

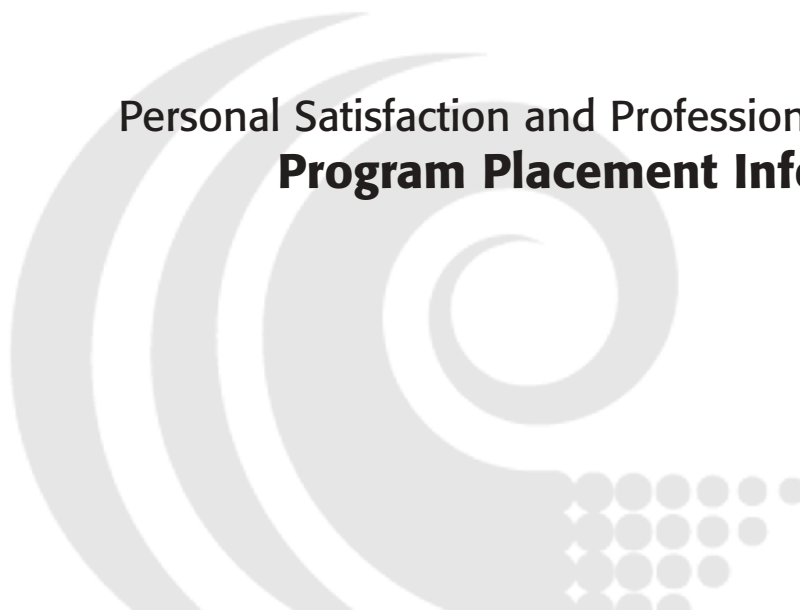
Spokane Falls Community College

Hearing Instrument Specialist Program

PROGRAM ENROLLMENT PACKET



Personal Satisfaction and Professional Success
Program Placement Information



STUDENT ENROLLMENT CHECKLIST

Use this list to guide you through the process of enrolling in the HIS program.

To ensure priority registration, the HIS program should receive all forms by May 1.

For tuition rates refer to the college web site. Use nonresident with waiver scale for out-of-state rates.

USE THIS LIST:

- SFCC/IEL Application for Admission form complete (CCS 40-166), application fee paid and submitted electronically by visiting www.spokanefalls.edu/HIS or downloaded and printed by visiting www.spokanefalls.edu/Admissions/OnlineForms.aspx and mailed to:**

Spokane Falls Community College
Vicki Mills
Admissions Office MS 3011
3410 W Fort George Wright Dr
Spokane WA 99224-5288

For assistance with this application call the Admissions Office, 509-533-3503 or 509-533-3512 or www.spokanefalls.edu

- Have official transcripts (unopened) of all college coursework you want evaluated sent to:**

Spokane Falls Community College
Hearing Instrument Specialist Program MS 3190
3410 W Fort George Wright Dr
Spokane WA 99224-5288
(SFCC or SCC transcripts may be unofficial.)

- Arrange for COMPASS or ASSET testing** (COMPASS testing required before math and English courses are taken)

The COMPASS test is not intended to screen you out of the program.

To determine if COMPASS testing is required, your previous college transcripts need to be evaluated.

The COMPASS test is a national test required for college course placement. A study guide is available on the Internet at: www.spokanefalls.edu If you are out of the Spokane area, make arrangements to take the compass test at a community college in your area.

If you are unable to take the test on the SFCC campus, you will need to fax the test result to:

Spokane Falls Community College
Attn: Debbie, Student Services
Fax number: (509) 533-3852

If you have questions about the test, call (509) 533-3401.

- COMPASS score faxed to (509) 533-3852.**
- If you're not able to attend labs on campus, you will need to find a hearing center in your area to complete your lab assignments.**
- Hearing Instrument Specialist Enrollment forms completed and delivered to program by May 1 for priority registration.**
 - Student Intent Questionnaire completed and mailed.
 - Supplemental Application Form completed and mailed.

- Submit the above three forms to the following address:**

Spokane Falls Community College
Hearing Instrument Specialist Program
3410 W Fort George Wright Dr MS 3190
Spokane WA 99224-5288

- Call to verify all enrollment forms have been received.**
- Course registration completed** (college PIN number received, releasing you to register online)
You will receive a registration letter informing you of the registration process.
You are released to register when all previous steps are completed and a registration date has been assigned to you.
Enrollment is limited and early enrollment is suggested to ensure program seat.
- Make arrangements to attend a mandatory, on-campus, HIS program orientation, the third full week of September. You will receive an agreement packet for your mentor site at full orientation.**

Tuition needs to be paid to ensure program enrollment at Spokane Falls Community College.



