STUDENT SERVICES

ACCESS SERVICES ................................................................. 253.566.5122
SERVING PERSONS WITH DISABILITIES

Access Services assures that students with disabilities have equal access to programs and activities offered at the college. Access Services’ staff is charged with coordinating services and fostering student independence. TCC is committed to making sure all students with disabilities receive appropriate accommodations. To receive academic accommodations, students must provide official documentation to the disability specialist. To learn about options and opportunities, please visit Access Service, located in the Assessment Center in Bldg. 18, or call 253.566.5122 to make an appointment, or visit www.tacomacc.edu/stuonline/disability/start.shtm.

CAREER AND PLACEMENT CENTER ....................................... 253.566.5191

The center offers extensive resources to assist students in making career and educational decisions. The center offers a number of valuable resources including:

► Washington Occupational Information Services (WOIS), a system providing access to accurate, up-to-date occupational and educational information specific to Washington State.
► Computer programs designed to help you investigate your learning style, personality and temperament.
► Career information files on hundreds of occupations.
► A career-job search library.
► Labor market information.
► College catalogs for Washington colleges and universities.
► Computer-Assisted Exploration Programs.

Individuals seeking full or part-time employment may contact the Job Assistance Center in Bldg. 18 for:

► Opportunities for assistance in finding jobs include postings of available full-time, part-time, temporary and seasonal employment, as well as assistance in exploring employment opportunities through the web and other Internet services.
► Assistance with job-search skills, including resume assistance and interviewing techniques.

EMPLOYMENT SECURITY .................................................. 253.566.5146

THE CENTER FOR MULTI-ETHNIC/CULTURAL AFFAIRS (MECA) .... 253.566.5025

MECA’s primary mission is to offer additional support services to traditionally under-represented populations of students to assist them in achieving their educational goals. MECA promotes academic excellence for all students. Programs and services offered include:

► Academic advising.
► Cultural information and resources.
► Scholarship and grant information.
► Emergency book loan.

MECA staff members advise clubs and play a key role in a number of campus activities including lectures, plays, concerts, and the Free Student Workshop series.

The center is located on the second floor of the Student Center (Bldg. 11); or visit the web page at www.tacomacc.edu/stuonline/meca/start.shtm.

CHILDREN’S CENTER ......................................................... 253.566.5180

The college offers a high-quality, affordable child care program designed to enable parents to pursue their education by providing a safe, nurturing environment for their children. Eligible four-year-olds can enroll in the preschool ECEAP program which provides 2-1/2 hours of free preschool per day.

The Children’s Center is a state-certified, nonprofit center, housed in a specially-designed building on campus (Bldg. 23). TCC students taking 10 or more credits are given priority for enrolling their children in the center. Children of faculty and staff are served on a space-available basis.

The center accepts children from 18 months to five years of age and provides a comprehensive program of activities suited to the developmental level of the children. Tuition is determined by a sliding fee scale, based on parents’ income. Center hours are 7:30 a.m.-4:30 p.m., Monday through Friday.

Students using the center are required to participate in a series of parent education courses. In addition, the center offers services such as family resource and referrals, developmental screening and assessment, and breakfasts, hot lunches and afternoon snacks.

Students can place their children's names on the waiting list by coming to Bldg. 23. Childcare grants are available through the TCC Foundation for eligible TCC students and their children.

COUNSELING CENTER ....................................................... 253.566.5122

The Counseling Center staff offers a wide variety of services to students in an atmosphere of mutual trust and confidentiality. Services available to students include:

► Counseling to assist in educational planning and resolving problems relating to studies.
► Counseling to address personal concerns.
► Counseling to assist in choice of academic major, program or career.
► Career interest assessment.
► Current information on educational and career opportunities.
► Classes in human development, career and life planning.
► Special-interest workshops/class presentations.
► Information on prevention and recovery from substance abuse.

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► Career interest assessment.
► Current information on educational and career opportunities.
► Classes in human development, career and life planning.
► Special-interest workshops/class presentations.
► Information on prevention and recovery from substance abuse.
Students

- 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.

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.

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.

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.

