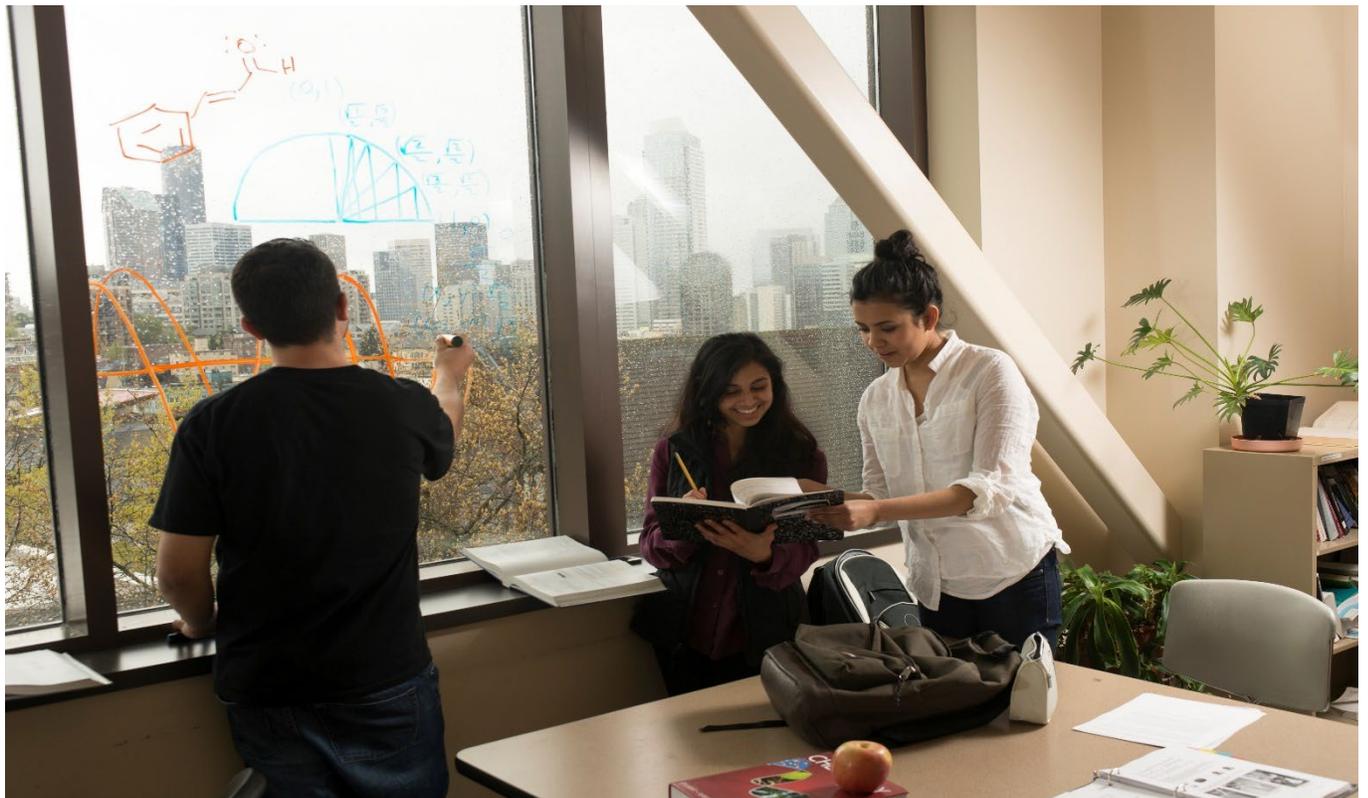


# Academics

Study Programs.....	2
Institute of English.....	2
College / University Transfer.....	14
High School Completion Plus.....	16
Career Training.....	18
IP Short-Term Certificate.....	19
Intradistrict Registration.....	22
Testing and Placement.....	22
English Placement.....	22
Math Placement.....	23
Transferring Credits to Seattle Central.....	25
Academic Planning.....	26
Other Learning Opportunities.....	26
Other Forms.....	27
Document Pick-up Authorization Form.....	27
English Proficiency Score Verification Request Form.....	27
Proxy Registration Form.....	27
SCIE Certificate Request Form.....	28
Transfer Admission Guarantee Letter Request Form.....	28

# Study Programs

During your time as a student at Seattle Central, you may be enrolled for one or more different study programs. The following pages provide useful advising and registration information on the study programs at Seattle Central.



## Institute of English

### Overview

The goal of the Institute of English is to help students improve their English language skills so they can achieve their academic and life goals. Upon graduation from the Institute of English College Bridge/Advanced English Program, students will be able to:

- Identify / use a variety of written styles in order to be successful in college writing assignments
- Recognize / use strategies enhancing vocabulary and college-level reading comprehension skills
- Use effective academic listening, note-taking, and study skills
- Participate fully and effectively in class discussions and presentations
- Use appropriate and accurate grammatical forms and structures in written and oral communication
- Interpret, analyze, and communicate ideas and information for academic purposes

## Registration

Current SCIE students will register differently, depending on their level. Specific registration dates and times will be included in the e-newsletter, and provided to students in class.

Remember that the tuition and fee payment is due by College tuition deadline. If you are registered after College tuition deadline, your tuition is due within 7 business days from the day you are registered or the first day of Quarter, whichever comes first. (if you are a third-party sponsored student, the payment is handled differently. Please see information on [third-party sponsored students](#)).

## ESL Only & College Programs

Although most students studying in the Institute of English plan to complete a degree at Seattle Central, there are students here primarily to study English as a Second Language (ESL). ESL-only students will finish their program once they complete Reading/Writing 5 (RW5) as well as Listening/Speaking 3 (LS3).

Students studying ESL only who would like to continue in college classes must submit a [Change of Program form](#) and meet with their primary advisor. During the meeting, the advisor will discuss various options at Seattle Central and make arrangements to update the student's SEVIS record to reflect the new program of study.

## Changing Classes (Add/Drop)

**Returning students:** Once returning students have registered for the upcoming quarter, they can make changes to their schedules up until the final registration deadline (registration deadlines are posted on-line and in the International Student Center each quarter), if space is available and the class is not a repeat class with the same instructor.

