

# Tacoma Community College



*2007-2008 Addendum  
to the 2005-2007 Catalog*

<b>Contents</b>			
Section		05-07 page reference	Changes
<b>Welcome</b>	Academic Calendar	2	NEW
	Frequently Called Numbers	2	modified
<b>Enrollment Services</b>	Getting Started	9	NEW and modified
	Tuition and Fees	9-10	NEW and modified
	Refund Policy	11	modified
	Financial Assistance	12	NEW
	Registration	12-13	modified
<b>Students</b>	Student Services	15	modified
<b>Instruction</b>	Instructional Services	21-22	NEW and modified
	Human Development Instruction	22	modified
	Choices in Learning Formats	22-23	NEW and modified
	College Degrees	24	NEW and modified
	Instructional Policies	27-28	modified
<b>University Transfer</b>	University Transfer Degrees	33	NEW
	Associate in Elementary Education	37a	NEW
	Associate in Pre-Nursing	37b	NEW
	Associate of Science Degree	39a	NEW
	Approved Distribution Course List	40-43	See website for updated course listings
<b>Prof/Tech</b>	Professional/Technical Program Options chart	45	modified
<b>Transitional Studies</b>			See website for updated course listings
<b>Continuing Education</b>			See website for updated course listings
<b>Credit Course Descriptions</b>		84a	See website for updated course listings including NEW courses and course deletions

## ACADEMIC CALENDAR

*Please note: Dates are subject to change.*

<b>2007-2008</b>	
<b>SUMMER 2007</b> <span style="float: right;"><b>June 25-August 15</b></span>	
Day/evening classes begin	June 25
Independence Day observed	July 4
Last day of class	August 16
Grades due in Records office	August 20
<b>FALL 2007</b> <span style="float: right;"><b>September 24-December 7</b></span>	
Day/evening classes begin	September 24
Educational Planning Day <i>(no day classes; late afternoon and evening classes will be held)</i>	November 6
Veteran's Day holiday	November 12
Thanksgiving holidays	November 21-23
Last day of class	December 7
Final exams and grading	December 10-13
Grades due in Records office	December 17
<b>WINTER 2008</b> <span style="float: right;"><b>January 2-March 14</b></span>	
Day/evening classes begin	January 2
M.L. King Jr.'s Birthday observed	January 21
Professional Development Day <i>(no classes)</i>	February 1
President's Day observed	February 18
Educational Planning Day <i>(no day classes; late afternoon and evening classes will be held)</i>	February 28
Last day of class	March 14
Final exams and grading	March 17-20
Grades due in Records office	March 24
<b>SPRING 2008</b> <span style="float: right;"><b>March 31-June 9</b></span>	
Day/evening classes begin	March 31
Professional Development Day <i>(no classes)</i>	April 18
Educational Planning Day <i>(no day classes; late afternoon and evening classes will be held)</i>	May 14
Memorial Day observed	May 26
Last day of class	June 9
Final exams and grading	June 10-13
Grades due in Records office	June 16

## FREQUENTLY CALLED NUMBERS

Campus Operator .....	253.566.5000
Admissions .....	253.566.5001
Adult Basic Education .....	253.566.5144
Advising .....	253.566.6091
Allied Health.....	253.566.5163
Assessment .....	253.566.5093
Assessment Information Line (24 hours) .....	253.566.5158
Athletics .....	253.566.5097
Bookstore .....	253.566.5040
Career Center.....	253.566.5027
Center for Academic Support & Achievement (CASA) ....	253.566.5153
Cashier .....	253.566.5011
Children's Center .....	253.566.5180
Continuing Education .....	253.566.5020
Counseling Center .....	253.566.5122
Distance Learning .....	253.460.3989
Dual Enrollment .....	253.460.4468
Financial Aid.....	253.566.5080
Fresh Start Program.....	253.566.5086
GED Testing Program.....	253.566.5093
GED Preparation Classes .....	253.566.5144
Gig Harbor Campus .....	253.851.2424
Info. Technology Certification & Testing Center.....	253.460.4418
Job Assistance Center .....	253.566.5146
Library .....	253.566.5087
Math Advising & Resource Center (MARC) .....	253.566.5145
Multi-Ethnic & Cultural Affairs (MECA) .....	253.566.5025
Parking Services.....	253.566.5173
Records and Registration .....	253.566.5325
Running Start.....	253.566.6061
Student Life .....	253.566.5118
Student Newspaper <i>The Challenge</i> .....	253.566.5323
TCC Foundation .....	253.566.5003
or .....	253.566.6044
Veterans Services .....	253.566.5081
Writing and Tutoring Center.....	253.566.6032

## NEW STUDENT ORIENTATION

To encourage student success, entering students attend a new student orientation session. At the orientation session, students are introduced to academic programs and services of the college. Students receive academic advising to help make the most of their educational plans. Orientation is also meant to help students build connections at TCC by interacting with faculty, staff and fellow students. This orientation is required for students who register for six or more credits; however, all students are encouraged to participate.

All students taking six credits or more are required to complete a New Student Orientation. To sign up for the next available orientation, go to [www.tacomacc.edu/nsosignup](http://www.tacomacc.edu/nsosignup). Students who are taking **only** online courses are allowed to complete New Student Orientation in an online format.

Advising ..... 253.566.6091

Advising at Tacoma Community College is an integrated, student-centered system of services that encourages students to make appropriate choices based on their abilities, interests and values and supports them in achieving their personal, academic, and career goals.

New students taking math, English or more than six credits are expected to meet with an academic advisor prior to registering for classes. Academic advisors assist new students with the planning and completion of class schedules consistent with the student's educational goals. Students are encouraged to meet with their academic advisors on a regular basis to track their educational progress.

The Advising Center in Bldg. 7 coordinates campus-wide advising services, provides referral services, and assigns faculty advisors to students. Academic advisors are available by appointment, or on a drop-in basis. The center also provides information on transfer requirements for students intending to pursue degrees at four-year colleges and universities.

## HUMAN DEVELOPMENT 101 REQUIREMENT FOR NEW STUDENTS

All students assessing at the developmental level in at least two subject areas are required to enroll in HD 101 during their first (or earliest possible) quarter, whether or not they have completed any college-level work. It is recommended that new students at TCC enroll in the HD 101 Student Success Seminar at their first quarter (or earliest possible) registration.

## TUITION AND FEES

Tuition rates are set by the Washington State Legislature. Current quarterly tuition and fee rates are published in the quarterly class schedule.

Tuition and fees are due by the deferment date published in the quarterly schedule or within two business days of registration. Late payments may result in cancellation of registration.

Payments may be made at the cashier's office in Bldg. 11. Payments may also be made at the TCC website or by phone (253.566.5011) using a VISA or MasterCard.

## RESIDENCY

The State of Washington regulates residency determinations at Washington community colleges and public universities in accordance with RCW 28B.15.012-014. To be considered eligible for the lower resident-tuition rate, a student (or his/her parent or legal guardian in the case of a dependent student) must:

- ▷ Be a U.S. citizen or have permanent resident immigration status in the U.S. for at least one year, or hold an eligible visa classification (A, E, G, I or K).
- ▶ Be physically present in Washington for 12 continuous months prior to the beginning of the quarter (or his/her parent or legal guardian);
- ▶ Have established a bona fide domicile (or his/her parent legal guardian) 12 continuous months prior to the beginning of the quarter.

To determine if a bona fide domicile has been established, a variety of factors are considered. Simply living in Washington for 12 continuous months prior to the beginning of the quarter does not establish residency or your intent to become a permanent resident of Washington. Other factors include:

- ▶ Visa classification – some classifications will allow a student to establish residency, others do not;
- ▶ Residency status while enrolled at an out-of-state college or university;
- ▶ Financial assistance received from an out-of-state source where residency of that state is a requirement;
- ▶ Out-of-state driver's license, vehicle registration, and voter registration;
- ▶ Students who enroll in six credits or more shortly after arriving in Washington state are presumed to have come to the state primarily for educational purposes and will need to overcome this presumption.

Applications to change residency status will be accepted up to the 30th calendar day of the quarter in which the change would apply.

The residency questionnaire is available at Admissions in Bldg. 18.

The questionnaire and all supporting documentation will be reviewed by the residency officer. If a change to resident status has been substantiated, a refund for the difference between nonresident and resident tuition will be processed.

Some students may qualify, on a quarterly basis, for an exemption from all or a portion of the nonresident fees. Those who may qualify include:

- ▶ U.S. citizens, and immigrants who hold permanent resident alien status who have not yet established Washington residency may qualify for the *nonresident on waiver* tuition rate.
- ▶ In accordance with HB 1079, which became effective July 1, 2003, TCC complies with guidelines that allow individuals who are not permanent residents or citizens of the United States to pay resident tuition. These individuals must meet certain criteria, and sign and return the *Washington Higher Education Residency Affidavit/Declaration/Certification* form (available at Admissions) to Admissions in Bldg. 18. These students are not eligible to receive need-based state or federal financial aid.

▷ Eligible visa classifications: A, E, G, I or K. A student (or his/her parent or legal guardian in the case of a dependent student) may be eligible to apply for the resident tuition rate if residency requirements are met (with the exception of registering to vote).