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.
OTHER SERVICES

COLLEGE BOOKSTORE ......................................................... 253.566.6085
New and used textbooks for all courses at Tacoma Community College may be purchased in the Bookstore, Bldg. 11. Art and classroom supplies, nursing uniforms, postage stamps, and monthly bus passes are also available. Special orders for books may be placed by anyone. Regular business hours are:

- 8 a.m.-6 p.m. Monday-Thursday
- 8 a.m.-5 p.m. Friday

Summer hours vary.

CONVENIENCE STORE .................................................... 253.566.6076
The Convenience Store is located at the north end of the Bookstore. We have soup, chili, hotdogs, nachos, coffee, candy and cold drinks. We also have various supplies: scantrons, health and beauty aids, newspapers and greeting cards. Operating hours are:

- 7 a.m.-8 p.m. Monday-Thursday
- 7 a.m.-5 p.m. Friday
- 9 a.m.-1 p.m. Saturday

Holiday and summer hours vary.

FOOD COURT ................................................................. 253.566.6023
The TCC Food Court is located in the Opgaard Student Center, Bldg. 11. A variety of food and beverages are available including a sandwich shop, smoothie bar, pizza counter, bagels, fried chicken, Asian food, and espresso stand. In addition, the grill provides both breakfast and lunch items that are available all day and fresh scones are baked every morning. Operating hours are:

- 7 a.m.-2 p.m. Monday-Thursday
- 7 a.m.-1 p.m. Friday

Hours vary during advising day, holidays, finals week and summer quarter. We are closed during professional development days.

Additionally, food and beverage machines are located in many buildings on campus.

HOUSING INFORMATION
Tacoma Community College maintains a listing of available off-campus housing for students and has information about students who are seeking roommates and/or housing. Contact the Counseling Center in Bldg. 18, for more information.

ID CARDS ................................................................. 253.566.5323
Photo identification cards are available through Student Life, Bldg. 11. The ID office is in the Opgaard Student Center. The ID card is used for access to the library, computer lab, math lab, and fitness center.

PARKING ON CAMPUS .................................................... 253.566.5173
Students are required to display a parking permit when parking in the designated student areas (red or unmarked spaces). Administrators, faculty, and staff are required to have a valid parking permit which authorizes their vehicles to park in the administrative or faculty/staff designated spaces. Failure to obtain a permit or to adhere to parking and traffic rules and regulations may result in fines or other penalties.

Security and parking information is given to each student during registration and to each employee at the time of his or her employment. Parking permits can be obtained in Bldg. 11.

SAFETY AND SECURITY OFFICE ..................................... 253.566.5111
Safety and Security is responsible for providing a safe and healthy educational and working environment for students and employees, the initiation and maintenance of an accident prevention program, and the protection of people and property. Members of this campus unit maintain parking controls, enforce traffic laws, investigate accidents, maintain a lost and found department and handle emergency situations. Students and staff are encouraged to report any unusual campus incidents to the office by calling 253.566.5111.

STUDENT HANDBOOK
The Student Handbook provides important information to TCC students. Published by the Associated Students of TCC, the handbook includes information about campus events, student programs, student rights and responsibilities, and other information students may need to know throughout the school year.

The handbook is available at the Opgaard Student Center, Office of Student Life and many other campus locations. It is also accessible online at www.tacomacc.edu/stuonline/handbook/start.shtml.

TACOMA COMMUNITY COLLEGE FOUNDATION ......................... 253.566.5003
Private gifts are payable to the Tacoma Community College Foundation, a not-for-profit 501(c)(3) corporation that accepts and administers philanthropic support for the college.

Through gifts and bequests, the Foundation is able to support a wide range of collegiate goals including scholarships and grants, childcare subsidies to TCC’s Children’s Center, emergency student funds, faculty and staff development, and capital projects. The Foundation receives grant funding from area corporations, foundations, and individuals who are dedicated to providing access to top-quality education in Tacoma and Pierce County.
STUDENT POLICIES AND NOTICES

AIDS
The college is committed to providing a safe and healthy educational environment and to providing education and information about the transmission and prevention of such chronic, communicable diseases as Acquired Immune Deficiency Syndrome (AIDS). Consistent with existing law and in the interest of all concerned, the college takes appropriate measures to ensure a safe environment through educational services.