**Level changes for returning students:** Level changes are done ONLY by teacher recommendation at the end of the 10 week quarter.

**New students:** New students may not make changes to their classes in their first quarter.

**Level changes for new students:** Level changes are for new students in levels 1-5 only, and are done ONLY by teacher recommendation based on the results of an in-class diagnostic test or essay given on the first day or two of the quarter. Because placement in ESL levels is based on test results and instructors' assessments of English language proficiency, student requests to change levels cannot be considered.

**Other class changes:** Once the quarter begins, student-requested class changes are not permitted, except in cases where a student is repeating a class with the same instructor and space is available in another section.

## Textbooks

You must buy the required textbooks for your classes during the first few days of the quarter and bring them to class each day. Be sure to keep your bookstore receipts and write in your textbooks only in pencil for the first week of class in case you need to change your class and want to exchange your books. If your books are clean and still in good condition, you may be able to re-sell your textbooks back to the bookstore or to another student at the end of the quarter.

## Student Responsibilities

You are responsible for your own learning and academic success at SCIE. To be successful, you will need to do the following:

1. **Make sure you have provided the IP office a valid email address.** This is the primary way IP advisors and SCIE staff communicate with you. If our attempt at providing you a written warning or notice fails because you have not provided a correct email address, your address is no longer valid, your mailbox is full, or you do not regularly check your email, the program will not be held responsible for your not receiving our communications.

2. **Follow the SCIE Attendance Policy:** Attend all your classes every day, and come to class on time.

a. If you are experiencing an illness or emergency that will cause you to be absent from class, miss a test or due date for an important assignment, always be sure to communicate with your teacher! E-mail is the fastest and most secure way to contact your instructors.

b. Students with excessive absences will fail their classes and will not be allowed to repeat. Students not allowed to repeat a course are suspended from SCIE. For more details, see the "Attendance in SCIE Classes" section below.

3. **Bring your book and required materials to class each day.** You are expected to purchase all the required textbooks and materials for each of your SCIE classes during the first few days of the quarter, and bring them to class each day. Not buying or bringing your books to class will hurt your grades and limit your ability to fully participate, learn, and make academic progress in your classes. If you repeatedly come to class without your required text, your teacher may ask you to leave the class and not return until you have a textbook. If you choose to buy your

textbooks online, you must still have them by the first few days of the quarter. Please do NOT bring a photocopy of any textbook to class. Photocopying books is illegal and a violation of international copyright laws.

**4. Make an effort to learn and pass your classes.** To do this, you need to:

- a. Do all your homework assignments and submit them on time.
- b. Participate in class discussions and activities.
- c. Study for your quizzes and tests; attend and arrive to class on time on test days.

**5. ALWAYS do your own work.** Do not copy from your friend, relative, classmate or from a book or the internet.

Copying (including memorizing) someone else's work and pretending it is your own is cheating and a serious academic crime. You will get a zero (0.0) grade for your work and may face disciplinary action, up to and including suspension from SCIE.

**6. TURN OFF your cell phone and other electronic devices and put them away before class starts.** Texting, listening to music, surfing, shopping, and talking on the phone during class is disruptive and considered extremely rude. Your instructor has the right to take your cell phone away from you if you are caught using it in class when it is not allowed. Other electronic devices such as iPads, electronic dictionaries and translators may be used in class ONLY with instructor permission. If you are caught using an electronic device during a test and your teacher has not given you permission to do so, you will get a zero (0.0) on that test with no chance to take it again.

**7. Always participate appropriately in class and show respect to all faculty, staff and fellow classmates.**

- Do not sleep in class.
- Do not talk when the teacher or another student is talking. In the U.S., talking while someone else is talking is considered rude and disrespectful.
- Do not laugh at or criticize other students when they make mistakes.
- Speak only English in class.
- Treat people of other genders, backgrounds, countries, races and religions with the same respect you expect them to show you.

**8. NO food or drink allowed in class unless your instructor approves it.** If food and/or drink is allowed in your class, always clean up after yourself before leaving the room at the end of class.

**9. NO SMOKING inside any Seattle Central buildings (including bathrooms), or near the entrances to buildings;** this includes sidewalks and outside staircases. DO NOT smoke less than 50 feet (15.5 meters) from any SCC entrance. Please use the smoking shelters located on the South Plaza and between the BE and SAM buildings.

**10. NO drugs (including marijuana) or alcohol on campus.** Using marijuana may now be legal in Washington State, but it is not allowed on the SCC campus. DO NOT come to class under the influence of alcohol or drugs! If you do, your teacher can ask you to leave the class and you will be marked absent. You can also face disciplinary action.

11. **NO pets or other animals allowed in classes or on campus.** Only service animals specially trained to assist students with disabilities are permitted on campus (for example, trained seeing-eye dog to assist students who are visually impaired).

12. **Do not drop trash on the floors.** Use the trash and recycle bins.

13. **Behave politely and respectfully on campus outside of class.** Do not shout or talk loudly on your cell phone in the halls. Be quiet in the library. Do not make noise and disturb other classes.

### **If you do not follow the above rules...**

Please remember that you are at a college and therefore in an adult environment and are expected to behave like an adult. Students who do not follow the program's behavioral expectations will get only one or two warnings. Therefore, if your teacher asks you to stop talking, speak only English and/or put away your phone, please do it. If you argue, refuse or must be told repeatedly to do something, your teacher can ask you to leave the class and can initiate disciplinary action against you. In addition, you could receive a zero (0.0) grade and/or could be marked absent for that day.

## Attendance Policy

Students must come to class punctually every day. Attendance will be a big part of a student's grade in every class.

If an illness or emergency causes you to miss class, contact your teachers by email to let them know. If you are sick or have an accident and a doctor tells you that you are too ill or injured to attend classes for a few days, contact your teachers and/or your IP advisor and then bring in a doctor's note when you return to school.