- ▶ Active duty military, Washington National Guard members, and their spouses and dependents are eligible for the resident tuition rate (student's military ID and orders showing the individual is stationed in Washington must be on file in the Admissions office).
- ▶ A student on Refugee Status (or spouse or dependent children of such refugee) if the refugee (a) is on parole status, (b) has received an immigrant visa, or (c) has applied for U.S. citizenship may qualify for the refugee tuition rate (appropriate documentation must be on file in the Admissions office).
- ▶ A student domiciled for one year in one or a combination of the following states: Idaho, Montana, Oregon, or Washington, and who is a member of a qualifying American Indian tribe may be eligible for resident tuition. Contact Admissions for a list of qualifying tribes.

For questions or further information, contact Admissions at 253.566.5001 or stop by the office in Bldg. 7.

## DUAL ENROLLMENT program between the University of Washington, Tacoma and Tacoma Community College

Students participating in the new TCC/UWT cooperative program may:

- ▷ Be admitted to AND enroll at both schools with one dual enrollment application.
  - ▷ Take classes on both campuses simultaneously.
  - ▷ Receive coordinated academic advising from our Dual Enrollment Advisor.
  - ▷ Use facilities and services of both institutions (libraries, computer labs, etc.).
  - ▷ Participate in activities and student life at both TCC and UWT.
- For additional information contact the Counseling/Advising Center, 253.460.4468.

## SPECIAL FEES

The college charges course fees at registration for most courses. Additionally, the college charges facilities use and safety fees. Students are charged for individualized instruction and other incidentals. These fees are published in the quarterly class schedule.

## SPACE-AVAILABLE TUITION WAIVERS

Tacoma Community College offers reduced or waived tuition for certain students enrolled in state-funded classes.

## REFUND POLICY

### CREDIT CLASSES

College procedures for the refund of tuition and fees to students are consistent with state statutes. A student must complete the official withdrawal procedure to receive a refund. A student dismissed from the college for disciplinary reasons is not eligible for a refund. Instructional days are defined as days school is in session, not including weekends and scheduled holidays. Refunds will be made according to the following schedule:

Withdrawal resulting from classes being cancelled by the college .....	100%
Withdrawal prior to the first instructional day of the quarter .....	100%
Withdrawal during the first five instructional days of the quarter .....	80%
Withdrawal from the sixth through the 20th calendar day of the quarter ...	40%
Withdrawal after the 20th calendar day of the quarter .....	0%

For continuous enrollment courses which permit a student to register at any time after the beginning of the quarter, a student will be allowed an 80 percent refund for five instructional days after the course begins and a 40 percent refund from the sixth through the 20th calendar day.

Summer quarter courses and courses which do not follow the regular college calendar will have prorated refund periods. Contact Registration and Records for these rates.

### REFUNDS – NON-CREDIT COURSES

TCC reserves the right to change or reschedule classes as needed. All classes are payable in advance. If a student elects to withdraw from a class and seeks a refund, then a written request must be made before a refund is issued. Refunds will be issued as follows:

If the written request is received at least 7 calendar days before the 1st day of class, the class fee minus a \$20 processing fee will be returned to the student. Please allow 3-4 weeks for processing. The student may transfer the full class fee to another course within 90 days of submitting their written request.

Enrollment in High Technology & Certification programs requires instructor permission. Tuition and fees are due in full at the time of registration and include a \$200 non-refundable deposit. No refunds will be issued for High Technology or Certification classes without written notice of intent to withdraw at least two weeks prior to the first day of the class.

## FINANCIAL ASSISTANCE

### FINANCIAL AID

The primary responsibility for an education rests with students and their families. However, if financial resources are not sufficient to cover expenses, students may be eligible for financial aid. Aid programs include grants, work study, loans and scholarships.

Applying for financial aid takes time. Application materials are available online at [www.tacomacc.edu](http://www.tacomacc.edu) or you may contact Financial Aid in Bldg. 18 to pick up application material.

It is advisable to begin the application process in January or February for the upcoming academic year. The deadline for priority funding is typically mid- to late March for the upcoming fall quarter. Specific deadlines for each quarter are available from Financial Aid and online at [www.tacomacc.edu](http://www.tacomacc.edu). Eligibility requirements for financial aid are as follows:

- ▶ Students must have a high school diploma or GED, or demonstrate through official testing an ability to benefit, be in an eligible degree program or an eligible certificate program,
- ▶ Be a U.S. citizen or eligible noncitizen,
- ▶ Be making satisfactory academic progress as defined by the TCC satisfactory academic progress requirements,
- ▶ Be registered with selective service (if required),
- ▶ Provide a valid social security number, and not owe any repayments or previous assistance or be in default on any federal student loans.

Students advised into Adult Basic Education (ABE) will not be eligible to receive financial aid until they have successfully completed that coursework and are advised into an eligible college certificate or degree program.

All financial aid awards are based on full-time enrollment (12 or more credits). However, aid may be available for less than 12 credits upon notification by the student.

Students are expected to successfully complete the credits for which they enroll with a grade point average (GPA) of at least 2.0. In doing so, students remain in good standing and can continue to receive financial aid. Students planning to drop credits after financial aid has been disbursed should discuss changes with a financial aid advisor first.

Failure to successfully complete the credits may cause financial aid to be cancelled and may result in repayment of a portion of the aid received and all or a portion of tuition. A complete policy regarding these standards is available in Financial Aid upon request and is mailed to all aid recipients.

All potential financial aid applicants should note that previous academic performance will be reviewed prior to granting funds. All coursework from TCC is taken into consideration, even if aid was not received.



## SCHOLARSHIPS

An information board listing scholarships is maintained in Bldg. 18 and online at [www.tacomacc.edu](http://www.tacomacc.edu). The posted information summarizes the scholarship criteria and application process. Application packets for individual scholarships are available at the Financial Aid counter and the TCC Foundation office.

### STUDENTS IN SERVICE (SIS).....253.460.4440

Students in Service is a Campus Compact AmeriCorps program that supports and promotes the engagement of higher education students in their communities by offering education awards to those who participate in community service, service-learning or civic engagement activities. The Students in Service program offers three term-of-service options for students. Awards vary according to the length of term. Enrolled members can serve in positions that fit within any of the five focus areas identified by AmeriCorps: education, the environment, human needs, public safety and homeland security.

For more information go to the Counseling/Advising Center in Bldg. 7, call 253.460.4440 or go to [www.tacomacc.edu/SIS](http://www.tacomacc.edu/SIS).

### VETERANS, ACTIVE DUTY MILITARY & RESERVIST SERVICES... 253.566.5082

Tacoma Community College is approved for the education and training of veterans, the children and spouses of deceased or 100% disabled veterans, and eligible members of the selected reserves. Veterans, reservists and dependents should contact Veterans Services at 253.566.5082 to apply for benefits.

Veterans attending TCC who expect to receive Veterans Administration benefits must meet three minimum standard requirements, in addition to those required by the college:

1. Veterans using benefits must declare a program of study or degree objective and will be paid only for those classes that apply toward the VA approved program of study.
2. Veterans must complete the course work paid for. Grades of 'N', 'V', 'WI', 'U', 'R', or 'W' will result in overpayment; this means some or all the benefits received must be repaid.
3. Veterans must notify Veteran's Services in Bldg. 18 when changing classes, withdrawing from the college or when deciding to stop attending classes.

Benefits will be terminated for unsatisfactory progress or conduct. Those benefits may be reinstated by a certifying official upon establishing a reasonable likelihood that satisfactory progress and/or conduct will be sustained in the future. This can occur only after all other admission requirements have been met.

*Selected programs of study are approved by a Washington State Approving Agency for enrollment of those eligible for benefits under Title 28 and Title 10, U.S. Code.*

### WORKER RETRAINING PROGRAM.....253.566.5188

If you have collected unemployment insurance in Washington State within the last 24 months, are a displaced homemaker, or have been self-employed, you may be eligible for TCC's Worker Retraining program. Train in one of many challenging career fields offered in the *Professional/Technical* section (page 45-78). Financial assistance may be available for those who qualify.

## REGISTRATION

Registration is the process of enrolling in classes each quarter. Detailed information and procedures for registration, as well as important dates and deadlines, are published in the quarterly class schedule.

Summer quarter and short courses have prorated deadlines. See quarterly schedule for details.

### NEW AND READMITTING STUDENTS ENROLLING IN CREDIT COURSES

Students register using the college website. Students registering for more than five credits are expected to meet with an advisor and will receive registration assistance during their advising appointment. New students registering for five credits or less may contact the Admissions office at 253.566.5001 for additional options. Step-by-step instructions are also provided in the quarterly class schedule.

### NON-CREDIT COURSE ENROLLMENT

Students may register by completing the mail-in registration form found in the quarterly class schedule. The completed form can be mailed with check or credit card payment to Continuing Education at TCC; or dropped off at Continuing Education in Bldg. 6. (Cash payments must be made to the cashier in Bldg. 11).

For credit card payments only, the student may enroll in continuing education courses by phoning 253.566.5020 and charging their course fees to Visa or MasterCard.

### CURRENTLY ENROLLED STUDENTS

Students in credit courses register for their next quarter using the college website. Detailed instructions are printed in the quarterly class schedule.