EQUAL OPPORTUNITY EMPLOYER AND EDUCATOR
The principles of equal employment opportunity, affirmative action and nondiscrimination are fundamental to the mission, goals and objectives of Tacoma Community College. The college complies with all applicable federal and state laws designed to promote equal employment opportunity and affirmative action. The college is working to build a culturally diverse faculty and staff.

It is the policy of Tacoma Community College to provide an environment in which faculty, staff and students can work and study free from harassment or discrimination.

It is the policy of Tacoma Community College, District 22 to prohibit discrimination on the basis of, and provide equal opportunity and equal access to its programs and services without regard to, race, color, religion, national origin, sex, sexual orientation, sexual identity, age, marital status, status as a disabled or Vietnam-era veteran, or the presence of any sensory, mental, or physical disability.

The college will undertake a program of affirmative action as provided for by state and/or federal law. This policy is applicable to all the college’s educational programs and activities; student services and financial aid programs; use of facilities, purchasing, contracting and facilities’ construction activities, and all areas of employment.

The college is committed to protecting the rights and dignity of each individual in the campus community, and will not tolerate discrimination of any kind at any level.

If you feel you are being discriminated against, you are encouraged to seek help. For more information, please contact one of the following offices:

- Associate Vice President for Student Services: 253.566.5115.
- Human Resources: 253.566.5356.

The college’s policy statement and procedures for filing discrimination complaints is available from administrative offices, the Associate Vice President for Student Services office, the ASTCC president’s office, the Counseling Center, the Library, and Human Resources.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)
The Family Educational Rights and Privacy Act requires institutions of higher education to establish written policies and guidelines governing the review, inspection, release, amendment and maintenance of student educational records.

Tacoma Community College has established policies and guidelines to ensure that the education records of its students are treated responsibly in accordance with the act and U. S. Department of Education regulations.

TCC directory information is information which can be released without a student’s permission. It includes student name, degrees and awards. TCC will also confirm dates of attendance, dates of birth, major field of study, participation in officially-recognized sports and activities and the most recent previous educational institution attended.

Students should be advised that military recruiters may request address and phone listings as well as the above directory information without a signed release.

A student may request directory information be withheld from public release by filing an annual request with the registrar in Bldg. 18. However, the college may authorize designated persons and agencies access to students’ educational records under certain conditions listed in the college policy without the student’s consent.

Copies of the college’s student educational records policies and procedures may be obtained from the Associate Vice President for Student Services office in Bldg. 18.

Students may file complaints concerning alleged failures by the college to comply with the Act or regulations promulgated there under with the United States Department of Education (FERPA), Office of the Review Board, Washington, D.C. 20202.

RADIOLOGIC TECHNOLOGY PROGRAM PREGNANCY POLICY
For information on the Radiologic Technology Program Pregnancy Policy, contact the Radiologic Sciences program chair.

RESTRICTED SMOKING POLICY
Effective January 1, 2005 Tacoma Community College instituted a restricted smoking policy. Smoking is restricted to parking lots and designated smoking shelters located on the perimeter of campus. Violations of the policy may result in fines or other penalties.

STUDENT RIGHTS AND RESPONSIBILITIES
Admission to Tacoma Community College carries with it the presumption that the student will conduct himself/herself as a responsible member of the college community.

The Student Rights and Responsibilities Code identifies the rights that are guaranteed individual students and the responsibilities of students according to state law and college policy. The provisions of the code apply to all students whenever they are on campus or engaged in any college-sponsored activity or function. The following rights are guaranteed to each student:

- Academic freedom.
- Due process.
- Distribution and posting of approved materials.
- Opportunity to invite speakers to campus.
A student who commits any of the following offenses is subject to disciplinary action:

- Personal offenses (such as assault, disorderly, drunken or abusive conduct, false complaint or alarm, illegal assembly, trespass, sexual harassment, and possession of or use of firearms);
- Property offenses (such as theft, intentional or grossly negligent damage or destruction of college property, and unauthorized use of college equipment);
- Status offenses (such as cheating, plagiarizing, or tendering; forgery or alteration; use, possession, selling, or being under the influence of narcotics; being under the influence of alcoholic beverages except wherein official approval has been given; use, possession or distribution of alcoholic beverages on campus; failure to comply with directions of an authorized college official; smoking in “no smoking” areas; and unauthorized occupancy of a college facility).

