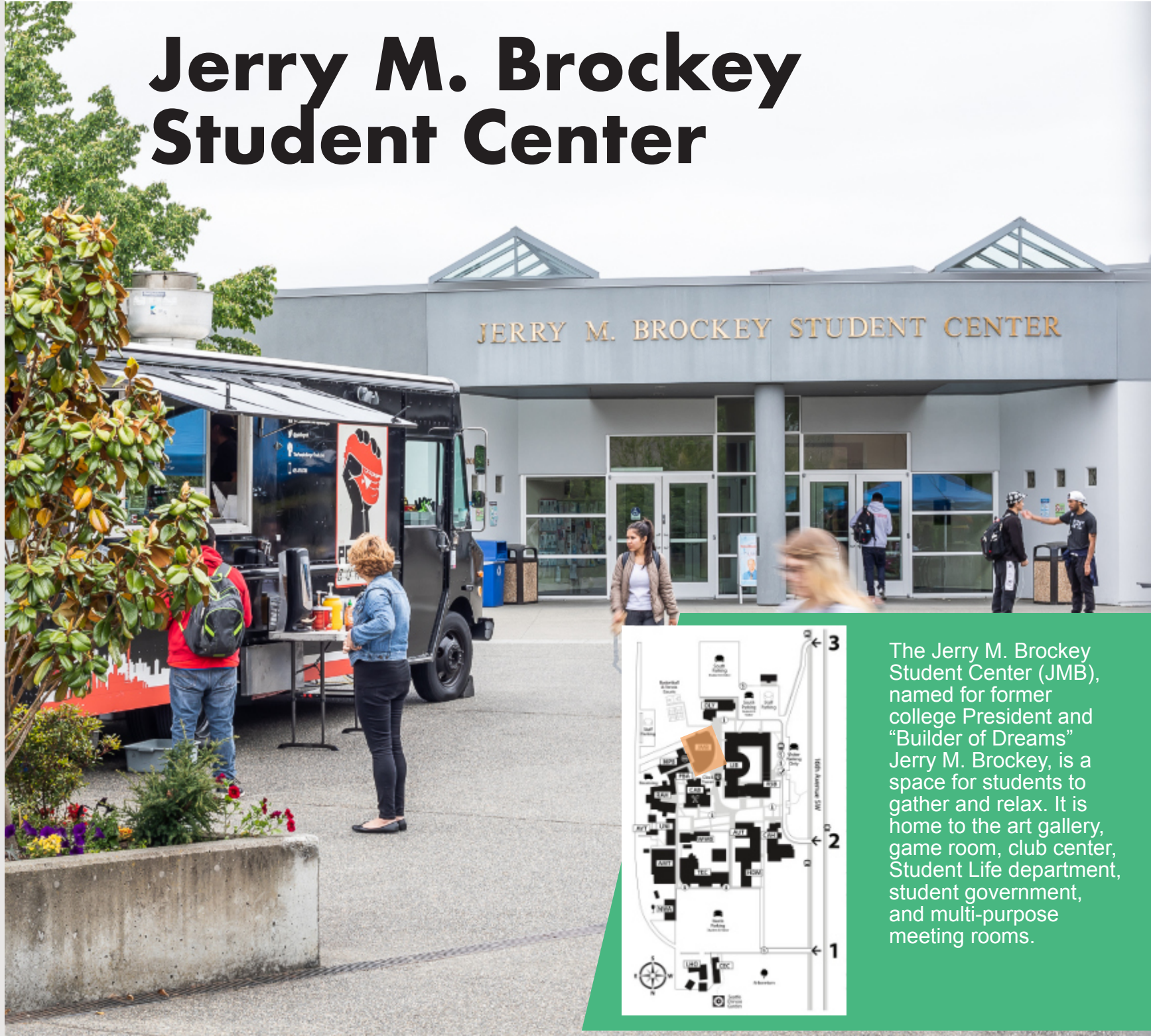
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Jerry M. Brockey Student Center






The Jerry M. Brockey Student Center (JMB), named for former college President and “Builder of Dreams” Jerry M. Brockey, is a space for students to gather and relax. It is home to the art gallery, game room, club center, Student Life department, student government, and multi-purpose meeting rooms.

JMB Locations



- to speak with your student government?
- to join a club?
- to play video games with friends?

Services @ JMB Key

-  Gathering place to relax, meet new people, or get involved
-  Guidance (support for career paths, class choices, etc.)
-  Steps in getting set up



JERRY M. BROCKEY STUDENT CH

BOOKSTORE

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Services @ JMB



Student Life Dept.

JMB 135

[206-934-5332](tel:206-934-5332) | [Webpage
SouthStudentLife@seattlecolleges.edu](http://WebpageSouthStudentLife@seattlecolleges.edu)

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

As part of our Programs and Services for the campus community, Student Life Operations provides a student lounge, free tea and coffee, Lost and Found, Cap and Gown Loan Program, and a rental bulletin board.

Lost & Found is open Monday-Friday 8AM to 4:30PM.

Learn about upcoming events and programs:

- Facebook [@SouthStudentLife](https://www.facebook.com/SouthStudentLife)
- Canvas Course - [SSC Student Life](https://www.seattlecolleges.edu/scc/student-life)



Game Room

JMB 151

[206-934-6670](tel:206-934-6670) | [Webpage
Colby.Keene@seattlecolleges.edu](http://WebpageColby.Keene@seattlecolleges.edu)

South's game room is a space for students to get together, meet new people and build relationships on campus. Facilities in the room include ping pong tables, pool tables, video games and televisions. Several tables and chairs are available for studying and lunch breaks.

Tournaments and special events are scheduled in the game room throughout the year.

Game Room Hours:

- Monday - Friday 9AM - 5PM
Hours may vary



Art Gallery

JMB 109

[206-934-5337](tel:206-934-5337) | [Webpage
SouthStudentLife@seattlecolleges.edu](http://WebpageSouthStudentLife@seattlecolleges.edu)

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

The Gallery hosts numerous workshops, artist talks, and artist receptions, all of which are free for students to attend!



Phi Theta Kappa (PTK)

JMB 119

[Webpage
Donte.Quinine@seattlecolleges.edu](http://WebpageDonte.Quinine@seattlecolleges.edu)

Phi Theta Kappa is the official Seattle College Honor Society recognizing academic success. We have monthly meetings in which we provide academic support and resources, and community service opportunities.

Services @ JMB



United Student Association (USA) JMB 119

[Webpage](#)
Monica.Lundberg@seattlecolleges.edu

The United Student Association (USA) is your official student government. Comprised of eight student advocates, we represent student interests and concerns to the administration. We encourage you to get involved and visit our weekly meetings in JMB 128 (on Zoom during remote operations). If you would like to serve or volunteer for student government, please contact advisor Monica Lundberg.

Veterans Student Center JMB 148

[206-934-5308](tel:206-934-5308) | [Webpage](#)
ssccva@seattlecolleges.edu

The Veterans Student Center staff collaborates with the campus Veterans Affairs department and serves as a liaison between campus departments and community organizations in support of Veterans. The Center is partially staffed with students that are members of the Student Life department who coordinate programming and activities supporting veteran students.