Important Note: Submission of a doctor's note does not guarantee an absence will be excused! All doctor's notes will be carefully examined by your teacher(s) and/or SCIE Administration to determine its authenticity before deciding whether it will be accepted and the absence(s) in question excused. Routine non-emergency doctor and dentist appointments can be scheduled outside of class time and are generally considered unexcused. A doctor's note that says only that you had an appointment in the office may be insufficient to excuse an absence. The note should provide verification that you were too ill or injured to attend class and/or make normal academic progress.

Missing days of class will result in the following:

### **FALL, WINTER, and SPRING QUARTERS (10 weeks)**

- **5 absences\***: **Warning** notice
- **8 absences**. Likely to fail
- **12 absences\*\***: **0.0 grade** and **suspension**

## **SUMMER QUARTER (8 weeks)**

- **4** absences\*: **Warning** notice
- **10** absences\*\*: **0.0 grade** and **suspension**

\* If you are absent 5 times (4 in summer) in any ONE core class, you will receive a WARNING via email.

If you are already on probation and are absent 10 times (6 in summer), you will be SUSPENDED.

If you are absent from ALL your classes for 10 consecutive days (6 in summer), you will be immediately SUSPENDED from the program.

\*\* If you are absent 12 times (10 in summer) from any ONE core class, you will receive a 0.0 grade, will not be allowed to repeat the course, and will be SUSPENDED from the program, even if it is your first quarter in SCIE and/or you are passing your other classes.

Although SCIE will attempt to provide written warnings and notices, you are responsible for tracking your own absences and grades. During the last two or three (2-3) weeks of classes, attendance notices may NOT be sent. However, students are still expected to follow the SCIE attendance policy throughout the quarter and can still be suspended for excessive absences, regardless of whether or not they received a warning notice. Students who have exceeded the maximum allowable number of absences and/or who are not recommended to repeat a class will be reviewed for suspension after the end of the quarter during the first week of the quarter break. Suspension notices are sent via e-mail within five (5) working days after the suspension review meeting is held. Students have five (5) working days to submit a suspension appeal to SCIE Dean.

Students who are suspended from SCIE may not return to study in SCIE again until after three (3) complete quarters have passed from the date of the suspension. As a result, your student visa status may be affected. Furthermore, to continue study in the United States, you will need to find another school.

**Suspension and student health insurance:** If you are suspended from SCIE and have student health insurance purchased through Seattle Central College, your health insurance policy will no longer be effective.

**Early withdrawal and suspension:** Early withdrawal from classes will not prevent you from being suspended from SCIE. If you have a record of poor attendance and low grades and drop your classes and go home before a quarter is over, you can still not be allowed to repeat a class and be suspended from the program, especially if you are already repeating the class.

**Illness and Absences:** Students are expected to attend **all** their classes **every** day. However, we do understand that sometimes students get sick or have emergencies that can cause them to miss school. If this happens to you, be sure to contact your teachers by email to let them know you need to miss class and how long you expect to be absent. If you are ill for more than two or three days, see a doctor.

When you miss class, you cannot participate in class activities or practice your English. If you miss too many classes, it will affect your learning and hurt your grade. If you are absent, it is YOUR responsibility to contact one of your classmates to see what you have missed. **Missing class is not an excuse for not doing assignments.**

**Being late (tardy) to class:** Arriving to class late (tardy), is disruptive and considered disrespectful to the teacher and other students. In many classes, tardies (or leaving early) can add up to absences. For example, some teachers may tell you that being 15 minutes late 3 times is equivalent to missing 45 minutes of class, which equals to 1 absence. Therefore, it's very important that you arrive to each of your classes on time!

## Making academic progress

Students are required to make satisfactory academic progress in the Institute of English, which means they must attend school and be successful in their courses each quarter. Students who have poor attendance, do not pass a class for the third time, or receive very low grades in all of their classes are, according to U.S. F-1 visa rules, "failing to make satisfactory progress".

**Consequences of Failure to Make Satisfactory Progress and Suspension from SCIE:** Students who fail to make satisfactory academic progress will be suspended from the Institute of English, and will need to transfer to a different school or leave the U.S. They will be considered out of status by the U.S. Department of Homeland Security.

## Requirements for passing SCIE core courses

Core SCIE courses are the required classes, such as Reading/Writing (RW) and Speaking/Listening (LS). To graduate from the Institute of English and College Bridge Program, students must pass both RW and LS classes. (\*LS is not required for new students who place directly into RW5).

If you wish to truly learn English and make academic progress in SCIE, you will need to be responsible for your own learning. This means you should demonstrate your effort to learn the course material and pass your classes by doing the following:

- Attend all your classes every day, and come to class on time.
- Bring your book and required materials to class each day.
- Do all your homework assignments and submit them on time.
- Participate in class discussions and activities.
- Speak only English in class.
- Study for your quizzes and tests.
- Do all your OWN work!

## Moving Up to the Next Level

In SCIE, your academic success and final course grades are based on your English proficiency.

- Proficiency is your level of English. Proficiency is how well you understand and communicate in English without any preparation beforehand and without outside help from a book, the internet, tutor, friend, etc.
- Your English proficiency will be assessed in class through the use of quizzes, proficiency tests, and/or essays.
- You must achieve a minimum English proficiency grade of 75% (2.0) to demonstrate sufficient mastery of the course material to be successful at the next level.
- If your final proficiency grade is below 75% at the end of this quarter, you will earn a grade of 74% (1.9) or lower and will need to repeat the course (core courses only).
- Even if you try really hard and come to class and participate every day, you still might not pass if your English proficiency is not high enough for the next level.

To improve your English proficiency, it's important that you use English whenever and wherever you can, even when you speak with classmates from your home country. This will not only help you learn English more quickly, but it will also improve your confidence and independence in using the language.