Spokane Falls Community College STUDENT INTENT QUESTIONNAIRE

Complete and return to the Hearing Instrument Specialist Program by June 1, to ensure early registration.

RESIDENCY INFORMATION

Name _____
First Last

Residential address _____
Street City State ZIP

Phone number _____ Cell number _____

E-mail address _____

How did you hear about this program? _____

Will you reside within commuting distance of Spokane while you complete the program? Yes No

Are you currently enrolled at Spokane Falls Community College? Yes No

Do you have past or present experience with hearing aids? Yes No

Do you have a prospective job related to the field upon graduation? Yes No

Have you job shadowed a hearing instrument specialist? Yes No

Have you ever worked in the health care field? Yes No

If yes, please explain: _____

Do you use the Internet? Yes No

Do you have medical office skills? Yes No

If yes, please explain: _____

Are you a licensed hearing aid dispenser in another state? Yes No

Do you plan on working in Washington state? Yes No

If no, please specify state in which you plan to work _____

Is this your first college experience? Yes No

If no, please explain _____

Will this be your first experience with on-line courses? Yes No

Are you currently employed (We recommend 17 hours per week, maximum, while enrolled)? Yes No

If yes, number of hours per week you work: _____

Do you intend to transfer college credits from another institution? Yes No

Please mark all computer programs you have experience operating:

PowerPoint E-mail Search engines Word Blackboard

SFCC HIS Program Event Highlights*

Quarter	Event	Tentative Time	Location
1st Quarter <i>fall of 1st year</i>	1) Orientation (three days)	Beginning of fall quarter	SFCC campus
2nd Quarter <i>winter of 1st year</i>	1) HIS 123 lab 2) Auditory Disorders Discussions** 3) Winter Session (three days)	3 hours/week (min.)*** During winter quarter (TBA) End of winter quarter	SFCC or w/Supervisor SFCC or teleconference SFCC campus
3rd Quarter <i>spring of 1st year</i>	1) HIS 134, HIS 136 and HIS 138 labs 2) Spring Session (three days)	12 hours/week (min.)*** End of spring quarter	SFCC or w/Supervisor SFCC

NO CLASSES ARE OFFERED THROUGH THE HIS PROGRAM IN THE SUMMER

4th Quarter <i>fall of 2nd year</i>	1) HIS 201 and HIS 206 labs 2) Fall Session (three days)	8 hours/week (min.)*** End of fall quarter	SFCC or w/Supervisor SFCC
5th Quarter <i>winter of 2nd year</i>	1) HIS 210 and HIS 215 labs 2) Winter Session (three days)	14 hours/week (min.)*** End of winter quarter	SFCC or w/Supervisor SFCC
6th Quarter <i>spring of 2nd year</i>	1) HIS 222 lab and HIS 267 clinic 2) Spring Session (three days)	23 hours/week*** End of spring quarter	SFCC or w/Supervisor SFCC

The HIS Program is a hybrid program that follows a combination of both the Spokane Falls Community College calendar and the Blackboard Calendar. Please refer to the following link for the SFCC calendar:

SFCC Academic Calendar: <http://www.spokanefalls.edu/Resources/default.asp?page=AcademicCal>

When enrolling in classes which are not offered through the HIS Program, please take into consideration that once per quarter you will need to be on campus at SFCC all day for three days.

Please note: At the end of each quarter, the Blackboard classes are deleted and the students no longer have access to them.

* This calendar is not an all-inclusive schedule of events. It is meant to be a guideline for the students and supervisors so they have a general idea of what to expect. Times are subject to change.

** Students will be required to participate in occasional discussions either at SFCC or over the telephone at various times during the 2-year program. Discussions will take place on other occasions besides the 2nd quarter. Discussion dates will be announced as soon as they are known. Discussion times will vary, but could last up to 2 hours.

*** Lab/clinical hours are based on the current curriculum and are subject to change. Refer to the official school curriculum for questions.