Clubs & Activities Programming JMB 142

[206-934-5861](tel:206-934-5861) | [Webpage](#)
SouthStudentLife@seattlecolleges.edu

South Seattle College, student, staff, faculty, and the campus community. Through coordination of a variety of campus programs and activities, the CAAP Board provides opportunities for co-curricular learning and creates opportunities for feedback to ensure programs are inclusive, accessible, educational, and fun for all!



Club Center JMB 142

[206-934-5330](tel:206-934-5330) | [Webpage](#)
SouthStudentLife@seattlecolleges.edu

Part of CAAP, the Club Center provides space and guidance for clubs on campus. Here is your chance to join a club or start your own on campus, where you can learn new leadership skills and make lifelong friends! To find out when these clubs meet, contact the CAAP Coordinator.



Food Pantry Across from JMB 109

[Webpage](#)
Monica.Lundberg@seattlecolleges.edu

The purpose of the Food Pantry is to address food insecurity for our students. We know you can't do your best on an empty stomach. And we want to help you make it to the finish line! To find out more about other food support options, see our website.



Other Services in JMB Click to learn more...

- JMB 126 - [Bookstore](#)
- JMB 135 - [Lost and Found](#)
- JMB A/B - [Event Spaces](#)

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Student Life Wellness Center

Opening Soon!



Wellness Center

[206-934-6670](tel:206-934-6670) | [Webpage
Colby.Keene@seattlecolleges.edu](http://Webpage.Colby.Keene@seattlecolleges.edu)

Background Information

Following a student-elected referendum in May 2015 to charge a new student fee for facility construction and improvement, South Seattle College began collecting a "Student Campus Enhancement Fee" in Winter 2016 to support funding for a Wellness Center facility on the main campus.

Intramural Sports

Intramural sports are held annually, see wellness center staff for current offerings. Past offerings included soccer, basketball, and badminton.

Wellness Center Features

The following Wellness Center features are tentative and based on program requests.

- Weight and cardio machines
- Indoor basketball/sports courts
- Lockers and locker room with showers
- Open studio space (dance, yoga, etc)
- Prayer space, including ablutions facilities (washing stations)
- Pumping/nursing space
- Sport equipment checkout

Lounge

TV and seating space to relax between classes or post workout.

Wellness Center Hours:

- Monday - Friday 8AM - 7PM (hours may vary)

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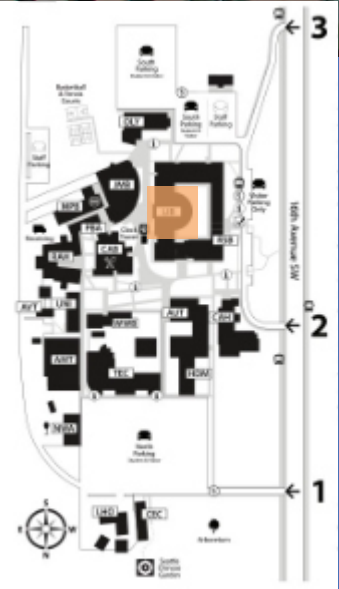
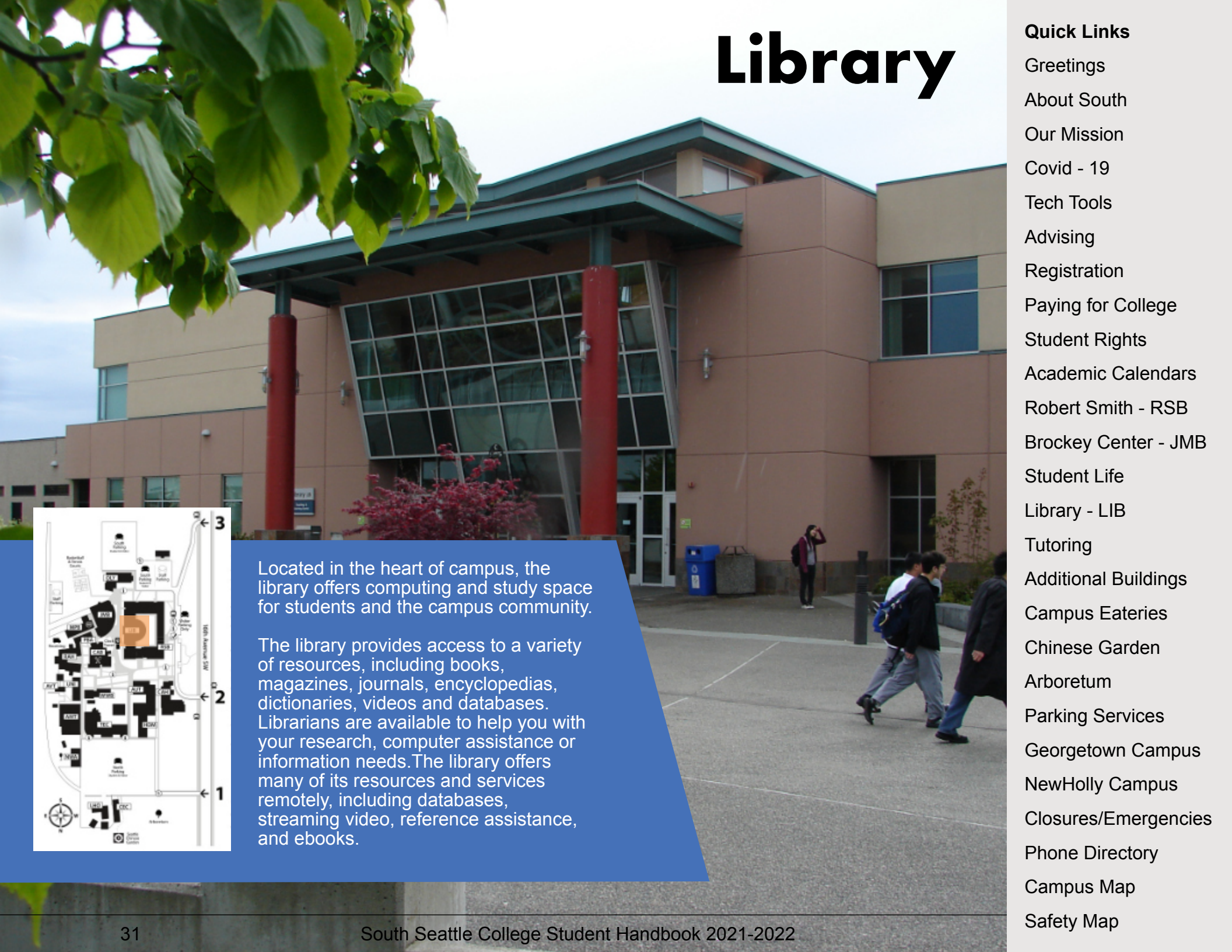
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Located in the heart of campus, the library offers computing and study space for students and the campus community.

The library provides access to a variety of resources, including books, magazines, journals, encyclopedias, dictionaries, videos and databases. Librarians are available to help you with your research, computer assistance or information needs. The library offers many of its resources and services remotely, including databases, streaming video, reference assistance, and ebooks.

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Services @ LIB



LIBRARY CATALOG

Finder, the library's catalog is available on the library web site. Use Finder to search for books in the three Seattle Colleges. Students may check out from and return books to the circulating collections of all three campuses and requested books can be delivered free to the South library.