## Repeating Courses in SCIE

Students are expected to make satisfactory academic progress while studying in SCIE. We understand that learning English is an individual and personal process, and may take some students more time to learn than others. If you attend school every day, participate in your classes, do your own work, complete homework and projects on time and to the best of your ability, and study for and take all tests and quizzes, but still fail a course because your English proficiency is not yet high enough to move up to the next level, you will be allowed to repeat the course TWO (2) times. **However, if you did not attend regularly, made little or no effort to learn, or earned a zero (0.0) grade in the class, you may not be allowed to repeat even once, even if it is your first quarter in SCIE and/or you are passing your other classes.**

**Students not allowed to repeat a class will be SUSPENDED from the program, even if they are passing their other classes. Students who are suspended from SCIE will need to find another school or return to their home country.**

## Skipping a Level in SCIE

Occasionally, when students do exceptionally well in an ESL class, their instructor may recommend that they skip a level (for example skip from level 4 reading to level 6 reading, without taking level 5). However, such recommendations to skip a level are rare and given only to a very small number of students each quarter. Students are permitted to skip a level ONLY if they demonstrate a significant increase in English proficiency that is far beyond that of the other students in the class, and ONLY if they are able to demonstrate mastery of the material at the next level. **Only your teacher can decide whether your proficiency is high enough to skip a level.** On average, a 95% average on all tests and assessments given over the course of a quarter is required for a student to skip levels. Students are advised to make an appointment with their instructor if they wish to discuss issues related to their English proficiency.

## Exams, Quizzes, Presentations, Projects, and Essays

Do not miss exams, quizzes, presentations, projects or major essay assignments! Your instructor is not required to allow you to take exams or quizzes, or turn in essays, projects or presentations late, even if you are absent due to illness or emergency. You may receive a zero (0.0) grade if you do not show up to take the test or do not complete or turn in an assignment on time. If you are absent because of illness on the day of a quiz or test or when a big project or paper is due, your instructor has the right to ask you for a doctor's note to prove you were too sick to go to class before allowing you to make up the work.

## Repeaters, Probation and Attendance in SCIE

Students who receive an **ACADEMIC PROBATION** letter from the SCIE office must attend all their classes regularly and pass the second time, or they will be suspended. Probationers who have **10** absences (**6** in summer) in any one class can be suspended immediately, before the end of the quarter, even if they are attending and passing all their other classes. Students who fail the same class three (3) times will NOT be allowed to take the class a fourth (4th) time and will be suspended.

Students who receive a warning letter from the SCIE office for academic dishonesty or other disciplinary reasons are on **DISCIPLINARY PROBATION**. Students on disciplinary probation will be immediately suspended if they are involved in a second incidence of academic dishonesty or other serious breach of the SCC student conduct code.

## Mid-term and Final Exams

Your teachers will tell you the dates of your mid-term and final exams. You may NOT take any mid-term or final exam early or late, NO EXCEPTIONS, even if you are ill on the day of the exam. If you are not present on the day of your final exam, you will get a zero (0.0) grade for that exam. Missing a mid-term and/or final exam can cause you to fail a class!

**IMPORTANT: If you are experiencing an illness or emergency that will cause you to be absent from class, miss a test or due date for an important assignment, always be sure to communicate with your teacher! E-mail is the fastest and most secure way to contact your instructors.**

## Test Scores and College-Level English Proficiency

Current SCIE students who submit proof of English level high enough for ENGL 099 or ENGL& 101 will be allowed to register for full-time college classes in the next available quarter, once the scores are verified. They do not need to complete SCIE first. This applies to all ways a student can demonstrate their level listed on the International Programs website: .

In certain cases, more extensive review and investigation of scores may be required before the test provider will verify scores. Students will not be allowed to register for full-time classes until scores are validated by the test provider.

Next available quarter defined:

- If a student submits college-level scores any time before the end of the first week of a given quarter (end-of-business Friday), the student can register for college-level classes.
- If a student submits college-level scores after the first week of a given quarter (EOB Friday), they must wait until the following quarter to register for college-level classes.

Current SCIE students who submit proof of English level that places them at a different level of SCIE will not be moved within the program.

## Returning Students

If a student has left SCIE without finishing Level 5, and submits a Returning Student Request to International Admissions, the following policy is in place:

- Students gone less than 3 quarters can be registered based on their previous level in SCIE (i.e., if they finished level 3, they can enroll for level 4). If they provide proof of English level less than college level, SCIE can use these new scores. If they provide proof of college-level English, then they can register for college-level English.
- Students gone more than 3 quarters: they must provide new proof of English level to be re-admitted. They cannot be registered based on their previous SCIE level.

## Use of Tutoring Services at the SCC Learning Support Center

You are responsible for following these procedures any time you use the free tutoring services available to SCIE students at the Learning Support Center, in room BE 2102. In order to take advantage of SCIE's tutoring services, you need to:

- a. Be currently enrolled in SCIE.
- b. Sign in and sign out of your appointment at the front desk of the Center. Sign in within 10 minutes of your appointment start time. When your tutoring session is finished, sign out before leaving the Center.
- c. If you do not sign in for your appointment within 10 minutes of the start time, you are automatically counted as a no-show and another student can have your appointment.
- d. You may sign up for no more than two (2) tutoring appointments per week, no matter how many classes you are taking.
- e. **IMPORTANT: If you cannot come to your tutoring appointment, call the Center at 206-934-0972 at least 30 minutes before your appointment time in order to cancel your**

**appointment.** Don't keep your tutor waiting for you! It is considered very rude to not show up to an appointment without calling the Center to let them know you will not be coming.

f. If you miss four (4) appointments that you have not cancelled at least 30 minutes before you appointment begins, you will not be able to make any more appointments that quarter.

g. Be courteous and respectful of the tutors at all times.

h. Additional information about using SCIE tutoring services at the Learning Support Center will be provided to students at the beginning of each quarter.

## Homework & Life Outside the English Classroom

Students should generally expect to do one hour of homework outside of class for each hour in class. Does this mean you do not need to use English the rest of the day? No! Any time you use English you are improving your proficiency, so try to spend time talking with others in English: join other SCIE students for weekly conversations, ask for directions, order food in a restaurant, or talk to someone when you go shopping. Try reading English: menus, newspapers or magazines. Try listening to English: watch television or movies in English or listen to people talking on the bus. Try writing English: write a letter in English or keep a journal. Of course, you need to relax and have fun. Soon, it will be easy to do this in English, too.