IF YOU FAIL THE REQUIREMENTS FOR ANY CLASS, YOU WILL HAVE TO MAKE ADDITIONAL VISITS TO SPOKANE FALLS COMMUNITY COLLEGE IN SPOKANE, WASHINGTON IN ORDER TO MEET THE REQUIREMENTS.

CCS Blackboard • TECHNOLOGY AND SKILLS REQUIREMENTS

We recommend you visit www.spokanefalls.edu/Programs/DistanceLearning

Some courses may have additional requirements. Check the course description for more information.

PC minimum configuration:

- CPU: 600MHz Intel Celeron processor
- Memory: 64MB RAM
- Hard drive: 6.4GB hard drive
- CD-ROM drive and DVD player
- Monitor: 15" Color SVGA .26mm Dot-pitch (minimum) required for imaging LAN application
- Network Interface Card: 3COM or Intel 10/100 Ethernet card
- Operating System: Windows NT Workstation/Windows 2000 (preferred), Windows XP or Windows 98/Millennium Edition w/Y2K Compliant Service packs installed

Macintosh minimum configuration:

- CPU: 500MHz Power PC processor (Power Macintosh G3)
- Memory: 64MB RAM
- Hard drive: 20GB Hard drive
- CD-ROM drive
- Monitor: 17" Color SVGA .26mm Dot-pitch (minimum) required for imaging LAN application.
- Operating System: Macintosh OS, current versions (OS 9.2.2/10.1.3)

Web browser requirements (IE recommended—view Blackboard browser info chart)

- High speed Internet connection is required.

PC users, Blackboard recommends

- Windows 2000 – Internet Explorer 5.0, 5.5 or 6.0 or Netscape Navigator 4.77 or 7.0
- Windows XP – Internet Explorer 6.0 or Netscape Navigator 6.0 or 7.0

Macintosh users, Blackboard recommends

- Mac OS 9.2 – Internet Explorer 5.1 or Netscape Navigator 4.77 or 7.0
- Mac OS X.1 – Internet Explorer 5.1 or 5.2 or Netscape Navigator 7.0

AOL users

To eliminate the possibility of browser-related problems, we recommend using Internet Explorer when accessing your online courses. Most computers have a pre-installed version of an external browser such as Internet Explorer or Netscape. Or download now using the links above.

1. Get online in your usual way.
2. Close or minimize the AOL browser.
3. Open Internet Explorer or Netscape.
4. Go to the WAOL Home Page to learn more about Blackboard.

Some classes may require you to download these plug-ins:

RealPlayer – www.real.com (look for free version)

Flash – www.macromedia.com/shockwave/download

continued on next page

CCS Blackboard: ccs.spokane.edu

TECHNOLOGY AND SKILLS REQUIREMENTS

Virus Protection: Visit our *Computer Virus Information* page to learn more.

Computer viruses can cause damage to your computer and the files stored in it. If you send a file with a virus to someone else in your class, that person's computer may become "infected" as well. Anti-virus software is available to help protect your computer. You can find a free version and a full commercial version by visiting <http://www.mcafee.com>

Computer and Internet Access

You will need access to a computer and the Internet five out of seven days a week for a total of 12 or more hours a week for each 5-credit class. You can use more than one computer (home, work and school).

For a list of Internet Service Providers, visit <http://thelist.internet.com/> or use our online *Directory of Learning Centers* to find places near you that provide computer access.

Skills Requirements

Before you take an online class, you should be confident about your computer skills and study skills. Review the following list of requirements to assess your readiness to take online classes.

- I know how to connect to the web using a web browser.
- I can navigate around the web and know how to use search engines.
— If not, visit <http://searchenginewatch.com/facts/index.php> for tips.
- I know how to send and receive e-mail using the e-mail system of my choice.
— New to e-mail? Visit <http://www.albion.com/netiquette> for tips.
- I know how to do basic word processing, including cutting and pasting.
- I know how to open, save and manage files.
- I have access to a computer five to seven days per week.
- The computer I will use meets the basic requirements for online classes.
- I have 12-15 hours a week to work on each online class.
- I can motivate myself to log in to the virtual classroom at least five days a week.
- I have good reading comprehension and written communication skills, and I enjoy communicating in writing.
- I enjoy figuring things out on my own but am able to ask for help when I need it.



Dream. Discover. Do!

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