

First-Generation Student

A student whose parent(s)/guardian(s) did not complete a four-year college or university degree in the United States.

33% of higher education students today are the first in their family to attend college.

-U.S. Department of Education

Academic & Financial Terms**Academic Advisor**

A staff member who helps you plan your course schedule, choose a major, and make academic decisions to ensure you meet your graduation requirements. They are there to support and guide you through your academic journey. You can schedule an appointment with an academic advisor through Starfish or visit the Advising Office in RSB 02.

Phone/Voicemail: 206-934-5387

Email: advisorsouth@seattlecolleges.edu

Academic Calendar

A schedule that outlines the key dates and deadlines for a school year or quarter. It includes important information such as the start and end dates of classes, holidays, breaks, exam periods, and other significant events.

Add/Drop

Students are able to add courses or drop courses at the beginning of the quarter without any impact to academic transcripts.

Students can drop classes online in their ctcLink student account, via email, or in-person at the Registration Office through the 10th instructional day of the quarter. These classes will not appear on your transcript and are eligible for either a 100% or 50% refund on tuition and fees depending on the day dropped.

Course vs. Unit

Courses are usually 2-5 units each and tuition is calculated per unit.

Canvas

An online course management system. You will see your registered classes for the quarter on this website and you will find information related to your class assignments, announcements, grades, etc. Here. You can log in to Canvas with your MySeattleColleges email account.

ctcLink

Stands for Community and Technical College Link. It is the website portal for you to log in and access all of your school account information, such as your financial aid, tuition payments, register for classes, etc.

ctcLink ID

This is your student identification number and also is used to log into your ctcLink portal. The number should be 9 digits long.

Direct Subsidized Loans

A type of loan offered to help pay for college. The U.S. Department of Education will cover the interest on the loan while you're in school at least half-time, for the first six months after you leave school (grace period*), and during a period of deferment (a postponement of loan payments).

Direct Unsubsidized Loan

A type of loan offered to help pay for college. The U.S. Department of Education will not cover the interest on the loan and you are responsible for paying the loan back with interest during all periods.

Electives

Electives are courses that students can choose to take based on their interests that may not be related to their major. These courses allow students to explore other subjects and broaden their education.

Faculty

Refers to the group of teachers and academic staff at a college or university. This includes professors, lecturers, and instructors who teach courses.

FAFSA

Stands for Free Application for Federal Student Aid. It is the basic form you must fill out to receive financial aid from the federal government to pay for college through loans or grants. Eligible students are citizens or permanent residents of the U.S. This process can take a long time to complete, so try to begin it early. You should complete a FAFSA every year.

Finals Week

Finals week is the last week of the academic term during which students take their final exams. These exams are usually comprehensive and cover material from the entire course.

Grade Point Average (GPA)

A measure of your scholastic performance. The GPA is obtained by dividing the number of grade points by the hours of work attempted.

Grants

Grants are funds provided by the government or other organizations, typically based on financial need, and they also do not need to be repaid.

Hold

A restriction that limits a student's ability to enroll for classes, log in to email and/or other actions until the hold is removed. A 'hold' can be placed on a student's account when a bill is not paid, a book is overdue, or if you do not meet "academic progress." If you have questions about a hold, we recommend you meet with a counselor to discuss next steps and get the hold removed as soon as you can!

Lecture/Lab

Lecture: A lecture is a teaching session where an instructor presents information to a large group of students, typically in a classroom or lecture hall.

Lab: A lab is a hands-on class where students conduct experiments or practical activities related to the subject they are studying. Labs often accompany science and engineering courses.

Major

The subject area in which a student completes their degree. Each major has a required set of coursework that you must complete to earn a degree. You are able to switch majors to a different area of study- be sure to check in with your academic advisor if you change your academic plan or major!

Midterms

Midterms are exams given halfway through the quarter to assess your understanding of the material covered so far. They help students and instructors gauge progress before the final exams.

Minor

A secondary subject area with which students can supplement their major toward degree completion. Majors and minors do not have to directly connect with one another.

Office Hours

Office hours are designated times when professors are available in their to meet with students. You can use this time to ask questions, seek clarification on course material, or discuss any academic concerns.