DATABASES

The library subscribes to over 70 online databases and research tools. Our databases contain indexing to magazine, journal, and newspaper articles as well as multimedia and eBooks. Many databases provide full text articles, and most resources are available off campus with your student ID #.

RESERVE BOOKS

The library's reserve collection provides access to material such as textbooks and required readings. Reserve materials are generally limited to 2 hours at a time and may not be removed from the library. The library's reserve collection includes material for many but not all courses. Please contact your instructor if you would like your course content placed on reserve.

ESL COLLECTION

The library has several special collections, including English as a Second Language (ESL). The ESL collection is housed on the south side of the library and includes textbooks, readers, and reference material. The library also offers several databases for English as a Second Language (ESL) learners.

LIBRARY SPACES

The library offers a diversity of spaces for student needs. The main area of the library provides computing and study space. Couches and tables are positioned throughout the library for collaborative work. Students can reserve one of the four private study rooms to accommodate up to eight people. The quiet study area provides a slightly quieter environment and two smaller first-come first service study rooms. We strive to provide a welcoming environment in the library and headphones and noise canceling options are available at the circulation desk.

Services @ LIB



Library LIB

[206-934-6408](tel:206-934-6408) | [Webpage
library@southseattle.edu](http://Webpage.library@southseattle.edu)

Students can visit the library to use resources, find help with technology, speak to a librarian, use computers, and access study spaces. Students can check out or use print books, periodicals, and newspapers as well as access databases, eBooks, and streaming media online. Students are able to check out materials with a student ID # and a SSC ID card or a valid picture ID. Community members in selected zip codes may be eligible for borrowing privileges.

The library is generally open Monday – Friday with resources and research help available 24/7 on the library website. Please see a librarian if there is anything the library can do to assist you.

Security LIB 110

[206-934-0911](tel:206-934-0911) or [206-235-0911](tel:206-235-0911) | [Webpage
Hip.Nguyen@seattlecolleges.edu](http://Webpage.Hip.Nguyen@seattlecolleges.edu)

Seattle College has a staff of four full-time security officers and several part-time security guards who patrol the college buildings and parking lots (seven days a week; day and evening hours) and can provide emergency and non-emergency assistance to students, employees, and visitors.

Computer Lab LIB 203

Open computer space for students for school related use.

Computers in all our labs and classrooms are PC platform.

All users must have a ctcLink (EMPLID) student ID number to use the computers in the Information Commons on the main floor of the library.

Other Services at LIB Click to learn more...

- LIB 205 - [Writing Center](#)
- LIB 215 - [MALL](#)

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Tutoring Services



Study Skills Tutoring

RSB 12

[206-934-6650](tel:206-934-6650) | [Website
Marianna.Asaturova@seattlecolleges.edu](https://www.seattlecolleges.edu/Website/Marianna.Asaturova@seattlecolleges.edu)

Study Skills tutoring is a free service available to all South Seattle College students. With the study skills tutor, students will learn how to read efficiently, take notes, study, and stay organized using methods that will help them focus, learn well, and get better grades. Sessions are one-to-one and last 45 mins.



WELL (Writing & English Learning Lab)

RSB 16

[206-934-6650](tel:206-934-6650) | [Website
Marianna.Asaturova@seattlecolleges.edu](https://www.seattlecolleges.edu/Website/Marianna.Asaturova@seattlecolleges.edu)

The WELL offers a wide range of writing and general language support to South's global community of English language learners as they navigate the academic and cultural expectations at South Seattle College.



Geek Haus (Computer Lab)

TEC 129

[206-934-6650](tel:206-934-6650) | [Website
Marianna.Asaturova@seattlecolleges.edu](https://www.seattlecolleges.edu/Website/Marianna.Asaturova@seattlecolleges.edu)

Tutors are available to help South Seattle College students with Computer Technology courses.



BUS/ACCT (Business & Accounting)

LIB 215

[206-934-6650](tel:206-934-6650) | [Website
Marianna.Asaturova@seattlecolleges.edu](https://www.seattlecolleges.edu/Website/Marianna.Asaturova@seattlecolleges.edu)

BUS/ACCT center provides walk-in tutoring for students needing help with business and accounting classes.



Become a Tutor

RSB 12

[206-934-6650](tel:206-934-6650) | [Website
Marianna.Asaturova@seattlecolleges.edu](https://www.seattlecolleges.edu/Website/Marianna.Asaturova@seattlecolleges.edu)

The Tutoring Center is always looking for motivated and enthusiastic tutors in any subject.

If you are interested in becoming a tutor, please fill out the [Tutor Application Form](#) and return completed to the Tutoring Center via email to Marianna.Asaturova@seattlecolleges.edu and Monia.Hamam@seattlecolleges.edu or drop it off at the Tutoring Center office.

Tutoring Services



Tutoring Center

RSB 12

[206-934-6650](tel:206-934-6650) | [Website](https://www.seattlecolleges.edu/Website)
Marianna.Asaturova@seattlecolleges.edu

The Tutoring Center offers a variety of FREE tutoring services for students who need help studying to succeed in their college courses. Tutoring services include regularly-scheduled personal and small group sessions, walk-in sessions, and online tutoring.

Small group Tutoring: To request a tutor, students need to fill out a "Tutor Request Form" available in the Tutoring Center.

E-Tutoring: Students are invited to explore our e-tutoring service that offers online tutoring in writing, math, accounting, biology, and numerous other courses.



MAST Center (Math & Science Tutoring)

RSB 18

[206-934-6650](tel:206-934-6650) | [Website](https://www.seattlecolleges.edu/Website)
Marianna.Asaturova@seattlecolleges.edu

The Math and Science Tutoring Center (MAST) provides walk-in tutoring services to all South Seattle College students in math, chemistry, physics, biology, statistics, and computer science courses.



Writing Center

LIB 205

[206-934-6412](tel:206-934-6412) | [Website](https://www.seattlecolleges.edu/Website)
Marianna.Asaturova@seattlecolleges.edu

Free writing assistance is provided to students who need help understanding writing assignments, focusing, organizing, or editing their papers. Computers are available and are equipped with software for word processing, grammar skills, reading comprehension and vocabulary development.



MALL (Math & Learning Center)

LIB 215

[206-934-6650](tel:206-934-6650) | [Website](https://www.seattlecolleges.edu/Website)
Marianna.Asaturova@seattlecolleges.edu

Open to all South Seattle College students needing help with pre-college math courses.



Other Tutoring Help

Click to learn more...

- [AANAPISI](#)
- [TRIO EOC](#)
- [TRIO SSS](#)
- [TRIO Talent Search](#)
- [TRIO Upward Bound](#)

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Other Services on Campus



MakerSpace

RAH 115/116

[Website](#)

Albert.Engel@seattlecolleges.edu

South Seattle College's MakerSpace is a collaborative workspace for making, learning, exploring and sharing using a variety of high, low, or no-tech tools such as 3D printers, laser cutters, CNC machines, sewing machines, wood, art supplies and more. MakerSpace is open to all students and is intended to cultivate a "maker mindset", allowing students to explore their interests and practice creating something from nothing.