Students may also use the web to check the status of a financial aid award, tuition and fees owed, wait list status, and final grades at the end of a quarter. Specific instructions for these functions are in the quarterly class schedule.

### LATE REGISTRATION

Late registrations for students who have applied to the college but not yet enrolled in any course work are accepted through the third instructional day of the quarter.

### SCHEDULE CHANGES

Students may add or drop a course using the college website through the third instructional day of the quarter. Changes made after this date must be made on an add/drop form and submitted to Registration and Records in Bldg. 7. The effective date of the transaction is the date the completed form is received at Registration and Records.

*To Add a Class:*

- ▶ Add transactions completed on or before the third day of the quarter can be done on the college website. Follow directions in the quarterly class schedule.
- ▶ An add/drop form is required for transactions from the fourth through the tenth day of the quarter. The instructor's signature approving entry into class is required. Submit add/drop form to Registration and Records no later than the tenth instructional day of the quarter. Adds will not be accepted after the tenth instructional day of the quarter with the exception of continuous enrollment or late-starting classes.

*To Drop a Class:*

- ▶ Drop transactions completed through the third day of the quarter can be done on the college website. There will be no entry regarding this class on the transcript.
- ▷ An add/drop form is required for transactions from the fourth through the tenth instructional day of the quarter (instructor's signature is not required for a drop during this period). Submit form to Registration and Records on or before the tenth instructional day of the quarter. There will be no entry regarding this class on the transcript.
- ▷ While faculty permission is not required, an add/drop form with instructor's signature is required to complete drops from the 11th instructional day through the 55th calendar day of the quarter. Submit the form to Registration and Records. A grade of 'W' will appear on the transcript indicating official withdrawal from the course.
- ▷ After the 55th calendar day of the quarter, students no longer have the option to withdraw from a course. An instructor may grant a grade of 'WI' or any other letter grade appropriate.

Students who are physically unable to come to campus to complete an add/drop form must notify the registrar in writing of their intent to officially withdraw. An email to [online@tacomacc.edu](mailto:online@tacomacc.edu) must be dated or a letter must be postmarked by the 55th calendar day of the quarter.

Students who register for a quarter and then do not attend must complete an official withdrawal. Failure to complete fee payment may not result in a cancellation of registration or tuition and fees. A failing grade may be assigned and be posted to the student's permanent record. The consequences of dropping a course vary depending upon both the time frame in which the drop occurs and any special obligations the student may have relating to financial aid awards, veteran benefits or Immigration and Naturalization Services (INS) status. Students are advised to review possible consequences before proceeding with withdrawal from a class or all classes (see also *Refund Policy*, page 11).

**WITHDRAWALS**

Medical or military withdrawals may be granted in cases where a student experiences a serious illness or medical emergency or is called up for active-duty military service. Petition forms are available at Registration and Records in Bldg. 7. Written documentation must be provided at the time the petition is submitted. Refunds will not be granted for requests received after the quarter has ended.

Administrative withdrawals are initiated by the college to withdraw a student for disciplinary reasons, failure to meet academic standards, or other exceptional causes. Students who are administratively withdrawn for disciplinary reasons or failure to meet academic standards are not eligible for a refund of tuition. (See Grade Policies for Course Repeat and Course Audit options.)

**NO-SHOW INSTRUCTOR WITHDRAWAL**

Students registered in regular quarter-length classes who fail to attend the initial class session and who fail to make arrangements with the instructor for an excused absence may be subject to an instructor withdrawal.

This withdrawal is at the discretion of the faculty and can be completed only if the section of the class has students waiting for an opportunity to add the class.

**WAITLISTS**

Some classes have automated waitlists. When students attempt to register for these full classes, they are offered the opportunity to be placed on a waitlist. Students are placed on the waitlist on a first-come, first-served basis. Students cannot add themselves to a waitlist if they are already enrolled in another section of the same course, but they may enroll in another section while on a waitlist. Students can be on a total of two different waitlists at a time. Once a class has an active waitlist, all regular registration activity for that class stops. As other students drop these classes, waitlisted students are registered into available class openings from the waitlist in the order they were received. Waitlists are frozen the Friday prior to the start of a quarter. Students who have not been registered into a class by this point are encouraged to attend the first day of class to see whether the instructor will permit an overload. See the quarterly class schedule for more detailed information. The Registration office will email notification to your TCC student email account when your status changes, however, it is the student's responsibility to track their status to see if they have been moved from the waitlist into the class.



- ▶ Referral to a wide variety of community resources when additional services are needed.

Counseling Center services are free (with the exception of some assessment fees) to all enrolled and prospective students. For an appointment, stop by the Counseling Center in Bldg. 18 or call 253.566.5122. A counselor is also available in Bldg. 19 for students who are currently enrolled in a professional/technical program. Please call 253.566.5216. Visit our website and meet the counselors at [www.tacomacc.edu/stuonline/counseling/start.shtm](http://www.tacomacc.edu/stuonline/counseling/start.shtm).

**EMPLOYMENT SECURITY SERVICES..... 253.566.5146**

Employment Security services are available in Bldg. 7 by the employment security representative. This representative can provide job search assistance, job readiness skills, job referrals and unemployment information.

**INTERNATIONAL STUDENT SERVICES..... 253.566.5190**

Tacoma Community College provides a quality learning environment in which international students can pursue their educational objectives. The college is committed to international education as a means to promote cultural, political, and social awareness and understanding.

Through the college's International Student Services office, students receive support in a variety of areas including detailed assistance in admissions and registration, academic advising, and orientation to the campus and community. In addition the office provides information on regulations from the Bureau of Citizenship and Immigration Services. Services for international students also include housing and activities. Students who request help with accommodations are matched with local families for homestays or placed in nearby apartments. The International Student Organization, a large and active student club, plans many events each quarter that are of special interest to international students.

Tacoma Community College now offers a direct transfer agreement for international students to transfer to the University of Washington, Tacoma. For more information contact the International Student Programs office at 253.566.5109.

**MEN'S SERVICES ..... 253.566.5122**

Men are encouraged to stop by the Counseling Center in Bldg. 7 or call 253.566.5122 to inquire about resources available addressing men's issues or concerns. A men's support group is offered when interest is expressed and a three-credit Human Development course, Life Choices for Men (HD 116), is offered spring quarter. The Children's Center and Continuing Education have information regarding classes of interest to parents.

**WOMEN'S PROGRAMS..... 253.566.5122**

A variety of workshops, support groups and activities are planned on campus throughout the year to support women's interests. Life Choices for Women (HD 116) is a class offered spring quarter to assist women in transition. Women may call the Counseling Center with questions about women's programs. The Children's Center and Continuing Education have information regarding classes of interest to parents.

## TRIO Programs

**CENTER FOR ACADEMIC SUPPORT AND ACHIEVEMENT (CASA) ..... 253.566.5153**

CASA is a federally-funded TRIO program committed to providing comprehensive educational enhancement and support services to first-generation, low-income students and students with disabilities. Program activities are designed to significantly increase participants' academic success, retention, and transfer to four-year institutions.

Services offered include academic planning and advising, advocacy within the college system, career exploration services, college skills workshops, comprehensive needs assessments, coordination of services for students with disabilities, financial aid advising, mentoring, scholarship search assistance, tutoring resources and transfer services, including transfer advising and college tours. CASA is located in Bldg. 7.

**EDUCATIONAL TALENT SEARCH..... 253.566.5000**

Educational Talent Search (ETS) is a federally-funded TRIO program designed to assist sixth through 12th graders within Tacoma School District to better understand their educational opportunities and options. ETS provides tutoring, academic advising, personal counseling, career and college preparation and mentoring to Jason Lee Middle School and Stadium and Foss High School students. The program is committed to educational access, diversity, excellence and the belief that each student is a valuable member of the educational community.

ETS welcomes TCC students to join in making a difference for community youth.

## INSTRUCTIONAL SERVICES

### Distance Learning.....253.460.3989

Tacoma Community College offers distance learning options to meet your educational goals, whether it is completing a degree, updating job skills or personal enrichment. Our courses are offered via the web in web enhanced, hybrid and full online modes to give you the flexibility you need to accommodate your schedule.

In addition to course offerings, we also provide online student enrollment services and technical support to get you started on reaching your educational goals. Distance Learning staff are available to assist students with technical issues related to distance learning courses. Tutorials and additional information are available on the web at [www.tacomacc.edu/distancelearning/](http://www.tacomacc.edu/distancelearning/). Also see Distance Learning information on page 22.

### Multimedia Services.....253.566.5095

Multimedia Services provides multimedia production computer work stations and a variety of portable equipment for classroom presentations. Students may check out multimedia projectors with laptop computers for classroom presentations. In addition, students may check out digital camcorders or digital still cameras for a 24-hour loan. Multimedia Services provides assistance for students and staff in the scanning of material into a digital format and in the use of Microsoft Word, Excel or PowerPoint software.

### Library.....Bldg. 7 .....253.566.5087

Open hours vary from quarter to quarter. Current hours and other information are available online at [www.tacomacc.edu/library](http://www.tacomacc.edu/library) or by calling 253.566.5087.