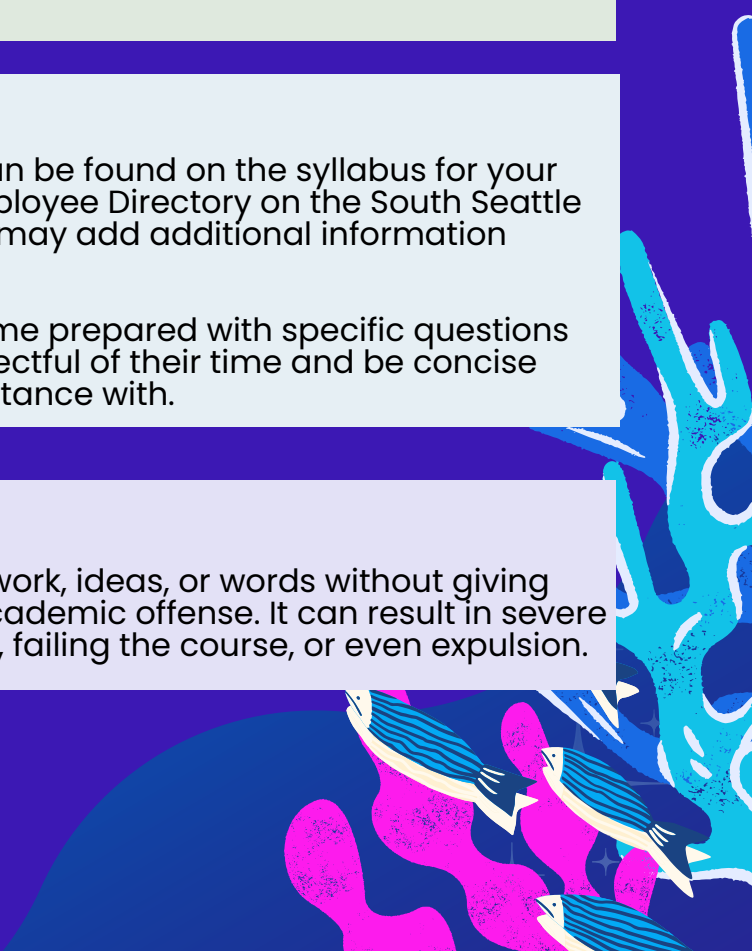
Tips for Office Hours

Office Hour times vary and usually can be found on the syllabus for your class. You can also reference the Employee Directory on the South Seattle College homepage – your professor may add additional information there.

To make the most of office hours, come prepared with specific questions or topics you need help with. Be respectful of their time and be concise and clear about what you need assistance with.

Plagiarism

Plagiarism is the act of using someone else's work, ideas, or words without giving proper credit, and it is considered a serious academic offense. It can result in severe consequences such as failing the assignment, failing the course, or even expulsion.



Private Student Loan

Financial Aid provided by private lenders (i.e. not state- or federally funded organizations). They each have their own requirements and interest rates, please carefully look through the details before accepting.

Pre-Requisite

A course that is required to be completed prior to taking another course.

Registration

Registration is the process of signing up for classes at college, where you select and enroll in the courses you want to take for the upcoming quarter. It involves reviewing the class schedule to find the classes you need, meeting with an academic advisor to ensure your choices fit your academic plan, and then using the college's online system to select and register for the classes.

Satisfactory Academic Progress

Satisfactory progress means that students are passing and completing their coursework and educational programs. Students must maintain a cumulative grade point average (GPA) of 2.0.

Scholarships

Scholarships are financial awards given to students based on academic merit, talent, or other criteria, and they do not need to be repaid. You will have to apply for scholarships and submit different documents for each. For example, some scholarships ask you to write an essay, and some may just ask for your contact information.

Syllabus

A syllabus is a document provided by your instructor at the beginning of a course that outlines the course objectives, schedule, assignments, grading criteria, and other important information. It's your guide to what will be expected of you throughout the quarter.

Transcript

A transcript is an official record of all the courses you have taken, along with the grades you received, and it is maintained by your school. It is sometimes required when applying for jobs, internships, or further education. You can also use it to see a summary of your academic courses and grades.

Tuition

Tuition is the fee that students pay to attend classes at college. It covers the cost of instruction but does not usually include other expenses like books, supplies, etc.

Undergraduate

An undergraduate is a student who is pursuing a bachelor's degree or an associate degree. Undergraduate programs usually take two to four years to complete, depending on the degree.

Waitlist

When classes are full, students are placed on a waitlist. If a space opens up, students are given the opportunity to register for that course.

WASFA

Stands for Washington Application for State Financial Aid. If you are ineligible to complete a FAFSA, you should apply for WASFA. This form qualifies you for Washington state grants to help pay for college. You should complete a WASFA every year if you are not eligible for FAFSA.

Withdrawal

Withdrawing after the 10th day and through the withdrawal deadline will result in a "withdrawal" note on your transcript. The process of ending enrollment in a course. Students may withdraw from courses without penalty during designated times. Withdrawing after a deadline may result in a Withdraw, or W, placed on the transcript to indicate that the class was started but not finished.

Work Study

A part-time employment program designed to help you meet your cost of attendance. The Federal Work-Study/College Work Opportunity Program is a needs-based student employment program. You must be offered Work-Study as a part of your financial aid package after filling out the FAFSA form.

Campus Resources & Student Services

AANAPISI

The AANAPISI Center's services are framed to address the unique needs of Asian American and Pacific Islander (AAPI) students, but they welcome and serve ALL students at South Seattle College. Community space, advising, events, and support resources.