TRIO Talent Search

RAH 206

[206-934-6401](tel:206-934-6401) | [Website](#)

Jasim.Rasheed@seattlecolleges.edu

TRIO Talent Search serves middle and high school students attending Cascade Middle School, Denny International Middle School, Career Link High School, Chief Sealth International High School, and Evergreen High School. We help low-income and first-generation college-bound students successfully graduate from secondary school and enroll in post-secondary education.



TRIO Upward Bound

RAH 206

[206-934-6401](tel:206-934-6401) | [Website](#)

Jasim.Rasheed@seattlecolleges.edu

TRIO Upward Bound (UB) serves selected students at the Tye and Evergreen High Schools in the Highline School District, and provides low-income and potential first-generation students with college access programming and opportunities.



Garden Center

LHO

[206-934-6718](tel:206-934-6718) (email preferred) | [Webpage](#)
Sarah.Skamser@seattlecolleges.edu

The Garden Center at South Seattle College provides Landscape Horticulture students the opportunity to increase their knowledge of plants while gaining real-world retail experience. All plants sold are selected, propagated, grown and presented by Landscape Horticulture students.

The Garden Center frequently sells unusual perennials, broadleaf and deciduous shrubs, some small trees, natives and house plants. (Credit cards are accepted.)



eLearning

online

[Website](#)

LiveChat available at website

Online courses bring the classroom to you using the Internet and your email. They are taught using primarily Canvas our core Learning Management Systems (LMS). However, your teacher makes the decision on how to distribute their course so please always contact your teacher to confirm where your class is being managed.

Additional Campus Buildings



Olympic Hall (OLY) is home to technology classrooms, computer labs, theaters and one of the best views of Seattle!



Rainier Hall (RAH)



- **OLY**
- **AVT**
- **RAH**



Aviation Technology (AVT)

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Additional Campus Buildings



University Center (UNI)
home to transfer programs.



Welding/ Center for International Education Building (WWB)



- UNI
- AMT
- WWB



Aviation Maintenance Building (AMT)

Additional Campus Buildings



Cascade Hall (CAH) home to ESL, GED, and Healthcare programs.



Technology Center (TEC)



- CAH
- NWA
- TEC



Northwest Wine Academy (NWA)

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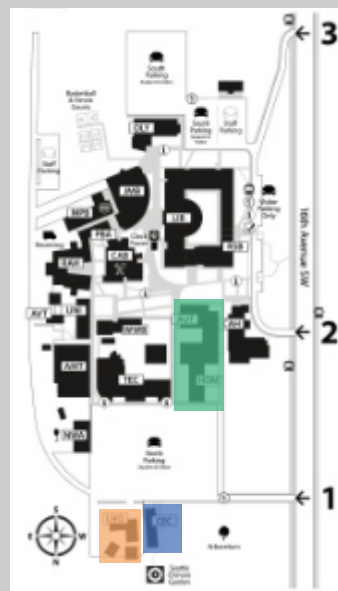
Additional Campus Buildings

**Automotive Technology (AUT)
& Heavy Duty Diesel (HDM)**
are home to our Auto Tech
programs.

Opening Soon!



Chan Education Center (CEC)



- **AUT & HDM**
- **LHO**
- **CEC**



**Landscape Horticulture,
Garden Center &
Greenhouse (LHO)**

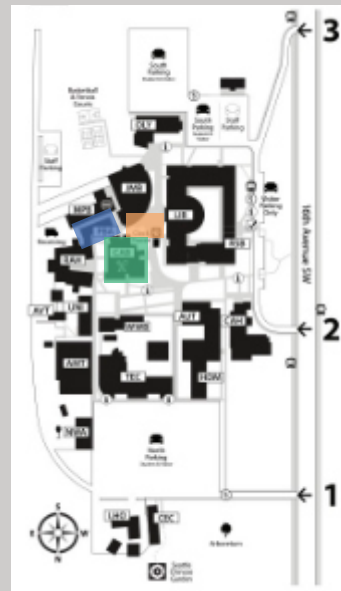
Campus Eateries



Culinary Arts Building (CAB)
home to Alki Café, Food Court,
and Alhadeff Grill.



Pastry and Baking Arts (PBA)



- CAB
- CTC
- PBA



**Clock Tower Courtyard
Food Trucks**

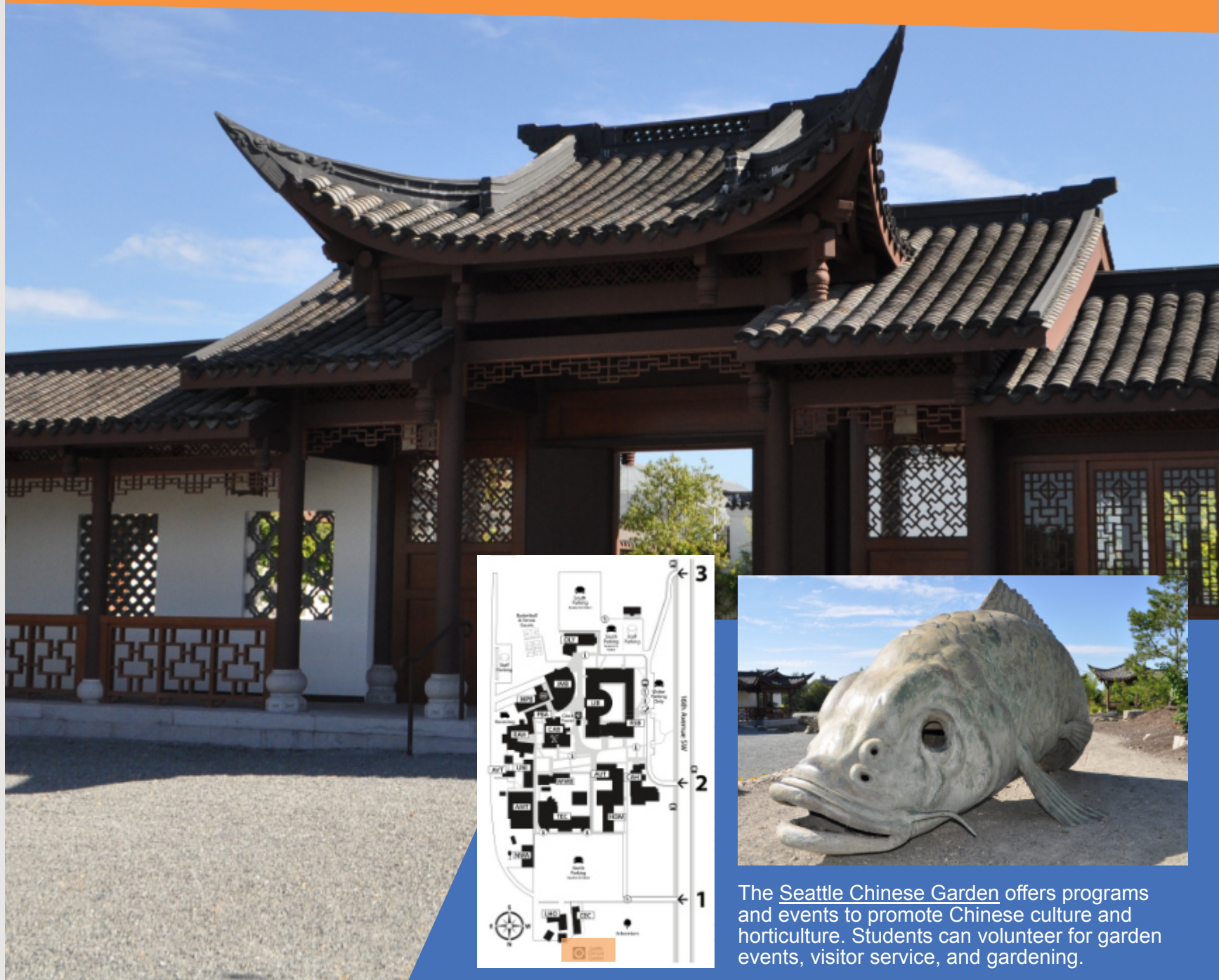
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Chinese Garden



The [Seattle Chinese Garden](#) offers programs and events to promote Chinese culture and horticulture. Students can volunteer for garden events, visitor service, and gardening.