Requests by students or college employees to initiate disciplinary proceedings should be submitted in writing to the Associate Vice President for Student Services within 10 instructional days of the date the petitioner became aware or could have become aware of the alleged violation of the code.

A student is subject to disciplinary warning, probation, suspension or expulsion for violating any of the above listed offenses. The Code of Student Rights and Responsibilities identifies the due process guaranteed to any student who is charged with violating provisions of the code. The Code of Student Rights and Responsibilities also identifies the grievance procedures guaranteed to students who believe their rights have been violated.

The college’s Code of Student Rights and Responsibilities is available in Student Life, the Library, the Associate Vice President for Student Services office and on the Student Services web page.

STUDENT RIGHT TO KNOW

Information published under the Student Right to Know Act is mailed annually to current students and employees. These publications include:

- Campus Safety and Substance Awareness Guide.
- Student Right to Know Guide.

New students are provided with this information during the new student orientation program. Copies of these publications are also available in the Students Services Administration office in Bldg. 18 and Security office in Bldg. 22. The Equity in Athletics Disclosure Act Report is available in the Athletic Department, Bldg. 9.

SUBSTANCE ABUSE

In accordance with provisions of the Drug-Free Schools and Communities Act of 1986 (Public Law 99-570) and its amendments of 1989, Tacoma Community College provides substance abuse education, resources, information, and referral focusing on the prevention and treatment of substance abuse.

Information on substance abuse prevention is available in the Counseling Center, Bldg. 18, 253.566.5122. This information covers the many health risks associated with the use and abuse of illicit drugs and alcohol, which include liver damage, heart disease, ulcers, brain damage, malnutrition, cancer, and damage to a developing fetus. These risks may adversely affect the learning environment, work and personal life.

Student use, possession or distribution of alcoholic beverages, narcotic drugs, or controlled substances or being under the influence of alcohol or illicit drugs on campus or at any college-sponsored event is prohibited. (Exceptions for use of alcoholic beverages may be made with permits and by approval of the college president.) Violations of this policy by any student may result in disciplinary warning, probation, or expulsion. In addition, state and federal laws make possession or distribution of illicit drugs and alcohol a crime subject to imprisonment, fine or both.

POLICY APPEALS

The college provides a process for students to appeal operating policy or procedures. Appeals are typically addressed to the manager responsible for administration of the policy or procedure. Policy and procedure appeals are usually subject to strict time limits – it is important to act upon a concern as soon as it develops.

Some of the rules by which TCC operates are state or federal law; in most situations, laws may not be appealed. College policies and procedures may be open to appeal. If you have questions about who to contact regarding your appeal, contact the Associate Vice President for Student Services office in Bldg. 18.
Students

TCC Lead
TCC Lead is a program designed to offer students new insights in understanding diversity and leadership development throughout the year. It is a series of conferences and leadership seminars focused on a variety of topics that will enhance student leadership development at TCC.

Artist & Lecture Series
Student Life coordinates a yearly Artist & Lecture Series. This series of events are cultural, educational, and entertaining. The Artist and Lecture series consists of concerts, lectures, exhibits and other performances. Events are both open to the college and local community. Events are published quarterly. Past events include appearances by Scott Cosso, John Echohawk, Farooka Gauhari, Magdalen Hsu-Li, Rosario Marin, Darren Motamedy, Bobby Seale and Blair Underwood.

TCC Clubs and Organizations
Clubs and organizations reflect the many diverse student interests that comprise Tacoma Community College. Participation in the clubs and organizations encourages educational opportunities; personal growth; and the development of social, organizational and leadership skills. Current campus clubs center around academic interests. Opportunities exist for starting new clubs and organizations as student interests develop or change.

