

Equal Employment, Nondiscrimination and Antiharassment

Community Colleges of Spokane, recognizing its responsibility to provide cultural and social leadership and uphold the laws of the United States (Civil Rights Act of 1964 as amended) and the state of Washington (Chapters 49.60 RCW and 357-25 WAC) regarding equal employment opportunity and the elimination of discrimination and harassment within the workplace, adopts the following policies:

1. Equal Employment Opportunity

Community Colleges of Spokane, as an employer, has the on-going responsibility to follow equal employment practices and to conduct outreach within geographic areas where analysis of current employment shows under representation of women, ethnic minorities, persons with disabilities, Vietnam-era veterans, veterans with disability, and persons over the age of 40 within the various job categories of the district.

2. Nondiscrimination/Antiharassment

Community Colleges of Spokane is committed to providing a work environment free from any form of discrimination or harassment directed to any individual or group on the basis of race, color, sex, religion, creed, age, marital status, national origin, sexual orientation, disability or veteran status.

Fostering and developing the understanding of diverse social and cultural traditions of all people in the workplace is a fundamental role of the district. Prejudice and bigotry, including racism, sexism, and any other bias that creates barriers, perpetuates stereotypes or promotes ignorance, is contrary to the mission and obligations of the district. It has no value or place in this academic community, shall not be tolerated, and pursuant to this policy, shall be prohibited. Confirmed violations of this policy may lead to disciplinary action, up to and including termination.

State Support

The following table indicates the amount of state support by tuition category for students attending community and technical colleges for the academic year 2007-2008.

	Resident Undergraduate	Nonresident Undergraduate
Instructional Cost per FTE Student	\$6,833	\$6,833
Operating Fee	\$2,145	\$6,964
Net State Support per FTE Student	\$4,688	---

The following table indicates the amount of state supported financial aid including that provided from the local institutional financial aid fund (31/2 percent).

	State Financial Aid	Institutional Financial Aid
Undergraduate Resident	\$655	\$78*
Undergraduate Nonresident	\$ 43	N/A

*Institutional financial aid is shown on an average student basis. Data are not available to allocate by student category. Institutional financial aid is not available to nonresidents. Note: Data source provided by the Higher Education Coordination Board is available upon request.

If you have any questions, please contact Chris Reykdal at (360) 704-4390 or creykdal@sbctc.edu.

Noncredit Registration Procedures

Registration Is Easy!

Use your VISA or MasterCard for tuition, fees and books. Registration fees must be received before you are officially registered. When registering, please have your student identification number ready. You may choose to use your Social Security number* or obtain a college-assigned student identification number.

*Under P.L. 93-579, S7(a)(1), the disclosure of a Social Security number is voluntary. If you wish to use an alternate student identification number, it will be provided through the transcript office. The student identification number is used for retrieval of all records in the student management system data base (registration, admissions, transcripts, enrollment verification for financial aid, etc.).

Personal checks not cleared by CheckRite and credit cards, VISA and MasterCard, that are declined will result in cancellation of registration. Registration and payment will not be accepted at off-campus sites. Please pre-register.

AVOID DISAPPOINTMENT BY REGISTERING EARLY.

Many classes fill quickly; others are canceled due to low enrollment. When the maximum number of registered students is reached, a course will be closed and additional sections scheduled if possible.

Instructors are subject to change without notice.

Mail-in Registration

Complete registration form on following page and return with payment as indicated. Return to appropriate IEL Center address listed on page 2.

Phone-in Registration

Phone-in registration will be taken for those students who wish to register by VISA or MasterCard.



Please have your account number, expiration date, "v" code, course information and student identification number ready when phoning in your registration. Call your local IEL Center number listed on page 2.

Admissions

Programs are presented by Community Colleges of Spokane to provide educational opportunities that meet the needs of adults within our community. Enrollment is open to anyone 18 years or older as specified in WAC 131.12.010 Section 3, unless otherwise noted.

Children will not be allowed in classes with parents; babysitting facilities are not available on site.

Continuing Education Course Funding

Most offerings in this class schedule are supported by the fees charged (student-funded). Classes funded by state monies are indicated by an asterisk next to the course price and tuition is charged accordingly.

Class Size, Cancellations, No-Shows

Community Colleges of Spokane reserves the right to cancel any class. Classes with low enrollment are subject to cancellation; fees will be refunded automatically. Some class enrollments are limited because of space and equipment. The colleges reserve the right to reduce class hours due to low enrollment.

Only students who have registered and paid their fees will be admitted to class. If you register for a class and cannot attend, please call the appropriate office in advance to cancel; this makes it possible for another student to enroll.

Withdrawal and Refunds

Community Colleges of Spokane reserves the right to cancel any class. Classes with low enrollment are subject to cancellation; fees will be refunded automatically.

Refunds require at least two weeks for processing.

The following schedule applies whether the student attends class or not. The refund will be issued to the student within two weeks from the date the Business Office receives the request. **A \$7 processing fee will be deducted from the refund amount.**

Student-Funded Classes

Classes and workshops canceled by college 100%

Classes: student-initiated withdrawals 3 business days* prior to first day of class 100% (including online classes) unless noted in class description.

No refund granted 2 or less business days* prior to the start of a class.

*A business day is 8am-5pm Monday through Friday, in accordance with WAC 132Q-01-006.