Arboretum

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South maintains a beautiful arboretum located on the north side of the north parking lot. It is a park-like setting with a view of downtown Seattle. Students and visitors are welcome to enjoy its walking paths, multiple specialty gardens, a reflection pool, a horticulture complex, and a large gazebo.

The large grass areas and tables, making for perfect study areas on nice days!



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Parking



● DISABLED PARKING

Daily and quarterly permits are available, but the individual must be recognized by a governmental sponsoring agency or have a statement from a medical doctor as to the condition of the disability.

● VISITOR PARKING

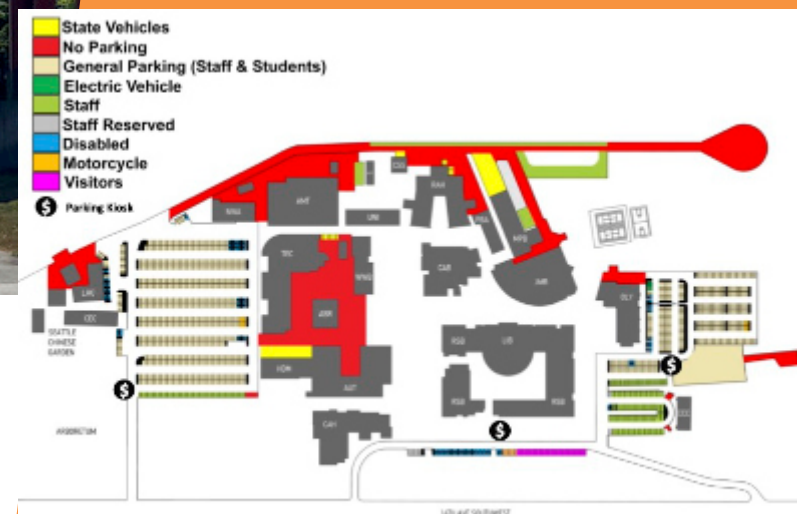
All-day permit dispensers are located at the North Gatehouse, in the South Parking Lot, and near the bus stop next to the Robert Smith Building (RSB).

• \$5 - Single Day Pass

● QUARTERLY PERMIT

Quarterly permits are available for purchase online. To purchase your parking pass, [click here!](#)

- **\$50 - All Day Pass per quarter**
- **\$25 - Evening Only Pass (after 4 p.m.)**



P Parking LIB 110/112

[206-934-5157](tel:206-934-5157) | [Webpage](#)
Hip.Nguyen@seattlecolleges.edu

South has four parking lots available to students and visitors who purchase permits. The North, South, Visitor, and General Parking lots are located on the map below.

Staff patrol a designated area on foot or patrol vehicle, perform general security work, prevent and investigate crime, inspect buildings for property damage, issue parking citations, gather evidence, write crime reports, and appear in court as required.

Georgetown Campus

The [Georgetown Campus](#) of South Seattle College is Washington State's largest apprenticeship training institution. Serving over 3,000 apprentices and students earning everything from short-term certificates and industry-recognized credentials to Bachelor of Applied Science (BAS) degrees, the Georgetown campus is known as the area's premier workforce education and training center.

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Services @ Georgetown

A Building A

Houses:

- AJAC Office 104 -112
- Classrooms 122, 123, 125
- Computer Lab 120
- Manufacturing Lab 129 West
- Safety Lab 127 West

B Building B

Houses:

- Boilermakers Office 122
- Classrooms 102, 104, 116-119, 134
- Composites Lab 130
- Construction Skills Lab 126
- Labor Center 106
- MIC 113
- Meatcutters Class/Lab 123
- Sprinkler Fitters Lab 133
- Sprinkler Fitters Office 133 (Upstairs)
- YouthBuild 129
- WorkSource 124

C Gene J Colin Ed. Building (Build. C)

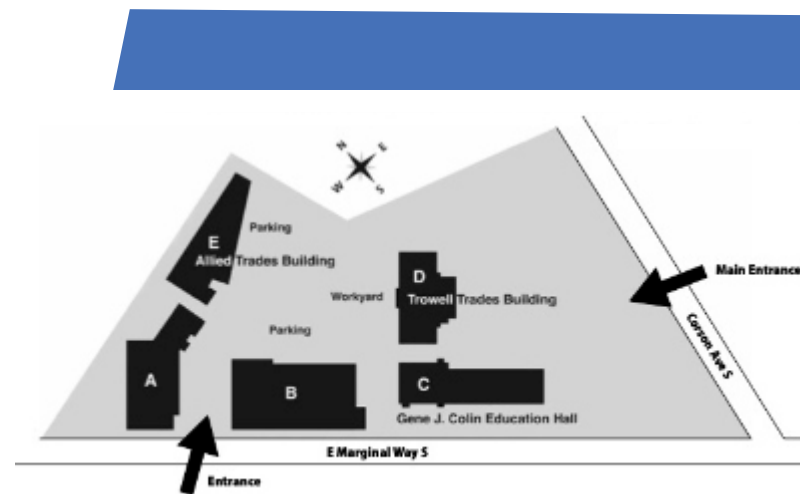
Houses:

- Administration 223
- Classrooms 207, 208, 212
- Conference Room 110, 111, 123
- Flagging Class 208
- Multipurpose Room 122
- Hermanson SBST Center 200-202
- PSIEC Director 201
- Student Services/Registration 200

D Building D

Houses:

- Trowel Trades and Bricklayer Office
- Cement Masons Office/Classroom/Lab
 - Tile Setters Office



Georgetown Campus Map

206-934-5350 | [Website](#)
GTinfo@seattlecolleges.edu

South's Georgetown campus is home to some of our technical and trades programs, including:

- Corporate & Customized Training
- Apprenticeship & Education Center
- Labor Education & Research Center

For more info about South's Georgetown campus programs, click the website link above.