The library collection includes books, journals, videos, DVDs, compact discs and electronic databases. The library subscribes to several thousand journals in print and electronic formats. Students can access most of the electronic library resources anytime or anywhere over the Internet. Ethnic and Northwest history materials are well represented. There is a special collection of high-interest, low-reading-level materials for developmental and ESL students. A reserve collection supports class assignments. Inter-library loan services are provided.

Computer workstations in the library provide access to the library's online catalog and electronic databases, as well as Internet access. Selected work stations can be used for word processing and multimedia production. The library provides a Kurzweil reader, CCTV, TDD and computer work station with adaptive software to assist students with disabilities.

Librarians are available to help students choose and refine research topics, create research strategies and locate and use a wide variety of information resources. Faculty librarians teach one- and two-credit information competency skills courses and appear as "guest lecturers" in many classes throughout the quarter.

### Student Computer Lab .....Bldg. 28 .....253.566.5176

TCC's new Information Commons includes 86 student-use computers, plus two small-group study rooms equipped with computers and video projectors. The Information Commons has height-adjustable surfaces and special software to accommodate persons with disabilities. All computers have Internet access, Microsoft Office, and numerous other software titles. Staff assistants are available to answer student questions concerning lab hardware and software. Students may call 253.566.5176 to reserve computer time or use of group study rooms.

## STUDENT LEARNING CENTERS

Student Learning Centers support individualized learning, computer-based learning, and individual and group tutoring to meet student needs.

### Computer Assisted Learning (CAL) Lab.....Bldg. 7 .....253.566.5369

The Computer Assisted Learning Lab provides a specialized computer-based learning facility for courses in reading, English, ESL, GED preparation, study skills, math and foreign languages.

Students generally participate with their classes during weekly reserved times, although students may drop in and use computers that are available on a first-come, first-served basis. Students may also be referred by their instructors for individualized learning and study assignments.

### Language Center .....Bldg. 7 .....253.566.5143

This unique facility is available to all TCC students of language and culture. While the Language Center is an ideal location for all foreign language and ESL classes to meet, it also serves as the perfect venue for conversation groups, world music presentations, foreign cinema, and other special events.

Self-study materials and audio-visual language acquisition systems (including cassette tapes and players, CDs, DVDs, books, magazines and newspapers) are on reserve for use in the Center. Technical assistance, guidance and monitoring are also provided on request and by appointment. Languages offered at TCC for which we currently provide resources and assistance are Arabic, Chinese, ESL, French, German, Japanese and Spanish. Although resources are limited, students may request assistance to study any other language of choice.

### Reading and Study Skills Center .....Bldg. 7 .....253.566.5143

The Reading and Study Skills Center offers self-paced courses to all TCC students as well as a venue for supervised assistance for reading instructors and their students. Students build vocabulary, textbook comprehension, and study skills as a result of their participation. An online description is available at [www.tacomacc.edu/academics/studentlearningcenters/readingstudyskill/asp](http://www.tacomacc.edu/academics/studentlearningcenters/readingstudyskill/asp).

The Center offers tutoring appointment times as well as a variety of self-paced credited reading tutorials. Appointments can be made in person in Bldg. 7 or by phone. In addition, students can drop in to use the Student Learning Center's computers for reading, software, research, and computer-assisted tutorials.

**Writing and Tutoring Center..... Bldg. 7-221.....253.566.6032**

The Writing & Tutoring Center offers to all TCC students:

- ▷ one-on-one appointments and drop-in instruction;
- ▷ tutoring in many subjects: writing, English and ESL, accounting, statistics, math, physics, the sciences, language, computer user, reading, and others;
- ▷ competent peer and staff tutors;
- ▷ a chance to gain new strategies, understand concepts, learn good study habits, write more effectively, study for exams, and learn more about your own learning process;
- ▷ help with any kind of writing, at any stage of the process, such as brainstorming, topic development, research, organization, documentation, and grammar;
- ▷ computers for drafting, research and computer-assisted tutorials;
- ▷ special programs for writing, ESL, and grammar students: a Grammar Corner where students can get help in specific areas of grammar trouble, a credited writing tutorial, online tutoring help with writing assignments, and a tutoring practicum and certification program;
- ▷ handouts and web resources: [www.tacomacc.edu/wtc](http://www.tacomacc.edu/wtc);
- ▷ the chance to make an appointment by calling or stopping by!

**Al-Khwarizmi Math Advising  
and Resource Center (MARC) ..... Bldg. 19-22.....253.566.5145**

The MARC is a student learning center devoted to helping all TCC students be successful in their math studies. The MARC offers a number of valuable resources:

- ▷ Study areas.
- ▷ Drop-in tutoring (for current hours see [www.tacomacc.edu/marc](http://www.tacomacc.edu/marc))
- ▷ Testing room for taking or making up math tests.
- ▷ Math advising.
- ▷ Math handouts and resources.
- ▷ Books, calculators, rulers and whiteboards.
- ▷ Computer lab equipped with math software.

The MARC is staffed by students, professionals and instructors.

Visit [www.tacomacc.edu/marc](http://www.tacomacc.edu/marc) for additional information and online resources.

**HUMAN DEVELOPMENT INSTRUCTION**

Human development instruction enhances and expands the opportunities provided through traditional instructional programs for student success. These courses help students develop their individual potential, improve interpersonal communication skills, learn decision-making skills, and learn how to build positive relationships.

Human development classes provide students with help in selecting a career, setting goals, making career and educational decisions, and exploring college resources.

These courses are offered each quarter and are supplemented by special interest, short-term workshops, seminars and independent study projects. Details are available in the course description section of the catalog and in the Advising/Counseling Center, Bldg. 7. Please read about these courses by visiting [www.tacomacc.edu/stuonline/counseling/classes.shtm](http://www.tacomacc.edu/stuonline/counseling/classes.shtm).

**CHOICES IN LEARNING FORMATS**

Tacoma Community College offers a wide range of learning opportunities to meet different students' needs. These options cover the same material as courses taught traditionally. Quarterly class schedules indicate unique learning formats used.

**COMPUTER-MEDIATED LEARNING**

Developmental math courses are sometimes offered in a computer-mediated format where students meet regularly with their instructor in a hands-on computer classroom.

Students learn by using computer software under the direction of their instructor, often working independently or in small groups. Students will be required to complete unit tests and a final exam within a timeline established by the instructor. Additional time working on a computer (either at home or in a TCC computer lab) is required. Computer-mediated classes can be identified by their section name, which begins with "CM" (e.g. CMA or CMB).

**COORDINATED STUDIES/LEARNING COMMUNITIES**

Coordinated studies brings together two or more academic disciplines into a cooperative teaching and learning environment. Coordinated studies is an umbrella for several approaches to linking courses and course work together around a common theme that allows students and teachers to experience greater depths of teaching and co-learning in an active manner.

Students transferring to The Evergreen State College or University of Washington-Tacoma are advised to take at least one learning community (coordinated studies or linked course) as part of their degree. Students are advised to take at least one learning community (coordinated studies or linked course) and a writing intensive course (other than composition) as part of their degree electives. Coordinated studies and linked classes are regularly offered. See quarterly schedules.

**DISTANCE LEARNING**

Students can earn college credits, complete their Associate in Arts degree and take some professional/technical courses through distance learning at Tacoma Community College. Distance learning courses include full online courses, hybrid online courses, independent online courses and telecourses. Non-credit online courses are also offered.

**Online** courses are classes that have all or some of the instructional content available through the Internet. In **full online** courses all instruction takes place in a virtual classroom where students may interact with their instructors and other students using email, discussion board postings and chat rooms. Some full online courses may require proctored exams.

In addition, TCC offers full online courses developed through Washington Online (**WAOL**), a cooperative effort by the Washington State Community and Technical College system. WAOL courses are taught by TCC faculty and faculty at other state colleges.

**Hybrid online** courses combine online learning with traditional classroom instruction. Students are required to attend a reduced number of on-campus class meetings as well as work online.

The TCC website ([www.tacomacc.edu/distancelearning](http://www.tacomacc.edu/distancelearning)) provides an updated course list, computer requirements, answers to frequently-asked questions, and a self assessment to help decide whether online learning is right for you. All of the full online and

hybrid online courses have a one-time-per-quarter non-refundable account fee.

In **online/lab** courses, students learn using web-based instructional materials after attending a required orientation on campus. Throughout the quarter, instructor assistance is available at scheduled hours in a computer lab.

## CONDENSED FORMAT

### Jump Start

Jump Start classes are offered during the first two weeks of September before fall quarter begins. These classes will help prepare you to be a successful full-time student in the fall. By choosing to take one or two classes during Jump Start, you may be able to reduce your fall quarter course load and still be a full-time student. Students must be motivated to meet the demands of the in-class time and homework required to complete these courses in an intensive short term.

### Computer User Courses

These classes are offered in short time blocks that start at different times throughout the quarter, enabling students to learn a skill early in the quarter, add a class later if the need arises, or create a two- or three-class sequence, all in one quarter:

CU 100	Intro. to Windows & WWW	1 credit	2 weeks
CU 102	Word	2 credits	4 weeks
CU 103	Excel	2 credits	4 weeks
CU 104	Power Point	1 credit	2 weeks

### Intensive Review

These four-week courses are intense refreshers to help students sharpen skills necessary for success in college-level course work.