## SCIE Policy on Academic Dishonesty

SCIE students are expected to be honest in taking their tests and doing their coursework. This means that when you take a test or submit a paper to your teacher for a grade, you are claiming it is your own work. Anything different from that is **academic dishonesty**.

There are two kinds of academic dishonesty: **CHEATING** and **PLAGIARISM**. Here in the U.S., both are unacceptable and considered serious academic crimes. Academic dishonesty may cause you to fail your classes and/or be suspended from the Institute of English. It will also greatly slow your progress in learning English. In SCIE, cheating and plagiarism can result in a zero (0.0/100) on the test or assignment, and could result in failing the course. To avoid academic dishonesty, ALWAYS do your own work!

Students caught plagiarizing an essay or cheating on a standardized English placement test given by SCIE or the SCC Testing Center may be immediately dismissed from SCIE.

### Cheating

Cheating is copying homework or class assignment or a test from another person and pretending it is your own work. Cheating is also allowing someone else to copy from you, or providing answers to an assignment or test to someone else.

Do not cheat on homework, quizzes or tests, or allow another person to copy your work. If you are caught, you will get a zero (0.0) grade for the assignment or test.

To avoid cheating, follow these basic rules:

- Do not talk during tests.
- Do not look at other students' work.
- Do not walk around during tests.
- Do not take "cheat sheets" or notes into a test.
- Do not use electronic devices during a test: turn them all OFF and put them away.
- Do not copy another student's work.
- Do not let another student read or copy your work.
- Do not provide another student questions and/or answers to a test.

## **Plagiarism**

Plagiarism is when you copy or memorize ideas or text from a friend, relative, or classmate or from a book, magazine, newspaper, live lecture, or the internet and pretend it is your own work. Plagiarism is a serious academic crime and can result in very bad consequences for you. It is easily discovered and can result in a zero (0.0/100) on the assignment, and could even result in failing the course. When you write a journal, summary or an essay, or give an oral presentation, both the choice of words and the grammatical structure must be your own. Here are some basic rules to follow:

- Do not download material from the internet, or copy material from any published or unpublished work or from the work of a friend or classmate, insert it in a paper, essay, journal, oral presentation, exam or any other assignment and then pretend it is your own work.
- Do not memorize the words or text written by someone else and then pretend it is your own work. You must always give credit to words or ideas that are not your own by naming the source of those words or ideas.
- If you want to include a sentence or a passage written by somebody else in your work, write a note to say where the words or ideas are from, for example, "From Newsweek, 'The New Economy,' February 14, 2012, page 25".
- If you are unsure about how to give credit to the source of material you wish to include in your work, ask your teacher to show you how to correctly write a citation.

For more information about academic dishonesty, consult:

- [Seattle Central College Student Handbook](#), pages 40-42
- [Washington Administrative Code \(WAC\) on Student Misconduct, Chapter 132F-121-110](#)

- (1) Any act of course-related dishonesty, including but not limited to cheating or plagiarism.
  - a. Cheating includes, but is not limited to, using, or attempting to use, any material, assistance, or source which has not been authorized by the instructor to satisfy any expectation or requirement in an instructional course, or obtaining, without authorization, test questions or answers or other academic material that belong to another.
  - b. Plagiarism includes, but is not limited to, using another person's ideas, words, or other work in an instructional course without properly crediting that person.
  - c. Academic dishonesty also includes, but is not limited to, submitting in an instructional course either information that is known to be false (while concealing that falsity) or work that is substantially the same as that previously submitted in another course (without the current instructor's approval).
  
- (2) Any other act of college-related dishonesty. Such acts include, but are not limited to:
  - a. Forgery, alteration, or misuse of any district document, record, or instrument of identification;
  - b. Furnishing false information or failing to furnish correct information, in response to the request or requirement of a district officer or employee.

Full details about WAC 132F-121-110 can be found at <http://apps.leg.wa.gov/WAC/default.aspx?cite=132F-121-11>.

## SCIE Refund Policy

Withdrawal from class prior to the first day of class = 100% refund  
Withdrawal from class within first five calendar days = 80% refund  
Withdrawal from class within sixth - fourteenth calendar days = 50% refund  
Withdrawal from class after fourteenth calendar day = 0 (no refund)

## College / University Transfer

International students at Seattle Colleges have [transferred to hundreds of colleges and universities](#) both in Washington and in other states. We have prepared the following resources to help you succeed in the College/University Transfer program.

### Transfer Resources

[Transfer Degrees](#)  
[Transfer Center](#)

### Planning for Transfer

Outside of studying for your classes, planning your transfer is the most important thing you will do while at Seattle Central. The following information will help you use the resources available in the Transfer Center to plan for transferring after finishing your studies at Seattle Central.

1. Attend an Introduction to Transfer Workshop
  2. Visit the [Transfer Center resource pages](#)
  3. Download your copy of the [Transfer Handbook](#)
  4. Begin going through the workbook following the [Transfer Timeline](#)
  5. Long Range Plan Meeting (upon reaching 45 credits)
  6. Apply for Graduation (quarter before you plan to graduate)
  7. Final Quarter:
    - a. Sign-up to attend the graduation ceremony and submit a [Transfer Out Request E-Form](#) (you will be asked to submit the acceptance letter from your school when you complete the e-form).
- OR
- b. Make other preparations (i.e. apply for OPT or plan to return home, etc.)

## Academic Pathways and Major Planning Guides

Plan to choose classes for your degree that will help you prepare for your major. The best way to select classes is to find the major requirements at the university where you plan to transfer, then choose those classes at Seattle Central.

Following are major planning guides that can help you to plan the classes you need based on your major:

[Actuarial Science Pathway](#)

[Business Pathway](#)

[Fine Arts Pathway](#)

[Health Science Pathway](#)

[Humanities Pathway](#)

[Social Science Pathway](#)

[Major planning guides at the Transfer Center](#)

## High School Completion Plus

High School Completion Plus (HSCP) students will complete requirements for an Associate degree, as well as additional requirements below, to earn their college degree and high school diploma at the same time. Students enrolled in HSCP should refer to the advising information provided in the **College/University Transfer** section of this handbook. Below you will find additional information relevant to the HSCP program.