Location: Robert Smith Building (RSB 12) Email: AANAPISI.South@seattlecolleges.edu

Advising Office

The Advising Team offers a comprehensive array of services designed to assist you reach your educational goals.

- Academic advising and program planning
- College transfer degree information
- Professional/Technical degree information
- Assistance with petitions, waivers, etc.
- Assistance with academic difficulty
- Transfer Advising
- Running Start information and enrollment
- Monitoring degree progress
- Graduation applications
- Educational Planning: in-person or online

Location: Robert Smith Building (RSB 02) Email: advisorsouth@seattlecolleges.edu

Access Services

Access Services coordinates services and arranges academic adjustments for students with disabilities at South Seattle College. The Access Services Office provides reasonable accommodations to promote physical and programmatic access to college services, programs, and activities.

Location: Robert Smith Building (RSB 81) Email: access.south@seattlecolleges.edu

Counseling

Provides the following Counseling services to students:

- **Educational counseling** includes helping students learn specific strategies for academic success.
- **Career counseling** can help you assess students' interests, skills, values and personality preferences and help integrate career goals into their educational planning process.
- **Personal counseling** provides a welcoming and confidential environment for students to explore personal issues that impact their ability to achieve their academic and other life goals.

Location: Robert Smith Building (RSB 81) Email: southcounseling@seattlecolleges.edu

eLearning

The eLearning Department provides leadership and support in the design, development, and implementation of quality online educational opportunities through training and technical support for students, faculty, and staff.

Location: Library

Email: eLearning@seattlecolleges.edu

Financial Aid Support

Financial Aid Office

- Location: Robert Smith Building Student Services Lobby
- Website: <https://southseattle.edu/financial-aid>
- Email: financialsouth@seattlecolleges.edu
- Phone: 206.934.5317

Benefits Hub

Can assist with filling out the FAFSA/WASFA and other supports

- Location: Robert Smith Building (RSB 79)
- Website: <https://southseattle.edu/financial-aid>
- Email: financialsouth@seattlecolleges.edu
- Phone: 206.934.5317

Workforce

Support for students who are enrolled in a professional technical degree or certificate. Must be eligible for /receiving basic food, unemployment, TANF, etc.

- Robert Smith Student Services Lobby
- <https://southseattle.edu/workforce-education>
- workforcesouth@seattlecolleges.edu
- 206.934.5304

Library

Students are welcome to browse and borrow books or use campus computers to complete coursework on the first floor. Students can also access Tutoring services on the Library's second floor!

Student Life

Student Life is a network of departments committed to providing meaningful services, activities and communications that build community. They regularly host student events and coordinate student clubs. Visit them to learn more about how you can get involved!

Location: Jerry Brockey Student Center (JMB 134)

TRIO SSS

Student Success Services is designed to support current South students with the necessary services to graduate and transfer to four year colleges and universities. As a TRiO member, you gain access to your own assigned advisor, peer tutors, mentors, workshops, and funding support. Must review the eligibility requirements and submit an application.

- Location: Robert Smith Building (RSB 66 & 67)
- Email: trio-sss@seattlecolleges.edu
- Phone: 206.934.5326

TRIO Talent Search

Talent Search helps low-income and first-generation college-bound (middle and high school) students from Cascade Middle, Denny International Middle, Career Link HS, Chief Sealth International HS, and Evergreen HS successfully graduate from secondary school and enroll in post-secondary education. The program provides academic, career, and financial counseling to its participants and encourages them to graduate from high school and continue on to and complete their postsecondary education.

- Email: trioubets@seattlecolleges.edu
- Phone: 206.934.6401

TRIO Upward Bound

Provides low-income and potential first-generation students from Tyee, Evergreen, Highline High Schools and Highline Virtual Academy with college access programming and opportunities to improve their skills and motivation to complete high school, go to college, and graduate from college. Services include summer academy, academic advising, college and career exploration and planning, tutoring, etc. Students must fill out an application to be a part of UB.

- Email: trioubets@seattlecolleges.edu
- Phone: 206.934.6401

Tutoring

The physical rooms for Tutoring are located on the second floor of the Library, where staff and faculty can assist students with coursework/homework. Students may also meet with tutors online through Zoom. To book an appointment, you can visit the Tutoring center in person or use Starfish.

Location: Library (LIB 220)

Welcome Center

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

Location: Robert Smith Building (RSB 72) Phone: 206.934.7943

Wellness Center

The Wellness Center and Campus Recreation offer a weight/cardio room, indoor and outdoor sports courts, matted dance & yoga studio, CrossFit training room with heavy bag, prayer/reflection room with ablution area, lactation room, recreation/sports/and fitness equipment check-out area, locker-room facilities with showers, game-room, vending machines, and casual seating TV lounge.

WorkSource

Provides services to aid in your employment search such as Career exploration, Cover Letter Assistance, Interview Preparation, Job Search Assistance, Resume Assistance, etc.

Location: Robert Smith Building (RSB 79) Email: worksource@seattlecolleges.edu