**MATH 010 Arithmetic & Algebra Review** begins with a skills analysis to determine an individualized program of study. Under the direction of their instructor, students will engage in self-paced, computer-mediated learning to address their specific needs. (Additional information: Math Advising & Resource Center, Bldg. 19, 253.566.5145.)

**ENGL 010 Academic Writing** reviews the essential elements of writing a short essay, including revision and editing, punctuation, source documentation, and formatting with a word processor. (Additional information: Dr. Pamela Ralston, 253.566.5298)

**READ 010 Strategies for College Reading** includes strategies to build vocabulary, locate and paraphrase main ideas, organize information, improve comprehension, and read critically. (Additional information: Dr. Pamela Ralston, 253.566.5298)

## LEARNING LABS

Some courses are offered in an independent learning/tutorial assistance environment where students set their own schedules after attending a required orientation. The lab format is designed for students who desire flexibility and are comfortable with the additional self-motivation and self-discipline required. Success requires excellent time management and study skills as well as organization and self-motivation. Consistent attendance is necessary.

### Art Gallery..... Bldg. 5B..... 253.460.4306

The Gallery at TCC has its own building on the main campus across from Bldg. 5. Currently the following self-paced course is offered in which students visit this and other galleries and museums, view videos, and attend lectures: ART 199, Gallery Viewing Lab.

### Business Lab

Business labs are located at the main campus (Professional Skills Center, Bldg. 28-309) and Gig Harbor Campus (GHC). Currently, accounting, business math and computer user classes are offered at the business labs.

### Health Technology Lab

The Health Technology Lab is located at the Gig Harbor Campus. Currently medical terminology and transcription classes are offered.

### Reading and Study Skills Center ..... Bldg. 7..... 253.566.5143

In addition to providing learning support, reading and study skills classes are offered at the center. Also see Student Learning Centers on page 21.

### Writing and Tutoring Center..... Bldg. 7..... 253.566.6032

In addition to providing learning support, writing classes are also offered at the center. Also see Student Learning Centers on page 22.

## WORK-BASED LEARNING: INTERNSHIPS

All of the professional/technical programs include a required or optional internship or clinical component. An internship is a good opportunity to earn college credit as you enhance your classroom experience with on-the-job learning in the workplace. Practical work experience helps you develop the skills and personal attributes that improve your job opportunities. For more information, contact the chair of the program you are interested in.

### SERVICE LEARNING ..... 253.566.6006

Definition: Service Learning is a teaching strategy that integrates course content with relevant community service.

Through assignments and class discussions, students critically reflect on their service in order to increase their understanding of course content, gain a broader appreciation of the discipline and enhance their sense of civic responsibility.

A service learning experience is part of a course in which students apply course theory to real community issues. Students gain hands-on experience in the community (8-60 hours per quarter, depending on credits). Through assignments and class discussion, students reflect on their service, relate it to course theories, and discover how the course relates to their personal lives.

### STUDY ABROAD..... 253.566.5190

If you want to live and learn in a foreign country you can participate in quarter-long study abroad programs as a TCC student. You can earn credits applicable to the AAS degree while experiencing a foreign culture and developing global competencies. Information on these programs is available in International Student Services in Bldg. 11. Other funding opportunities are made available through the TCC Foundation.



## COLLEGE DEGREES

Tacoma Community College grants different types of college degrees. They are:

- ▷ **University transfer degrees**  
Awarded for completion of a transfer curriculum paralleling the first two years of university study (page 33).
- ▷ **Associate in Applied Sciences**  
Awarded for completion of an approved TCC professional/technical program. This is a terminal degree that is not generally transferable to universities. In some cases, articulation agreements with specific universities enable transfer. Program chairs can provide information regarding any transfer opportunities for specific programs (page 46).
- ▷ **Associate in Technical Arts**  
Awarded after completing an approved occupational or technical program at another postsecondary institution and completion of a program of studies upon transferring to TCC (page 47).
- ▷ **Associate in General Studies**  
Awarded for completion of a two-year academic program designed to meet a particular educational goal (page 43).

### REQUIREMENTS FOR ALL DEGREES

*Note: For grade policies, see page 28.*

General requirements for all degrees are as follows:

- ▷ A combined cumulative grade point average of 2.00 in TCC and transferred-in college-level coursework.  
*Note: College-level courses are numbered 100 and above at TCC. Course numbering at other colleges may vary. See the credential evaluator for questions regarding transfer credit.*
- ▷ A cumulative college-level grade point average of 2.00 in course work completed at Tacoma Community College.
- ▷ At least 30 of the last 45 applicable credits must be earned at Tacoma Community College.

The college provides assistance in determining completion of the required curricula for graduation through its system of advisors and counselors; however, the final responsibility for meeting all academic and graduation requirements rests with you, the individual student.

### Credits Transferred to TCC

Tacoma Community College will accept for transfer a maximum of 60 credits that apply to the degree or certificate the student is pursuing, to include no more than 15 credits that do not satisfy skills or distribution requirements, unless additional credits are required to satisfy prerequisites for, or requirements of, a professional/technical degree. Applicable credits are defined for this purpose as courses that, at the time of the transfer evaluation, do not duplicate requirements already satisfied by courses previously completed at Tacoma Community College or previously transferred from other institutions.

Tacoma Community College recognizes academic credits that are essentially equivalent in academic level and nature to credit (or courses) offered at TCC and which are earned at other colleges accredited by the Northwest Association of Schools and Colleges or by another accrediting body duly recognized by Tacoma Community College.

The college subscribes to the statewide Policy on Inter-College Transfer and Articulation among Washington Public Colleges and Universities, endorsed by the public colleges and universities of Washington and the State Board for Community and Technical Colleges, and adopted by the Higher Education Coordinating Board. The policy deals with the rights and responsibilities of students and the review and appeal process in transfer credit disputes. For more detailed information, contact the registrar in Bldg. 7.

Students are encouraged to submit official transcripts from previous institutions as soon as they are admitted to the college. Credit evaluations usually take two to four weeks to complete. Transfer coursework will not be used to satisfy prerequisites or degree requirements until official transcripts have been evaluated.

### Transfer among Washington State Community and Technical Colleges

Washington State community and technical colleges have adopted the Inter-College Reciprocity Policy. It is designed to help students transfer courses that have met distribution requirements from one community or technical college to another. This policy does not address transfer of courses from two-year colleges to four-year colleges.

#### Individual Courses

If a student transfers an individual course that meets a Communication Skills, Quantitative Skills or Distribution Requirement at the sending two-year college for a specific transfer degree, that course is considered to have met that requirement at TCC for a similar transfer degree, even if this course does not have an exact equivalent.

#### Distribution Areas/Specific Requirements

TCC will accept an entire Distribution, Communication Skills, Quantitative Skills or other requirement for a transfer degree as met if that student has met certain requirements.

It is the student's responsibility to initiate the reciprocity process. Additional information and necessary forms are at Registration and Records in Bldg. 7.



## NATIONALLY-RECOGNIZED EXAMS

Advanced Placement..... 253.566.5048

Tacoma Community College grants credits to entering first-year students who have earned scores of three (3) or higher on the Educational Testing Service's (ETS) Advanced Placement Tests. Students who wish to receive advanced placement credits must send their ETS test score to the credential evaluator for evaluation. The number of credits will be noted on the student's transcript, and a grade of 'S' recorded for all courses where credit is granted. Advanced placement credits will fulfill either distributive or elective requirements for an associate degree.

The following departments of the college currently grant advanced placement credits:

- ▷ **Biology:** A student scoring 3 on the Biology AP examination will receive 5 credits for Biology 100. A student scoring 4 or 5 may receive additional credit upon consultation with the Natural Sciences department.
- ▷ **Chemistry:** A student scoring 4 on the Chemistry AP examination will receive credit for Chemistry 140 and 150. A student scoring 5 on the Chemistry AP examination will receive credit for Chemistry 140, 150 and 160.
- ▷ **Computer Science:** A student scoring 4 or 5 on the Computer Science A exam will receive credit for ENGR/CS 142. A student scoring 3 on the Computer Science AB exam will receive credit for ENGR/CS 142. A student scoring 4 or 5 on the Computer Science AB exam will receive credit for ENGR/CS 142 and ENGR/CS 143.
- ▷ **English:** A student scoring a 3 on the composition and literature examination will receive credit for English 101. A student scoring 4 will receive credit for English 101 and English 102. A student scoring 5 will receive credit for English 101, 102 and 258.
- ▷ **Mathematics:** A score of 3, 4 or 5 on the AP Statistics Exam will receive five credits for Math 108. A student scoring 3 on the calculus AB or BC examination will receive five credits for Math 124. A student scoring 4 or 5 may receive additional credit upon consultation with the mathematics department.
- ▷ **History:** A student scoring 3 or higher on either the American or European History examination will receive five credits in the area of specialization.
- ▷ **Physics:** A student scoring 3 or 4 on the Physics B exam will receive credit for Physics 114. A student scoring 5 on the Physics B exam will receive credit for Physics 114 and 115. A student taking the Physics C exam will receive credit for Physics 121 and/or 122 depending upon the test focus and score.