### Applying for Graduation

Students must apply to graduate in order to receive their diploma, following the steps below:

- [Apply for Associate Degree graduation.](#)
- Submit a [Graduation Request E-Form](#) to the IP Office.

### High School Completion Plus and the transfer process

Like College / University Transfer students, High School Completion Plus students can transfer to four-year colleges and universities to earn a bachelor's degree. Depending on the university, the enrollment process may be different though. See the FAQs below for more details about how earning a high school diploma at Seattle Central can affect the transfer process:

#### **What are the benefits of High School Completion Plus?**

The high school diploma you can earn at Seattle Central is issued by the State of Washington. It

is accepted at universities all over the country. There are quite a few universities that do not require a high school diploma for students who have earned a certain number of college credits, but other universities require all applicants to have a high school diploma. If you want to be eligible to apply to any university in the U.S., a high school diploma will be necessary.

### **If I do not have a high school diploma, is doing High School Completion Plus required?**

It is your decision whether or not to earn your high school diploma at Seattle Central. Some universities do require you to have a high school diploma. You may decide to earn only your associate degree and apply just to universities that do not require a high school diploma. In that case, you would not need to earn the diploma.

### **How does the High School Completion Plus program affect my transfer choices?**

Whether or not you do the High School Completion Plus program, you have many choices of transfer universities. If you earned a high school diploma in your home country before studying at Seattle Central, you will apply to almost all U.S. universities as a transfer student (a very, very small number of universities do not accept transfer credits). If you do not already have a high school diploma, you can choose whether or not to earn one at Seattle Central. If you choose not to, you will be limited when you transfer to universities that do not require a high school diploma. Those universities are mostly on the West Coast of the U.S. If you decide to do the High School Completion Plus program, you will be eligible to apply to both universities that require a high school diploma and those that do not. Some universities, however, will require students who earn an associate degree and a high school diploma at the same time to apply as freshmen. Please continue reading for more details about applying as a freshman.

### **If I do High School Completion Plus, can I still apply to universities as a transfer student?**

It depends on the policy of the university. Some universities, like the University of Washington, expect High School Completion Plus students who also have an associate degree to apply as transfer students. Other universities require High School Completion Plus students to apply as freshmen and later transfer in their college credits. It is important to research the universities' policies and follow them.

### **What does applying as a freshman mean?**

Applying as a freshman means that you will need to apply by the freshman deadline, which is often 2-3 months earlier than the transfer deadline. Universities also often require freshman applicants to submit SAT/ACT and TOEFL/IELTS scores, even when they don't require the same of transfer applicants. Applying as a freshman can also give you the opportunity to apply without declaring a major; this can be useful if you are undecided or would like to change majors. Applying as a freshman does NOT mean that you will have to begin college all over again. In most cases, the university will evaluate your college credits after you are accepted and change your status to sophomore or junior.

### **If I apply to universities as a freshman, will I have to attend for four years?**

Not usually. In most cases, the university will evaluate your college credits after you are accepted and change your status to sophomore or junior. There are some selective private universities that do not accept college credit earned before the high school diploma was received. If you are considering applying to selective private universities, check their policies on "dual enrollment" before applying.

### **If I apply as a freshman, can I still start my major right away?**

In some cases, you may be able to take junior-level classes for your major right away. In other

cases, you will need to wait at least one term before you are eligible to apply to the major. This is sometimes also the case for junior-level transfer students.

### **How can I find out if I should apply as a freshman or a transfer student?**

There is no simple way to know what a university's policies are regarding High School Completion Plus students. In general, public – and most private – universities on the West Coast do not require a high school diploma and do not require High School Completion Plus students to apply as freshmen. There are some exceptions to that rule. Many East Coast and Midwestern universities both require the high school diploma and require students to apply as freshmen, but there are exceptions to that as well. The only way to know for sure is to contact the admissions office at the university and ask. You can also visit the Transfer Center for guidance on this issue.

### **How does getting a high school diploma via the High School Completion Plus program compare to obtaining a GED?**

There are many differences between a high school diploma and General Educational Development (GED). For more details, see our [FAQ: high school diploma or GED](#).

## **Career Training**

Seattle Central offers many different [career training programs](#) for students who want hands-on experience in high-demand fields.

Career Training programs which do not admit international students:

- Marine Deck Technology
- Marine Engineering Technology

## **General Notes for current students interested in Career Training programs**

- Career Training programs are not designed as transfer degrees. Transfer opportunities are available, but limited (see [list of B.A.S. degree programs](#)). If you plan to complete a bachelor's degree after finishing a degree at Seattle Central, you should consider enrolling in College/University Transfer or High School Completion Plus.
- Most Career Training programs have limited start dates, limited enrollment size, waitlists, and specific pre-requisites. Consult the program's web pages for more details.

## Admission to Career Training Programs

The following Career Training programs allow students to begin taking classes without a formal admission process:

- Information Technology Programs
- Business Technology Management
- Education and Human Services Programs
- Allied Health Generalist AAS Degree

All other programs require students to complete a formal admission process prior to taking classes in the program. If you are interested in one of these programs, take the following steps:

- Visit the career training programs website to learn about program pre-requisites, intake dates and application requirements for the program you are interested in
- Try to attend an information session
- Complete all program pre-requisites
- Make an appointment with your primary advisor to be reviewed for program readiness.

If the advisor determines you are program ready, you will be added to the program list for the next available intake.

## Advising for Current Career Training Program Students

If you are currently enrolled for a career training program, you should plan to meet with the program counselor or other staff in that division for academic advising.

If you have been accepted to a career training program, but must wait one quarter or more for the next available start date, you have the following options:

- Vacation quarter (if you are eligible and must wait only one quarter)
- Choose a different program of study to follow until you can join the program
- Leave the United States and return when the program begins

## IP Short-Term Certificate

The IP Short-Term Certificate (IP-STC) program allows you to study [some college classes](#) for 3 to 12 months and earn a certificate of completion.