Building E

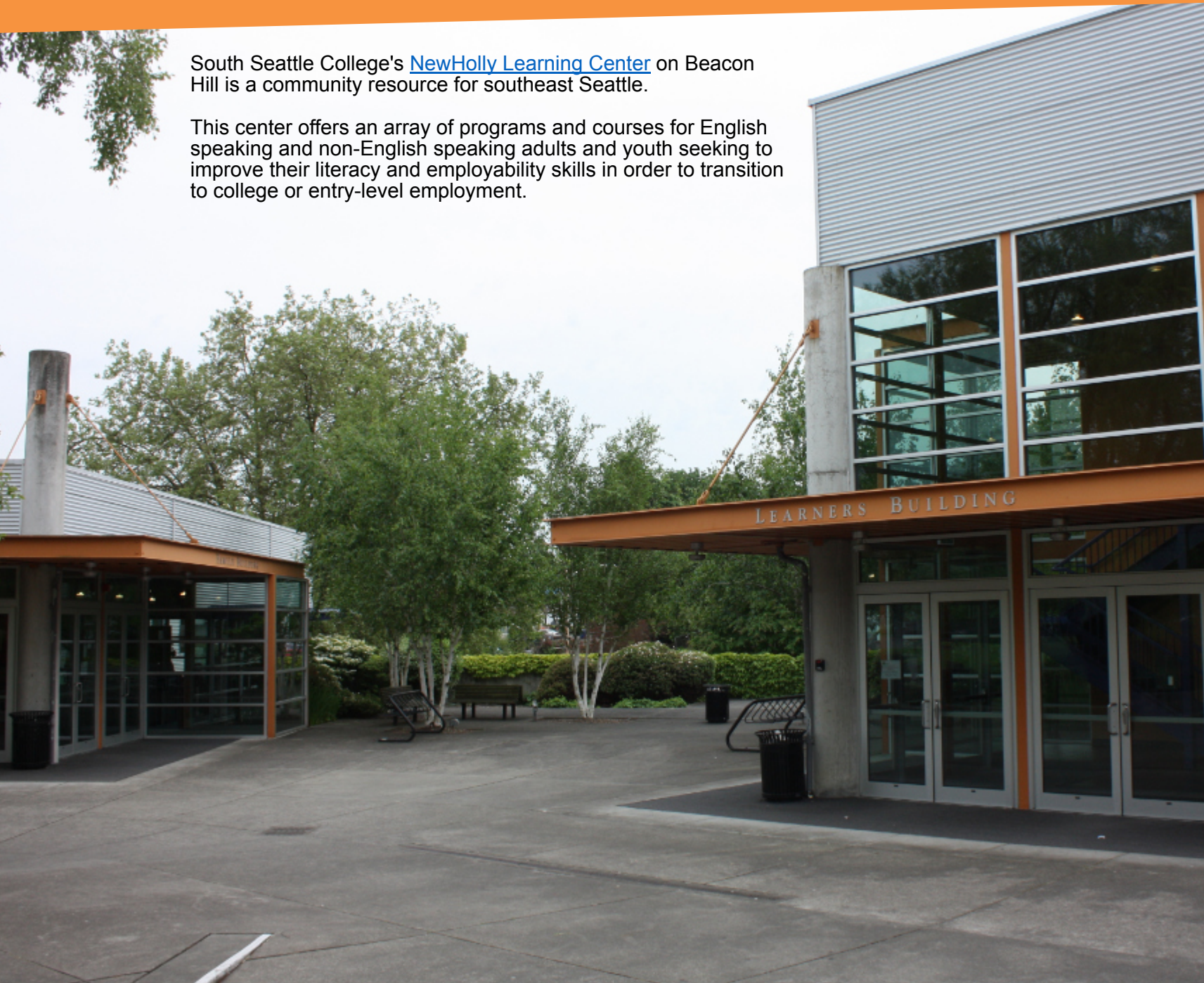
Houses:

- Finishing Trades Institute Northwest
- Apprentice Offices
 - Classrooms/Labs
 - Drywall
 - Floorcovering
 - Glaziers

NewHolly Campus

South Seattle College's [NewHolly Learning Center](#) on Beacon Hill is a community resource for southeast Seattle.

This center offers an array of programs and courses for English speaking and non-English speaking adults and youth seeking to improve their literacy and employability skills in order to transition to college or entry-level employment.



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Closure

SCHOOL CLOSURE INFORMATION

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

Television: KCPQ, KING, KIRO, KOMO, NW Cable News
AM Radio: KIRO, KIXI, KLAY, KOMO, KRKO
FM Radio: Numerous stations

In the event of an emergency on campus, multiple ways will be used to communicate the situation:

- A pop-up message will appear on logged-on computers.
- Selected speakerphone telephones across campus will broadcast a message.
- The Campus Alerts system will be activated, sending e-mails and text messages to subscribers.
- The clock tower speakers may also be used to broadcast a message.

Closure information will be distributed in a number of additional ways. Please see the "About the Alert System" section below for details, or learn more about closures [here](#).

ABOUT THE ALERT SYSTEM

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

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

For staff, messages will be sent to their Seattle Colleges email address.



Campus Closure

- Sites:
- www.flashalert.net
 - <https://southseattle.edu>
- Phone: [206-934-5300](tel:206-934-5300)
Facebook: [@South Seattle College](#)
Twitter: [@SouthSeattleCollege](#)

TYPES OF CLOSURES

Single Campus Closures

In cases of closure due to weather-related emergencies such as snow, a decision and announcement regarding closure will be made by the individual campus and relayed to the chancellor or their designee.

District-wide Closures

In the event of widespread or catastrophic emergency, a decision and announcement will be the same for all campuses and offices of the district, following discussion by the college presidents and chancellor (or their designees), or by the Emergency Communications Committee, as called for in the district emergency communications plan. Closure information should be available first on the Public Schools Emergency Communications System.

Closure Announcement Timing:

- Evening classes/offices - Conditions permitting, decision by 2 p.m.
- Day classes/offices - Conditions permitting, decision by 5 a.m.

CAMPUS SAFETY MAP

View our [campus safety map](#) to find locations of all emergency phones and campus security access points.

Campus Security - [206-934-0911](tel:206-934-0911)



Phone Directory

PROGRAMS OF STUDY

Academic Programs, [934-6600](#)
 Accounting, [934-5387](#)
 Basic & Transitional Studies/ESL/GED, [934-5363](#)
 Apprenticeship Training, [934-5350](#)
 Automotive Technology, [934-5391](#)
 Aviation Maintenance Technology, [934-5373](#)
 Basic & Transitional Studies, [934-5363](#)
 Career and Technical Teacher Education, [934-5339](#)
 Career Link Academy, [934-7946](#)
 Certified Nursing Assistant, [934-6889](#)
 College Preparatory, [934-6600](#)
 College Transfer/Liberal Studies, [934-6600](#)
 Computing Technology, [934-5365](#)
 Continuing Education, [934-5339](#)
 Coop Pre-School, [934-5802](#)
 Culinary Arts, [934-5344](#)
 Diesel/Heavy Equipment, [934-5391](#)
 Eastern Washington University, [425-564-5100](#)
 Engineering Technology, [934-6600](#)
 English as a Second Language (ESL), [934-5363](#)
 Flagging and Traffic Control Certification, [934-5350](#)
 General Education Development (GED), [934-5363](#)
 Home & Family Life, [934-5802](#) or [934-5344](#)
 Hospitality & Service Occupations, [934-5344](#)
 Hospitality Management BAS Degree, [934-6783](#)
 Internship Program, [934-7935](#)
 Industrial First Aid, [934-5350](#)
 International Student Programs, [934-5360](#)
 Licensed Practical Nurse, [934-6654](#)
 Landscape Horticulture, [934-5336](#)
 Liberal Studies/College Transfer, [934-6600](#)
 Logistics & Transportation, [934-5350](#)
 NewHolly Learning Center, [934-6642](#)
 Nursing, [934-6654](#)
 Running Start, [934-5387](#)
 Senior Adult Education, [934-5339](#)
 Sustainable Building Science Technology BAS Degree, [934-5375](#)
 Tech Prep, [934-5387](#)
 Professional and Technical Education, [934-5387](#)
 Professional Technical Teacher Education BAS Degree, [934-5375](#)
 Upward Bound, [934-6401](#)
 Welding Fabrication, [934-5387](#)
 Wine Technology, [934-6846](#)

NOTE

Each of the below phone numbers is preceded with the **206 area code**, except where noted. Use our [Search People Page](#) for staff/faculty.