*Important Note: Transfer schools are not required to accept courses transferred in by AP exam. Students should check with their intended transfer school as to its AP exam policy.*

Advanced placement credits may be granted in other subjects upon consultation with appropriate department heads. Contact the credential evaluator in Registration and Records, Bldg. 7.

International Baccalaureate..... 253.566.5048

International Baccalaureate (IB) - A student who has tested in IB may request college credit for IB higher-level work. TCC will evaluate each student's record individually, on a departmental basis, for credit and advanced placement. Contact the credential evaluator in Registration and Records, Bldg. 7.

CLEP/DANTES..... 253.566.5048

Tacoma Community College grants up to 30 credits towards the Associate in General Studies degree to students for scoring in the 50th percentile or above on the CLEP General Examination. Credit may be granted for other degrees and for CLEP Subject Examination if approved by the division or department chairperson. For further details, students should contact the credential evaluator in Registration and Records, Bldg. 7.

## ARTICULATION AGREEMENTS

### Tech-Prep/Dual Credit Agreement

TCC and the Pierce County Careers Consortium have developed an agreement to award college credit to high school students who successfully complete college-level courses. The dual credit agreements are entered into when common objectives and competencies exist between the college and local school districts. With a review of the course objectives and competencies, high school students who have passed all college competencies are eligible and will be allowed to enroll in college-level courses based upon existing specific dual credit agreements between college and high school programs. High school students must complete dual credit classes with a grade of 'B' or higher. They must identify the college at which they intend to register. Interested students should contact their high school instructor for details regarding enrollment in the program.

### College in the High School Program

TCC develops articulation agreements with local school districts that permit students enrolled in approved courses to earn college credit for work completed at the high school. Interested students should contact their high school instructor for registration and fee information. Registrations must be completed by the first week of the quarter in which credit will be awarded.

Servicemen's Opportunity College (SOC)..... 253.566.5048

Tacoma Community College has been officially designated as a participant in the Service members Opportunity College (SOC) by the Department of Defense, in cooperation with the American Association of Community Colleges. The SOC, as implemented at Tacoma Community College, seeks to increase access to higher education for active and retired military personnel:

- ▷ By accepting a maximum of 45 quarter-hour credits from military service schools;
- ▷ By granting 15 quarter-hour military science credits to enlisted service members who have completed at least one year of active military service; and
- ▷ By granting 30 quarter-hour military science credits to commissioned officers who have completed at least one year of active military service.

The college will evaluate these credits and apply them toward the requirements and/or electives which lead toward an Associate in General Studies degree. Eligible military personnel may be awarded the AGS degree by earning the balance of the total distribution requirements. Active and retired military personnel may obtain additional information about SOC by contacting the credential evaluator in Registration and Records, Bldg. 7.

### Recent High School Graduate Math Placement

This is a program only for students of Peninsula Public School District and Tacoma Public School District who are entering Tacoma Community College within one year of high school graduation and taking their first math course no more than two years after their last high school math course was completed. Specially trained advisors in Bldg. 7 analyze the student's high school transcript as well as the student's assessment score to gain the best placement for students who have recently studied mathematics in public high schools in the Tacoma Community College district.

### OTHER OPTIONS

#### Departmental Challenge Exam ..... 253.566.5048

A student enrolled for five or more credit hours may earn additional credits in some courses by a challenge examination, provided the department has developed an examination for the course to be challenged. All arrangements, including the payment of fees, must be completed within the first ten instructional days of a quarter.

Students who successfully challenge a course will receive an 'S' grade. Course challenge application forms are available in Registration and Records, Bldg. 7

#### Portfolio

Portfolio assessment options may be available in some departments. These options will vary as each department identifies forms of assessment that demonstrate relevant skills and abilities appropriate for a given program.

Students interested in petitioning for credit through a portfolio should enroll in EXPLR 190 E-Portfolio. Contact the Counseling/Advising Center for more information.

## GRADES AND ACADEMIC POLICIES

### Grading Policies

Tacoma Community College uses the following system of grading and grade-point values for reporting and recording academic achievement. Faculty may or may not choose to use the plus/minus grading option in a given class.

Grade	Description	Grade Points
A.....	Honor .....	4.0
A-.....	.....	3.7
B+.....	.....	3.3
B.....	Good.....	3.0
B-.....	.....	2.7
C+.....	.....	2.3
C.....	Average.....	2.0
C-.....	.....	1.7
D+.....	.....	1.3
D.....	Minimum .....	1.0
D-.....	.....	0.7
E.....	Failure to complete minimum requirement .....	0.0
W.....	Official withdrawal from course .....	0.0

*Instructor's signature indicates acknowledgment of the withdrawal. Instructor permission is not required during this period.*

*(11th through 55th calendar day)\**

WI.....Instructor approved withdrawal.....0.0

*(After 55th calendar day)\**

V.....Unofficial withdrawal.....0.0

*Student commenced attendance, then stopped attending before instructor had sufficient data to evaluate. Report last date of attendance on grade sheet.*

I.....Incomplete.....0.0

*Granted at the discretion of the instructor, when the student has completed more than 60 percent of the quarter and has a plan to finish remaining coursework. Contract required.*

*Grade will revert to E if not completed within one year.*

S.....Satisfactory (credit only, no grade point).....0.0

U.....Unsatisfactory (no credit, no grade point).....0.0

N.....Audit.....0.0

R.....Repeat R beside lowest grade.....0.0

Z.....Unofficial withdrawal with zero attendance.....0.0

Grades A, B, C, D and S are considered passing. 'S' and 'U' identify courses taken on pass/fail basis and are not counted in computing grade point averages. 'S' is given only if the student performed at a grade of 'C-' or higher. A grade of 'E' is not considered passing and does not earn credit toward a degree or certificate.

*\*Summer quarter courses and courses which do not follow the regular college calendar will have pro-rated withdrawal periods. Contact Registration and Records for these dates.*

## UNIVERSITY-LEVEL EDUCATION (TRANSFER)

Students interested in pursuing fields where university-level work is required can complete the first two years of course work through TCC's comprehensive university parallel programs. As a member of the Inter College Relations Commission (ICRC), a council which manages transfer articulation between the two- and four-year institutions in Washington, TCC offers an excellent, affordable transfer opportunity.

Tacoma Community College provides the majority of freshman and sophomore-level course work in a wide variety of disciplines leading to a bachelor's degree at a four-year college or university. Students are advised to consult the current catalog of the four-year institution to which they plan to transfer for the specific major department requirements.

Four-year colleges in Washington are placing increased emphasis on students choosing and preparing for their major *before* they transfer. For public colleges that accept transfer students on a competitive-entry basis, such as the University of Washington-Seattle, being "major ready" is one of the most important criteria for who is accepted to transfer and who is not. You should be planning for a specific major by the time you have earned 45 transferable credits at TCC and begin taking some specific courses to prepare you for that major. Consult your advisor for more information on being major ready when it comes time to transfer to a four-year school.

The college provides assistance in determining completion of the required curricula for graduation through its dedicated staff of advisors and counselors; however, the final responsibility for meeting all academic and graduation requirements rests with you, the individual student.

### University Transfer Areas

Below are some of the university-level areas you may begin training for at TCC while completing requirements for a two-year associate degree:

Accounting ■ American Ethnic & Gender Studies  
 Anthropology ■ Architecture ■ Art ■ Biochemistry  
 Biology ■ Botany ■ Business Administration ■ Chemistry  
 Chiropractic ■ Communications ■ Computer Science ■ Criminal Justice ■ Dental Hygiene ■ Dentistry  
 Earth Science ■ Economics ■ Education ■ Engineering  
 English ■ Environmental Science ■ Forestry ■ Genetics  
 Geology ■ History ■ International Business ■ Japanese  
 Journalism ■ Law ■ Liberal Arts ■ Mathematics  
 Medical Technology ■ Medicine ■ Microbiology  
 Molecular Biology ■ Music ■ Naturopathic Medicine  
 Nursing/BSN ■ Occupational Therapy ■ Oceanography  
 Pacific Rim Studies ■ Pharmacy ■ Paper Science & Engineering  
 Philosophy ■ Physical Education ■ Physical Therapy  
 Physics ■ Political Science ■ Public Administration  
 Psychology ■ Sociology ■ Social Work ■ Spanish ■ Speech  
 Urban Planning ■ Veterinary Medicine ■ Zoology

## UNIVERSITY TRANSFER DEGREES

Tacoma Community College offers several specialized transfer degrees. Students planning to earn a bachelor's degree in certain specialized areas can choose an associate degree tailored to helping them prepare for transfer as efficiently as possible.