Academics/Professional-Technical
- American Society of Mechanical Engineers
- CASA Student Organization
- Diagnostic Medical Sonography
- Image Intensifiers
- Lambda Juris
- Phi Theta Kappa
- Phoenix Club
- Rad Tech
- Student Nurses Organization
- Teachers of Tomorrow Club

Arts
- Clay Club
- Trillium (student publication)
- Una Voce (student publication)

Cultural & Language
- Anime & Japanese Culture Club
- Black Student Union
- International Students Organization
- Latinos United for Higher Education
- Muslim Student Association
- Native American Student Union
- Pride and Allies Club
- Russian Club
- Spanish Club

Student Life
The mission of Student Life at Tacoma Community College is to provide cultural, educational, recreational, and social learning that will enhance student horizons as individuals participate in campus life and prepare for the future.

Student Life at TCC is committed to be an active part of the diverse learning community and enhancing student learning outcomes. Students are challenged to extend the boundaries of learning through the programs and activities in which they become involved, the resources they utilize, and interactions with the multicultural community.

Campus Life at TCC is committed to developing student leaders. We believe the following are essential qualities of leadership:

- Awareness of self.
- Ability to understand and work well with diverse people.
- Ability and willingness to take action.
- Commitment to service.

Students are continually encouraged to contribute to the campus community in ways that can make a difference. Student leadership opportunities will enhance student success and campus community.

Student Leadership Opportunities at TCC

ASTCC Student Government
Student government provides for input of student viewpoints and interest in college governance. The Associated Students (ASTCC) executive officers provide direct representation of students in establishing policies and procedures that affect student life.

ASTCC Senators
Any student registered for credit may become an active participant in student government. Students become ASTCC senators by attending three consecutive senate meetings. Senate meetings are held bimonthly.

AS Productions
Associated Students Productions is a leadership training program which involves placing students into programming positions on campus. AS Productions plans, promotes, implements and evaluates events. These events are diverse in nature and may include educational, multicultural, recreational and social opportunities to enhance campus life.

Student Ambassadors
Students Ambassadors are a core group of volunteers who help with a variety of tasks in both the college and community. This offers an opportunity to work with a diverse group of student leaders and develop skills in community service.
Political
- College Republicans
- Students for a Socialist Alternative

Recreation
- International Soccer Club

Service
- Community Service Club
- Human Service Club

Other Campus Life Programs
For more information about Student Life, stop by Bldg. 11, call 253.566.5118, or check out our website www.tacomacc.edu/stulife.

STUDENT NEWSPAPER
Opportunities to develop skills in journalism, professional writing, editing and publishing are available with the TCC student newspaper. The Challenge is published bimonthly by and for students during the regular school year. It helps inform students about activities on campus and lets students gain hands-on experience in newspaper publication.

ATHLETICS
Both male and female athletes participate in TCC’s ten intercollegiate sports. The athletic program emphasizes both academic and athletic success for its student athletes. The Titans have a strong record in competition in the Northwest Athletic Association of Community Colleges (NWAACC). Each year many athletes transfer to universities to continue their academic and athletic pursuits.

Men’s varsity sports include soccer, basketball, baseball and golf. Varsity sports for women include volleyball, basketball, soccer, cross country, tennis and golf.

Athletic facilities include the TCC gym, Minnitti Baseball Field, an all-weather 400-meter track, a soccer field, tennis courts and the use of Oakbrook Country Club as home course for the golf teams.

To be eligible for athletic competition, a student must:
- Have passed 12 credit hours his/her previous quarter of attendance at any post-secondary institution.
- Must be enrolled in at least 12 credit hours during the quarter of participation.
- Must pass 12 credit hours to remain eligible in sports which overlap into a second quarter.

To compete in a second season of any sport, a student must:
- Have completed 36 credit hours from his/her first quarter of participation.
- Have an overall G.P.A. of at least 2.0.

Students may request a copy of the Equity in Athletics Disclosure Act report as filed by the Athletic Department each October. This report provides a summary of participation rates; athletically-related student aid; expenses related to athletics; revenue generated through athletics; graduation and transfer rates of athletes. Requests for this information should be made to the athletic director.

For information on athletic scholarship opportunities, call Athletics at 253.566.5097.