# IP Short-Term Certificate Options

## **Business in a Global Society**

The Business in a Global Society Short-Term Certificate allows you to choose from a wide range of courses that will help you understand business practices, trends, and issues within a global context. Learn leadership skills, how to adapt to changing technology, and how to understand and implement employee policies that take ethics and cultural differences into account. Course choices include traditional favorites such as Economics and Accounting, as well as more focused classes, such as Global Political Economy, Diversity Issues in Business, and Internet Law.

## **Computer Science and Technology**

Students in the Computer Science and Technology Short-Term Certificate focus on how computing systems and information support research, communications, and business. Classes cover broad areas in computer science, communications, and business, as well as specialized courses in web design and digital communications. Take courses in sociology and psychology in order to better understand human behavior while you learn practical skills such as building databases and developing computer programs.

## **Cultures and Communication**

The Cultures and Communication Short-Term Certificate focuses on culture, communication, media, and society in local, national, and global contexts. Gain the knowledge and skills you need for effective communication across countries and cultures, and learn about the forces that influence the way we live, work, and communicate in a globalized world. Classes are available in humanities, sociology, communication, psychology, political science, anthropology, and a variety of languages.

## **General Studies**

The General Studies IP Short-Term Certificate allows students to tailor their own program by selecting courses from any of the IP Short-Term Certificate options. Students taking the General Studies STC to complete pre-requisites for another program should meet with their primary advisor in their first quarter to make a program plan.

## **MBA Preparation**

The MBA Preparation Certificate allows students in non-Business fields to take the core Business courses they need to meet graduate school requirements. Since MBA programs requirements vary, the curriculum is flexible: students only enroll in classes their intended program requires.

In addition to holding a recognized Bachelor's degree, MBA programs admission requirements can include GMAT/GRE scores, work experience, and high TOEFL scores. Completion of the MBA Preparation Certificate does not guarantee acceptance in an MBA program, but it provides the course preparation needed to meet the challenge of an MBA degree.

Some classes offered in the IP-STC program have pre-requisites. This means that prior to enrolling in those classes, students must already have completed the courses noted in the pre-requisite section. Descriptions of all [IP Short-Term Certificate classes](#) are available in our [course catalog](#).

To earn an IP Short-Term Certificate, you must complete 12 credits from the list of classes in your certificate each quarter.

**Note:** If you were admitted to the IP Short-Term Certificate program with a TOEFL or IELTS score, and have not taken ENGL& 101 or the COMPASS English test, you may not be able to register for classes online. You will have to meet with an advisor in person.

## English Proficiency and Short-Term Certificates

[English proficiency requirements for IP Short-Term Certificates](#) are lower than those for ENGL& 101 eligibility. If you would like to take classes that require ENGL& 101 eligibility, and your proficiency is not high enough, you must demonstrate proficiency by taking the college English placement test.

If you complete an IP Short-Term Certificate, but later decide to enroll in the University Transfer or Career Training program, you may need to sit for the college English placement test, depending on your level of proficiency when joining the IP Short-Term Certificate Program.

## Practical Training and Volunteering Opportunities

IP Short-Term Certificate students may be eligible for practical training opportunities:

- Students who are eligible for **Curricular Practical Training (CPT)** may be able to register for up to 3 credits of Cooperative Education per quarter of the certificate. Visit our webpage for eligibility requirements.
- Students are eligible to apply for up to one year of **Optional Practical Training (OPT)** on completion of an IP Short-Term Certificate of 9 or 12 months in length. Visit our webpage for eligibility requirements.
- Students who are not eligible for CPT or OPT may register for up to 3 credits of [Cooperative Education](#) for volunteering in a non-profit agency.

Note: for the “General Studies” concentration, only students doing a pre-requisite program, with a course plan approved by an IP advisor, may be eligible for practical training opportunities.

## Requesting your Certificate

To request issuance of your IP Short-Term Certificate, please complete an [IP Short-Term Certificate Request Form](#) during your final quarter of study. An advisor will evaluate your eligibility for the certificate, and it will be issued within seven business days after final grades for the term have been posted.

# Intradistrict Registration

International students enrolled at Seattle Central College in a degree or certificate program are able to register for classes at North Seattle or South Seattle Colleges without applying for admission, as long as they have met class prerequisites.

To register for classes at another campus in the district, students should contact the IP Admissions Office ([IntlAdmissions@SeattleColleges.edu](mailto:IntlAdmissions@SeattleColleges.edu)) with their full name, EMPLID, and the campus where they would like to take classes.

Admissions will update the student's record at the new campus, and send a confirmation email to the student. The student should then meet with their primary advisor for further assistance.

## Testing and Placement

### English Placement

To become eligible for enrollment in full-time college classes, current students must do one of the following:

- Complete the English Language Program
- Submit a test score high enough for [direct placement](#)
- Receive an ENGL& 101 or ENGL 099 placement on the college ESL placement test

### The ESL Placement Test

The ESL placement test is administered through the Seattle Colleges Institute of English. Students who submit [proof of English Proficiency](#) will take the college ESL placement test, unless proficiency is high enough to waive testing. For more information on the ESL placement test, including current testing fees, please contact [IntlCentral@SeattleColleges.edu](mailto:IntlCentral@SeattleColleges.edu).

The college ESL placement test consist of 4 sections: Reading Comprehension, Listening, Grammar and an essay. The first three sections are multiple choice, and the last section is a written essay. The essay is read by faculty in the Institute of English. Students are placed based on a combination of scores from all four sections of the test. Complete test results are normally available within 3 business days.

Students who have already taken the ESL Placement Test but have not received a placement in ENGL& 101 may opt for the ENGL& 101 Challenge Essay. Under this option, students write an

essay to be read by English faculty, who then determine whether or not a student is ready for ENGL& 101. Students interested this option should speak with the IP Office front desk staff.

### Native English Speakers

Native speakers of English will not take the ESL Placement test, but will follow a process called Directed Self Placement. More information on Directed Self Placement is available on the Testing Office's website: <https://seattlecentral.edu/enrollment-and-funding/enrollment-and-admissions/placement-for-classes> . Guidelines on what determines whether or not an individual is a native English speaker can be found here: <https://intl.seattlecolleges.edu/docs/native-english-proficiency.pdf> .