		See Page
<b>Associate in Arts and Sciences</b>		
	Option A	34
	Pacific Rim Studies - Option A	35
	Option B	35
	Bridge Program - Option B	36
<b>Associate in Business</b>		37
<b>Associate in Elementary Education NEW</b>		37a
<b>Associate in Pre-Nursing NEW</b>		37b
<b>Associate of Science</b>		
	Biological and Chemical Engineering NEW	39a
	Biology	38
	Chemistry	38
	Computer and Electrical Engineering NEW	39a
	Computer Science	38
	Earth Sciences	39
	Engineering	39
	Environmental Sciences	39
	Mechanical, Civil, Aeronautical, Industrial, and Material Science Engineering NEW	39a
	Physics	39

## AMERICAN ETHNIC & GENDER STUDIES CERTIFICATE PROGRAM

The American Ethnic and Gender Studies Certificate Program (AEGS) at Tacoma Community College is a multidisciplinary program coordinating courses, activities, and projects to enhance the student's understanding of the roles and functions of gender and ethnicity in the United States. AEGS courses are geared towards all TCC students who seek to understand complex gender, race, ethnic and class issues, whether they are in a professional/technical program or planning to transfer to a four-year institution. AEGS also aims to meet the needs of part-time students and community members with interests in the topics of ethnicity and gender.

**Certificate requirement:** The AEGS certificate program consists of a series of interdisciplinary courses leading to a certificate in American Ethnic and Gender Studies and a special notation on the transcript. Students enrolled in the certificate program are required to complete 15 credits of course work in American Ethnic and Gender Studies. All American Ethnic and Gender Studies courses can be used to satisfy the requirements of the AEGS certificate in addition to any other certificate or degree. This program provides an opportunity for students wishing to design individualized course sequences that support their personal and educational goals. See the class schedule for course availability each quarter. For detailed program information, contact the advisor. Program flyers are available at kiosks.

## ASSOCIATE IN ELEMENTARY EDUCATION

### (DTA/MRP Degree)

The Tacoma Community College Associate in Elementary Education degree (DTA/MRP) is directly transferable to most major baccalaureate institutions in Washington state. Students completing the associate degree will be regarded as having the minimum preparation for consideration for admission to the various elementary education teacher preparation programs.

Students who complete this degree will normally be granted junior standing upon admission to one of these institutions. However, some baccalaureate institutions have unique course requirements which must be completed for graduation. The requirements of individual university departments must also be met. Some institutions require foreign language for admission. Foreign language can be incorporated into humanities and/or electives.

Students are reminded that successful completion of this coursework does not guarantee admission to a university college of education. Additional criteria, such as grade-point average, community service, leadership activities and prior classroom experience (e.g. volunteer tutoring) may also be used by a college of education in making admission decisions.

#### Degree Requirements:

- ▷ 90 quarter credit hours in courses numbered 100 or above.
- ▷ At least 30 of the last 45 applicable credits must be earned at Tacoma Community College.
- ▷ A cumulative grade point average of 2.00 in all coursework applied to the degree and a cumulative grade point average of 2.00 in all TCC college-level courses.
- ▷ At least one course applied to the degree must be from the list of approved multicultural courses in the Approved Distribution Course List (page 42). These courses are designated with an (M) following the course title in the course descriptions section of the TCC catalog and in the quarterly class schedule.

### Basic Requirements (20 credits)

#### Written Communication Skills (10 credits)

ENGL 101	College Freshman Composition
ENGL 102	Argument and Persuasion
or ENGL 103	College Composition: Writing about Literature

#### Quantitative Skills (10 credits)

MATH 170	Math for Elementary Teachers I
MATH 171	Math for Elementary Teachers II

### Distribution Requirements (50 credits)

#### Humanities (15 credits)

SPCH 101	Public Speaking
MUS 120	Music in the Classroom
or MUS 100	Introduction to Music
ART 180	Art for Elementary Education
or ART 100	Appreciation of Visual Arts

#### Social Sciences (20 credits)

##### Required (15 credits):

EDUC 201	Introduction to Education
Choice of	U.S. History
Choice of	World Civilization
	or non-Western History

##### Recommended (5 credits):

Choose from Economics, Geography, Political Science, Psychology, Sociology or additional History

#### Natural Sciences (15 credits)

Choice of	Biology
Choice of	Oceanography, GEOG 205,
	or GEOG 210
Choice of	Chemistry or Physics

*Two of the above must be lab sciences*

### Additional Requirements (20 credits)

#### Multicultural (5 credits)

EDUC 220	Diversity in Education
or SOC 262, SOC 287, ANTHR 207	

#### Physical Education (3 credits)

PE 295	PE for Elementary Teachers
or 3 credits PE Activity	

#### Electives (12 credits)

Additional content courses (e.g. social sciences, humanities, sciences, mathematics) designed to meet endorsement competencies and/or academic majors. Recommended: ENGL 280 Children's Literature

**TOTAL CREDITS: 90**

## ASSOCIATE IN PRE-NURSING

### (DTA/MRP Degree)

The Associate Degree in Pre-Nursing (DTA/MRP) is a two-year program designed for students who are planning to transfer to a Bachelor of Science in Nursing program (BSN) at a four-year university. Students completing the pre-nursing degree, and who have met the minimum GPA requirement for the BSN program to which they are applying, will have met the prerequisites necessary to apply to most upper-division nursing programs in Washington. Admittance to BSN programs is highly competitive and completion of the pre-nursing associate degree does not guarantee admission.

This degree is intended for students who want to take science and general education classes at Tacoma Community College to prepare to transfer to a four-year school to begin their nursing classes and earn a Bachelor of Science in Nursing (BSN) degree.

Students completing this track are not eligible to take the National Council Licensure Examination (NCLEX) for registered nursing until they complete their BSN program. Students wishing to become a registered nurse directly after completing their associate degree should talk with an advisor about an Associate Degree in Nursing.

Participating four-year universities include: University of Washington–Seattle, Washington State University, Northwest University, Seattle University, Seattle Pacific University, Pacific Lutheran University, Walla Walla College and the WSU Intercollegiate College of Nursing (WSU-ICN), whose members include Eastern Washington University, Gonzaga and Whitworth College.

#### Degree Requirements:

- ▷ 90 quarter credit hours in courses numbered 100 or above.
- ▷ At least 30 of the last 45 applicable credits must be earned at Tacoma Community College.
- ▷ A cumulative grade-point average of 2.00 in all coursework applied to the degree and a cumulative grade-point average of 2.00 in all TCC college-level courses.

### Basic Requirements (15 credits)

#### Written Communication Skills (10 credits)

ENGL 101	College Freshman Composition
ENGL 102	Argument and Persuasion
or ENGL 103	College Composition: Writing about Literature

#### Quantitative Skills (5 credits)

MATH 108	Introduction to Statistics
or BUS 256	Statistical Analysis

### Distribution Requirements (65 credits)

#### Humanities (15 credits)

SPCH 101	Public Speaking
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Select two additional courses from the approved Humanities distribution course list. At least one course must be from a discipline other than speech. No more than five credits of studio/performance/skills courses. No more than five foreign language credits can be applied.

#### Social Sciences (15 credits)

PSYCH 100	General Psychology
PSYCH 206	Developmental Psychology (M)
SOC 110	Introduction to Sociology (M)

#### Natural Sciences (37-40 credits)

BIOL 100	Introduction to Biology
or BIOL 111	Fundamentals of Cell Biology
BIOL 201	General Microbiology
BIOL 220 & 221	Human Anatomy & Physiology
or 240, 241 & 242	Human Anatomy & Physiology
CHEM 101	Survey of Inorganic Chemistry
CHEM 102	Survey of Organic Chemistry
NUTR 161	Human Nutrition

#### Additional Requirements (5-8 credits)

PE 100	Total Fitness
PE Activity	(1 credit)
Electives	(2-5 credits)

**TOTAL CREDITS: 90**



## ASSOCIATE OF SCIENCE DEGREE

### New specializations added:

The Associate of Science degree combines common courses in quantitative skills, written communication and other areas with a core of science courses tailored to the program area of interest. This core of science courses within the degree is referred to as a "specialization." General degree information, including common courses, can be found on page 38 of the 2005-2007 catalog. Three new specialization options added to the Associate of Science are shown below. See pages 38 and 39 of the 2005-2007 catalog for other existing specializations.

### BIOLOGICAL AND CHEMICAL ENGINEERING SPECIALIZATION

Engineering 100 (5 credits) is a required course for this specialization and partially satisfies Section #2 Social Science credits. Engineering 123 is also highly recommended as an elective course under Section #2 Humanities courses. In addition, the following set of courses fulfills the specialization requirement in Section #3 of the Associate of Science degree and is appropriate for students studying Biological or Chemical Engineering. This specialization requires a total of 95 credits.

#### Specialization Courses (65 credits)

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Engineering 142 (5 credits)

Physics 121, 122, 123 (15 credits)

Math 126, 220, 238 (15 credits)

Chemistry 140 (5 credits)

Four additional courses to be chosen from the following electives list: Engineering 210, 231, 260; Math 224; Biology 211.

This specialization allows no credits in Section #4.

### COMPUTER AND ELECTRICAL ENGINEERING SPECIALIZATION

Engineering 100 (5 credits) is a required course for this specialization and partially satisfies Section #2 Social Science credits. Engineering 123 is also highly recommended as an elective course under Section #2 Humanities courses. In addition, the following set of courses fulfills the specialization requirement in Section #3 of the Associate of Science degree and is appropriate for students studying Computer or Electrical Engineering. This specialization requires a total of 100 credits.

#### Specialization Courses (70 credits)

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Engineering 142, 143, 215 (15 credits)

Physics 121, 122, 123 (15 credits)

Math 126, 220, 238 (15 credits)

Chemistry 140 (5 credits)

Four additional courses to be chosen from the following electives list: Engineering 210, 231, 260; Math 224; Biology 211.