SERVICES

Access Services/Educational Support, [934-5137](#)
 • TDD message phone, [934-5845](#)
 Admissions, [934-7943](#)
 Advising, [934-5387](#)
 AANAPISI Center, [934-5221](#)
 Art Gallery, [934-5337](#)
 Bookstore, [934-5338](#)
 Brockey Center (Rental/Catering), [934-6613](#)
 Career Dev. Services, [934-5304](#)
 Cashier, [934-5388](#)
 Catering, [934-6690](#)
 International Programs, [934-5360](#)
 CLIC (SSS), [934-5326](#)
 Contract Training, [934-5857](#)
 Counseling & Advising, [934-5387](#)
 District Advancement Office, [934-2939](#)
 Dining Rooms (reservations), [934-5817](#)
 Diversity and Retention, [934-6425](#)
 eLearning, [934-4000](#)
 Financial Aid Services, [934-5317](#)
 Food Events Reserv., [934-5817](#)
 Foundation Office, [934-5809](#)
 Georgetown Campus, [934-5350](#)
 • Apprenticeship & Edu. Center, [934-5350](#)
 • Puget Sound Industrial Excellence Center, [934-5857](#)
 Guidance Services, [934-5387](#)
 Information Desk, [934-6684](#)
 International Program & Intensive English, [934-5360](#)
 Internship Office, [934-7935](#)
 King County Dislocated Workers Program, [934-5304](#)

Library/Instructional Resources Center, [934-5395](#)
 Lost and Found, [934-5332](#)
 Office of Instruction, [934-5353](#)
 Parking and Transp., [934-5157](#)
 President's Office, [934-5311](#)
 Public Information Office, [934-6873](#)
 Recreation (Campus), [934-6670](#)
 Registration, [934-7938](#)
 Room Rental, [934-6613](#)
 Security Administration, [934-5157](#)
 Security Officer on duty, [934-0911](#)
 Student Clubs, [934-5330](#)
 Student Activities, [934-6750](#)
 Student Government (USA), [934-6752](#)
 Student Life, [934-5332](#)
 Student Outreach, [934-7943](#)
 TDD (Registration), [934-5845](#) or use the WA State Relay Service:
 • Voice, [1-800-833-6384](#)
 • TDD, [1-800-833-6388](#)
 • Telebraille, [1-800-833-6385](#)
 Testing (Student Assess.) Office, [934-6767](#)
 Tours (prospective students), [934-7943](#)
 Transcripts, [934-7938](#)
 Transfer Center, [934-6719](#) or [934-6478](#)
 TRIO SSS, [934-5326](#)
 TRIO Talent Search, [934-6474](#)
 Tutoring Services, [934-6650](#)
 Veteran Affairs Office, [934-5811](#)
 Wellness Center, [934-6670](#)
 Workforce Education, [934-5835](#)
 WorkFirst Programs, [934-5835](#)
 WorkSource Affiliate, [934-5304](#)

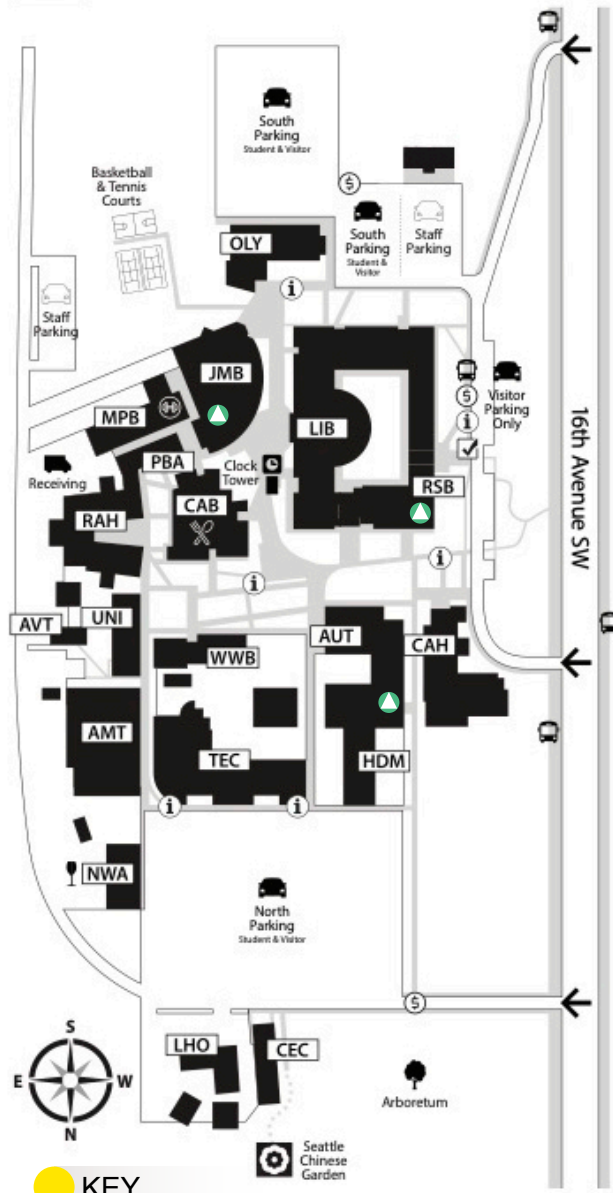
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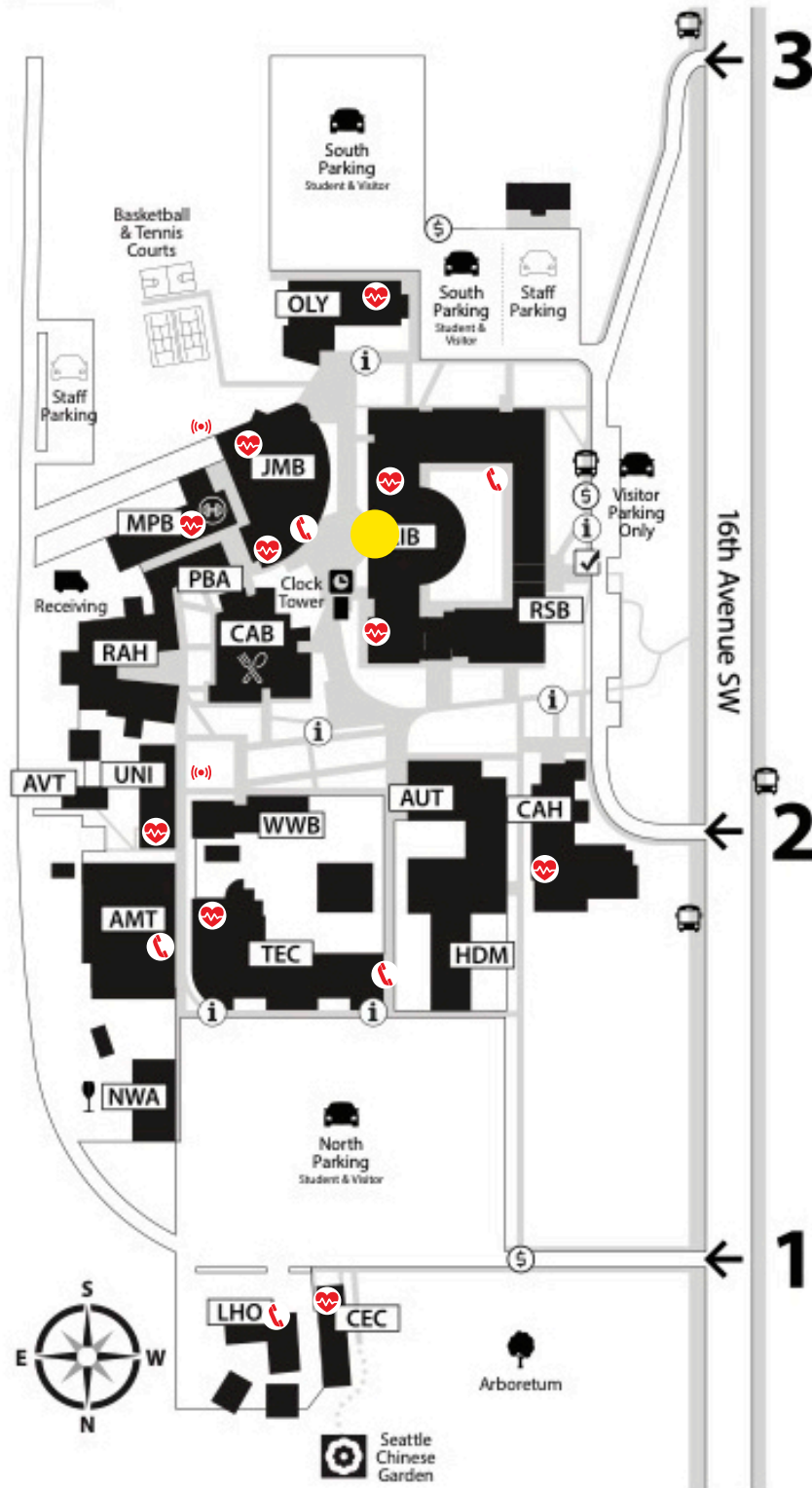
- KEY**
- Campus Information Spot
 - Parking Pay Station
 - Metro Bus Stop
 - Ballot Drop Box
 - Gender Neutral Bathrooms