State-Support Credit and Noncredit Classes

Students who withdraw from college in accordance with withdrawal regulations may apply for refunds according to the following schedule:

1. 100% refund for classes canceled by the college.
2. 100% refund for withdrawal on or before Monday, June 30, 2008.
3. 50% refund for withdrawal Tuesday, July 1 – July 9, 2008.
4. No refund is granted after Wednesday, July 9, 2008.
5. The last day to withdraw is Tuesday, July 29, 2008.
6. Student's letter requesting withdrawal must be postmarked no later than July 29, 2008.
7. When a student withdraws from all classes at the college, and wishes to enroll in a future quarter, an application update form must be filled in and returned to the college's Admissions Office to secure an appointment for registration.
8. Refund and withdrawal dates for classes which do not follow the regular college calendar are based on a proportionate relationship to the length of a standard quarter. A list of these classes is available in the registration area.



IEL Continuing Education NONCREDIT REGISTRATION FORM

PLEASE TYPE OR PRINT WITH A BALL POINT PEN.

Date _____ Previous last name _____

Name _____
Last First Middle

Address _____

City _____ State _____ ZIP _____

Day phone _____ Evening phone _____

Student's signature _____

STUDENT IDENTIFICATION NUMBER

SOCIAL SECURITY NUMBER

To comply with federal laws, we are required to ask for your Social Security Number (SSN) or Individual Taxpayer Identification Number (ITIN). We will use your SSN/ITIN to report Hope Scholarship/Life Time tax credit; to administer state/federal financial aid; to verify enrollment, degree and academic transcript records; and to conduct institutional research. If you do not submit your SSN/ITIN, you will not be denied access to the college; however, you may be subject to civil penalties (refer to Internal Revenue Service Treasury Regulation 1.6050S-1(e)(4) for more information). Pursuant to state law (RCW 28B.10.042) and federal law (Family Educational Rights and Privacy Act), the college will protect your SSN from unauthorized use and/or disclosure. If you refuse to provide your SSN, please write "REFUSED" in the SSN boxes above. Contact the CCS Business office at (509)434-5275 with questions.

U.S. CITIZEN? Yes No BIRTH DATE MO. DAY YR.

Female Male

BIRTH DATE

MO. DAY YR.

WHAT RACE DO YOU CONSIDER YOURSELF TO BE?

- African American (872) Chinese (605) Korean (612) White (800) Other race (799) (please specify) _____
- Alaskan Native (015) Filipino (608) Native Hawaiian (653) Other Asian (621)
- American Indian (597) Japanese (611) Vietnamese (619) Other Pacific Islander (681)

Are you of Spanish/Hispanic/Latino ethnicity?

- No Yes: Puerto Rican (727) Yes: Other Spanish/Hispanic/Latino (717) (please specify) _____
- Yes: Mexican, Mexican American, Chicano (722) Yes: Cuban (709)

ITEM	CLASS DATE	COURSE TITLE	LOCATION	FEE
REFUND POLICY See CCS quarterly class schedule for complete refund information.				TOTAL \$

WASHINGTON STATE RESIDENCY STATUS

- 1. a. Have you been a legal resident* of Washington and lived continuously in Washington for the last 12 months? Yes No
*A student cannot qualify as a legal resident of Washington for tuition calculation purposes if he/she possesses a valid out-of-state driver's license, vehicle registration or other documents that give evidence of being a legal resident in another state.)
b. If no, how long have you lived continuously in the state of Washington? _____ Months
- 2. Were you claimed for federal income tax purposes by your mother, your father or your legal guardian in the current year? Yes No
In the past calendar year? Yes No
If YES, has your mother, father or legal guardian lived continuously in the state of Washington for the past 12 months? Yes No
- 3. Will you be attending college with financial aid provided by a public or private nonfederal agency or institution outside of Washington where state residency is a requirement for receiving that aid? Yes No
- 4. Are you active duty military, stationed in Washington? Yes No
Are you the spouse or dependent of an active duty military person stationed in Washington? Yes No

PREVIOUS EDUCATION

Name of last high school attended _____ City _____ State _____
Date you graduated or will graduate: Month _____ Year _____ If you did not graduate, indicate highest grade completed _____
Have you successfully completed the GED test? Yes No

STUDENT STATUS

Select only one best response for each question and circle numbers below

- How long do you plan to attend this college?**
11 One Quarter
12 Two quarters
13 One year
14 Up to two years, no degree planned
15 Long enough to complete a degree
16 I don't know
90 Other
- What will be your work status while attending college?**
11 Full-time homemaker
12 Full-time employment (includes self-employment and military)
13 Part-time off campus
14 Part-time on campus
15 Not employed, but seeking employment
16 Not employed, not seeking employment
90 Other
- What is your prior level of education?**
10 Less than 9th grade
11 Less than high school graduation
12 GED
13 High school graduate
14 Some post high school, but no degree or certificate
15 Certificate (less than 2 years)
16 Associate degree
17 Bachelor's degree or higher
90 Other
- What is your current family status?**
11 Single parent with children or other dependents in your care
12 Couple with children or other dependents in your care
13 Without children or other dependents in your care
90 Other
- What is your main long-term goal for attending this community college?**
11 Take courses related to current or future work
12 Transfer to a four-year institution
13 High school diploma or GED
14 Explore career direction
15 Personal enrichment
90 Other

Do you have a physical or mental impairment that substantially limits one or more major life activities** (i.e., seeing, hearing, speaking, walking, learning or working)? Yes No ** See the Community Colleges of Spokane quarterly class schedule for ADA information.

Make checks/money orders payable to Community Colleges of Spokane and mail to:

REFER TO PAGE 2 FOR THE IEL CENTER NEAREST YOU.

Check enclosed Charge my: VISA MasterCard Card holder's signature _____

Account number _____ V-code*** _____ Expiration date _____ ***Credit card information will be destroyed upon processing.

CCS cannot accept credit cards from CCS or other Washington state agencies.