This specialization allows no credits in Section #4.

### MECHANICAL, CIVIL, AERONAUTICAL, INDUSTRIAL AND MATERIAL SCIENCE ENGINEERING SPECIALIZATION

Engineering 100 (5 credits) is a required course for this specialization and partially satisfies Section #2 Social Science credits. Engineering 123 is also highly recommended as an elective course under Section #2 Humanities courses. In addition, the following set of courses fulfills the specialization requirement in Section #3 of the Associate of Science degree and is appropriate for students studying Mechanical, Civil, Aeronautical, Industrial or Material Science Engineering. This specialization requires a total of 100 credits.

#### Specialization Courses (70 credits)

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Engineering 142, 210, 220, 230 (20 credits)

Physics 121, 122, 123 (15 credits)

Math 126, 220, 238 (15 credits)

Chemistry 140, 150 (10 credits)

Three additional courses to be chosen from the following electives list: Engineering 123, 215, 231, 260; Math 224.

This specialization allows no credits in Section #4.

### Professional/Technical Program Options

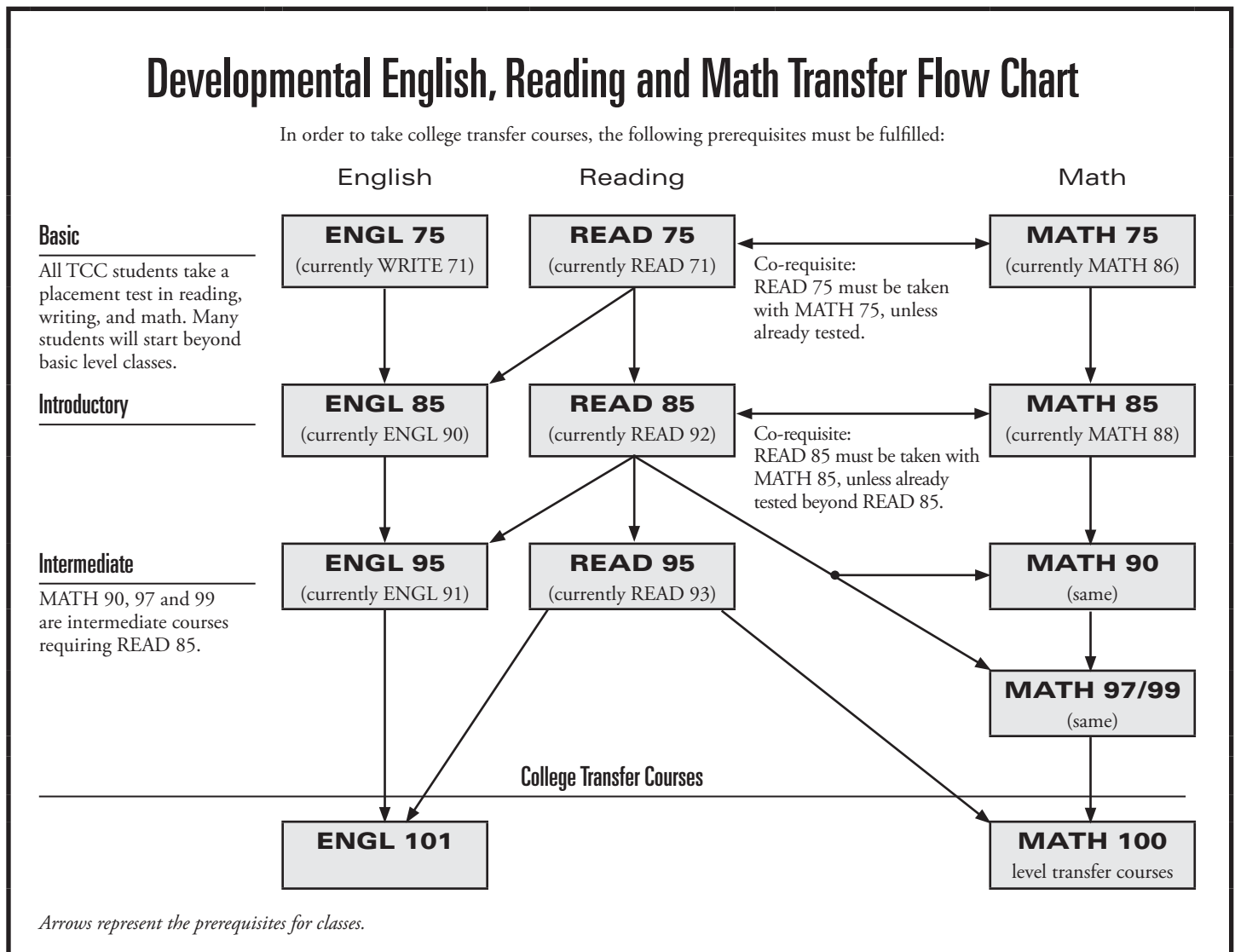
	Program	05-07 page reference	Certificate	A.A.S. degree	Changes
Administration of Law and Justice	Administration of Law and Justice	50	>	>	
	Paralegal	73		>	
	Paralegal Preferred Pro-Certificate*	74	>*		MODIFIED see website
* NOTE: For those with AAS or BA degrees					
Allied Health	Diagnostic Medical Sonography	53		>	MODIFIED see website
	Emergency Medical & Health Services	56		>	
	Paramedic Education	56	>		
	Emergency Medical Technician	56	>		
	Health Information Technology	59		>	MODIFIED see website
	Health Information Coding Specialist	59	>		MODIFIED see website
	Medical Billing Specialist	65	>		MODIFIED see website
	Nursing, Associate Degree	69		>	
	Nursing Assistant, Certified (noncredit)	82			
	Pharmacy Technician	75		>	
	Radiologic Science	76		>	
Respiratory Therapy	77		>		
Business and Technology	Accounting (formerly Automated Accounting Applications)	49		>	MODIFIED see website
	Accounting Office Associate	48	>		MODIFIED see website
	Assistant Bookkeeping Clerk	48	>		MODIFIED see website
	Bookkeeping Systems	48	>		MODIFIED see website
	Computerized Accounting**	49	>**		
	Tax Preparation**	49	>**		
	Business (formerly Business Management & Organizational Leadership)	51		>	MODIFIED see website
	Customer Service		>		NEW see website
	Marketing		>		NEW see website
	Retail Management		>		NEW see website
	Entrepreneurship**		>**		NEW see website
	Global Business**		>**		NEW see website
	Human Resource Specialist**		>**		NEW see website
	Supervision and Management**	78	>**		MODIFIED see website
	Museum/Gallery Operations	68		>	
	Business Administration and Management	52	>		DELETED
	Global Business	57		>	DELETED
	Logistics			>	NEW see website
Transportation & Secure Logistics		>		NEW see website	
Medical Office Professional	66		>		
Medical Office Assistant	67	>			
Medical Transcriptionist	67	>			
**Note: Specialized certificates designed for students who are currently in the workforce and are returning to school to enhance or update skills.					

	Program	05-07 page reference	Certificate	A.A.S. degree	Changes
<b>Business and Technology (continued)</b>	Office Management (formerly Office Professional Technologies)	70		>	MODIFIED see website
	Office Assistant (formerly Receptionist Clerk I)	70	>		MODIFIED see website
	Receptionist Clerk II	70	>		DELETED
	Administrative Software Specialist (formerly Computer Application)	71	>		MODIFIED see website
	Networking & Converging Technologies (formerly Information Technology: Networking)	63		>	MODIFIED see website
	Help Desk	61	>		MODIFIED see website
	Technical Support	62	>		
	Network Administration and Support**	62	>**		
**Note: Specialized certificates designed for students who are currently in the workforce and are returning to school to enhance or update skills.					
<b>Human Services</b>	Human Services	60	>	>	
	Human Services Case Aide	60	>		
<b>Information Technology</b>  <b>See Business and Technology for current IT programs</b>	Computer Application Developer (UWT Transfer)	64		>	DELETED
	Electronics/Wireless Telecommunications Engineering	55		>	DELETED
	Electronics Technician	54	>		DELETED
	Wireless Installation	54	>		DELETED
	Telecommunications/Field Operations	55	>		DELETED
	Information Technology: Application Developer	63		>	DELETED
	Visual Basic.net	62	>		DELETED
	Web Programming	63	>		DELETED
	Web Graphics	63	>		DELETED
	Network Security	62	>		DELETED
Transition to Wireless	62	>		DELETED	
<b>Office Occupations</b>  <b>See Business and Technology</b>					
<b>Paraeducation</b>	Paraeducator, Early Childhood Specialist	72	39 credits	>	
	Management of Early Learning		>		NEW see page xx
	Child Development Specialist		>		NEW see page xx

See website for updated individual course listings, including new courses and course deletions.

There have been some program-wide course changes with broad significance that we alert you to here.

The developmental courses have been re-organized for clarity. The changes are summarized in this chart:



All introductory science courses now have MATH 090 as a prerequisite.

For all math courses, a student has met a prerequisite if he/she has completed the required course earning a grade of 'C-' or higher within the last two years (as stated in the 2005-07 catalog, page 118).







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