## Math Placement

All Transfer and Career Training students must take the college Math placement test prior to registering for their second quarter of full-time study. We recommend they take the test before their first quarter of full-time college study.

Seattle Central uses the [ALEKS PPL](#) Test to evaluate Math proficiency. Students are able to take the test twice.

### Exemption from taking the college Math test

Students can waive the college Math placement test and meet Math proficiency requirements anytime by submitting one of the following test scores or transcripts, issued within the last three years:

- SAT Math scores of at least 550
- ACT Math scores of at least 22
- AP score of 3 or higher in Calculus BC, or of 2 or higher in Calculus AB
- proof they completed a college-level Math course at a regionally accredited post-secondary institution in the United States, or officially recognized institution outside the United States.

### Important note about the Math placement test and Math graduation requirements

All transfer and career training degrees require completion of college-level Math. Students who completed basic Math classes as part of their high school curriculum are usually able to reach the lowest placement available on the college Math test and complete college-level Math.

Students who believe they may not have the required basic Math skills should contact their advisor during their first quarter of enrollment at Seattle Central, so they can ensure they will complete their program within the time allowed per their immigration status (please see our immigration pages for more details).



# Transferring Credits to Seattle Central

## Overview

Students who have studied in a college or university program after graduating from high school may be able to transfer the credits earned to Seattle Central College. The credits may be used to meet requirements for a degree program.

To request a transcript evaluation, please submit a completed [International Transcript Evaluation Request Form](#) along with original, official copies of your transcripts. An evaluation is typically completed within 6 – 8 weeks. If you are not planning to earn a degree from Seattle Central, then you do not need to request an evaluation: evaluations are only done for students who plan to earn a degree.

Transferred classes appear on your Seattle Central transcripts. If you plan to transfer to another institution, you will have to provide official transcripts for all schools you have attended. Your new school will re-evaluate the transcripts for possible transfer credits.

## Transfer Credit Policies

In general, transferring credits to Seattle Central College will normally be based on the following factors:

- Level of study (secondary, post-secondary, etc.)
- Recognition / Accreditation of the institution
- Type of credential awarded
- Type of program (academic, professional / technical, etc.)

The usefulness of the credits transferred in will depend on the degree you choose to pursue at Seattle Central and that degree's requirements. Evaluations are conducted by International Programs staff. External evaluations completed by private evaluation services are not used to conduct evaluations, and will not be accepted in lieu of an official transcript.

Seattle Central has pre-determined policies on transfer credit:

- [International Baccalaureate](#)
- [College Board Advanced Placement Examinations \(AP\)](#) exams
- **GCE Advanced Level (A-Level) Examinations:** Up to 15 credits per pass (Grade A – E), depending on the content of the syllabus. Credits are normally not awarded for General Paper.
- **College Level Examination Program (CLEP):** No credits awarded.
- The following high school diplomas may yield transfer credits, depending on program structure and content:

- **France:** Diplôme de Bachelier de l'Enseignement du Second Degré (Baccalauréat)
- **Germany:** Abitur
- **Italy:** Diploma di Maturita
- **Iceland:** Studentsprof

## Academic Planning

Planning an academic program is an important part of student life at Seattle Central. We encourage students to meet with your primary advisor if they have any questions or concerns about their academic plan.

### Long Range Plan

#### **College / University Transfer and High School Completion Plus**

Students in the College / University Transfer and High School Completion Plus programs are required to complete a long-range academic plan by the time they have earned 45 college credits. The International Programs (IP) Office offers group meetings each quarter to discuss academic planning and preparation of the long-range plan. Students must both attend a group meeting and make an individual appointment with an advisor to meet the college's long-range plan requirement.

The International Programs (IP) Office will contact students directly if they must complete a long-range plan in the current quarter. Students who have not yet accumulated 45 credits, but would like to start their long-range plan early, are encouraged to attend the next available group meeting.

#### **IP Short-Term Certificate or Career Training Programs**

Students in the IP Short-term Certificate program are not required to complete a long-range plan. Short-Term Certificate students are encouraged to meet with an advisor if they would like to discuss program requirements, or plan coursework for the coming quarters.

Students in Career Training programs are also not required to complete a long-range plan. Questions about program requirements should be directed to the counselor of the program or to the program's division office.

## Other Learning Opportunities

In addition to great classes and programs, Seattle Central College offers many other learning opportunities to its international students.

## Internships and Volunteering

Current students at Seattle Central can find opportunities for internships and volunteer experiences via the [Cooperative Education Office](#). This includes service learning (usually attached to a class) or volunteering for credit. The Cooperative Education Office can also assist students in locating paid internships. For more information on getting permission to work off-campus in paid internship positions, please see the Employment section of this handbook.

## Ready, Set, Transfer (RST) Initiative

Ready, Set, Transfer! (RST) is a Seattle Colleges initiative that supports students interested in science, technology, engineering, and mathematics (STEM).

RST supports students through their transition into a STEM career by providing Academic Planning and Transfer Planning workshops, a STEM speaker series that highlights career opportunities in engineering and the sciences, field trips to private and public industry STEM jobsites, and a community of STEM student peers. Academy members also complete a capstone undergraduate research project on their campus or at a nearby corporation or university. Participants in RST will learn to connect their academic work with their career aspirations; develop study and research skills to support them in their classes; receive real-world guidance from working professionals; and gain valuable experience in research and analysis so critical to a successful career in STEM fields.

For more information on RST and how you can participate, contact the STEM-B Division at 206-934-3858, or [stemb.central@seattlecolleges.edu](mailto:stemb.central@seattlecolleges.edu).

## Other Forms

### Document Pick-up Authorization Form

[Document Pick-up Authorization Form](#)

### English Proficiency Score Verification Request Form

[English Proficiency Score Verification Request Form](#)

### Proxy Registration Form

[Proxy Registration Form](#)

# SCIE Certificate Request Form

[SCIE Certificate Request Form](#)

# Transfer Admission Guarantee Letter Request Form

[Transfer Admission Guarantee Letter Request Form](#)