BUILDING LIST

AUT	Automotive Technology	MPB	Multipurpose
AMT	Aviation Maintenance	NWWA	Northwest Wine Academy
AVT	Aviation Technology	OLY	Olympic Hall
JMB	Brockey Student Center	PBA	Pasty and Baking Arts
CAH	Cascade Hall	RAH	Rainier Hall
CEC	Chan Education Center	RSB	Robert Smith Building
CAB	Culinary Arts Building	TEC	Technology Center
HDM	Heavy Duty Diesel	UNI	University Center
LHO	Landscape Horticulture	WLC	Wellness Center
LIB	Library	WWB	Welding/CIE

CAMPUS LOCATIONS

ABE, GED, ESL Office	RSB	IT/Computer Services	RSB
Academic Center	UNI	Liberal Studies	UNI
Access Services	RSB	Little Theater	RAH
Admissions	RSB	Lost & Found	JMB
Alhadeff Grill	CAB	Math Lab	RSB
APPLE Parenting	RAH	Media Labs	LIB
Art Gallery	JMB	Middle College High School	RAH
Art Labs	RSB	Music Rooms/Labs	RSB
Assessment/Testing	RSB	Nursing	RAH
ATM	JMB	President's Office	RSB
BAS Degree Program	TEC	Professional/Technical Programs	TEC
Bookstore	JMB	Public Information Office	RSB
Alki Café	CAB	Registration	RSB
Cafeteria	CAB	Running Start	RSB
Career Link Academy	RAH	Security/Parking	LIB
Career Development	RSB	Student Government	JMB
Cashier Office	RSB	Student Life	JMB
Center for International Education	WWB	Technology Center	TEC
College Transfer	UNI	Testing	RSB
Computer Lab	LIB	Transcript Evaluations	RSB
Continuing Education	OLY	Transfer Center	RSB
Counseling & Advising	RSB	TRIO CLIC	RSB
Development Office	RSB	TRIO EOC	RSB
Easter Washington University	UNI	TRIO SSS	RSB
eLearning	LIB	TRIO Talent Search	RAH
Financial Aid	RSB	TRIO Upward Bound	RAH
Garden Center	LHO	Tutoring Center	RSB
General Studies	RSB	TV Studio	LIB
Heritage University	UNI	Veteran Student Center	JMB
Home & Family Life	RAH	Worker Retaining/WorkFirst	RSB
Human Resources	RSB	WorkSource	RSB
Information Desk	RSB	Writing Center	LIB



Campus Safety Spots

MAP KEY



Emergency Phone Location



Emergency Phone w/ Broadcast Capabilities



Automated External Defibrillator (AED)



Campus Security
LIB 110, 112
[206-934-5157](tel:206-934-5157)

Campus Security Cell Phone
[206-934-0911](tel:206-934-0911)
[206-235-0911](tel:206-235-0911)

For more information:

[Webpage](#) | Hip.Nguyen@seattlecolleges.edu



CAMPUS PHONE LOCATION

AMT Aviation Maintenance Lobby
LHO By Front Entrance
WWB Near Eastern Door
TEC Southern Exit
JMB Southern Face
JMB Outside East Corner
RSB Inside Courtyard
OLY Outside East Entrance



CRISIS PHONE NUMBERS

If you are currently experiencing a crisis situation, please call 911 or contact CRISIS CONNECTIONS:

[1-866-427-4747](tel:1-866-427-4747) (24-HR Crisis Line)!

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Social Media



● GET CONNECTED!

Find out what's happening on campus with updates from South's social media accounts!

Join our online "otter" community and stay in the know by following our always-active social media accounts! Get breaking campus updates and news including campus closures and weather-related updates, admissions and financial aid deadlines, scholarship information, and the latest events coming to campus to mark your calendars for. Also look out for inspiring student tales, photos, videos, gifs, and more showcasing what makes learning at South so great. Like, love, tweet, and share with us today!



[@South Seattle College](#)



[South Seattle College](#)



[@SouthSeattleCC](#)



[South Seattle College](#)



[@SouthSeattleCollege](#)



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