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Tacoma Community College has a resource center for ethics education, training and community outreach—the Center for Ethical Development (CED).

The Center’s mission is “to provide quality education programs in ethics.” Its vision is to be “known for its commitment to engage and connect TCC students and the broader community through programming and education. Students will have an understanding of broad ethical issues and a framework within which to make personal and professional ethical decisions.” Through CED efforts, students, faculty, staff and the community share in:

- Seminars and education programs customized to meet personal and professional ethics and social responsibility needs.
- Open public forums, informal discussions and community/faculty led ethics seminars, conferences, workshops and guest lectures incorporating professionals from diverse fields of expertise.
- Interdisciplinary courses and trainings offered on ethical issues in the practice of a wide-range of professions.

The CED is governed by an Advisory Counsel consisting of community leaders and TCC faculty, administration, staff and students. Participants in the activities of the CED enhance their ability to identify and explore ethical issues in their work and personal lives and to assess their own actions and responsibilities.

TCC FOUNDATION

TCC Foundation ................................................... 256.566.5003

The TCC Foundation was established in 1967 by a group of civic and business leaders dedicated to the continued success of Tacoma Community College. It is incorporated as a not-for-profit 501(c)(3) corporation to accept and administer private gifts on behalf of the college. The Foundation receives bequests and donations from individuals, corporations and foundations to enhance the quality of teaching and learning. Gifts to the Foundation benefit programs and activities that are not funded through state operating and capital budgets.

The purpose of the Tacoma Community College Foundation is to:
- Secure private financial resources.
- Enhance educational, cultural and work force opportunities that may otherwise be unavailable.
- Advocate for the college.

Annual gifts, multi-year pledges and planned gifts are used to support a variety of activities, including but not limited to:
- Scholarships and Grants.
- Library and Learning Resources.
- International Programs.
- Employee Professional Development and Awards.
- Early Learning Center.
- Academic and Student Programs.
- Athletic Activities.
- Arts Programs.
- Literacy and Developmental Education.
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DEFINITIONS

Accredited: Certified as having fulfilled minimum standards established by regional accrediting agencies. Indicates that course work is accepted by other colleges and universities.

Advisor: A member of the college faculty or staff designated to assist students in planning their programs of study.

Audit: Take a class without receiving credit.

Commencement: An annual graduation ceremony held in June.

Common Course Numbering: The Washington Community and Technical College system has adopted common course numbers, prefixes and titles for courses that are equivalent at many two-year colleges. These changes go into effect summer quarter 2008. The courses and their descriptions are not changing, just the course number and in some cases the prefix and/or title. There are changes to both common courses and non-common courses. Common courses are identified by having an “&” character at the end of the prefix, for example ENGL& or ANTH&. You can see a complete list of all the changes and more information at www.tacomacc.edu/ccn.

Counselor: A member of the college faculty who has special training in guidance and who assists students who have problems of an academic or personal nature.

Credit/Quarter Credit Hour: A measurement of college work. Ordinarily, one credit hour is given for one clock hour of attendance each week for a period of one quarter (11 weeks). In some cases such as laboratory courses, however, two or three clock hours of attendance each week are required to earn one credit or credit hour. A specified number of credits or credit hours must be earned for a degree.

Curriculum (Plural Curricula or Curriculums): The complete list of courses offered by the college. Also, a group of courses required for a specific degree.
Deficiency: Lack of credit in a course required for a specific program, graduation, or a degree. Also, a status imposed on a student because of low grades. See the Academic Review Policy.

Degree: A diploma awarded by the college which signifies a student has successfully completed a program of study.

Directory Information: The only information authorized for external release by the college without the student’s written consent shall include student name, degrees and awards received. The college may confirm dates of attendance, date of birth, major field of study, participation in officially-recognized sports and activities and the most recent previous educational institution attended.

Direct Transfer: The college has agreements with most of the public and private four-year colleges and universities in the state for the direct transfer of its students under guidelines developed by the Inter-College Relations Commission of the Washington Council for High School-College Relations. For transfer information, see the Degree section.

Discipline: A branch of knowledge or of teaching, such as Art, History, English, etc.

Distribution Requirements: A range of courses required for graduation with an associate degree, in addition to the major department requirements.

Division: An area within the college which is devoted to a group of related subjects e.g., Business, Humanities, Allied Health, etc.

Drop: See Withdraw.

Elective: A course which is not required for a particular program.

General Educational Development (GED): A program designed to meet the needs of adults who have not graduated from high school and who want to earn a certificate of high school equivalency. Passage of the GED examinations generally is accepted in lieu of high school graduation.

Grade Point: A numerical value assigned to a grade, as follows: each credit hour of A equals 4 points; B, 3 points; C, 2 points; D, 1 point; E and other grades, 0 points.

Grade Point Average (GPA): The numerical average obtained by dividing total grade points earned by total credit hours completed in a quarter. A cumulative grade point average is obtained by dividing the total grade points on a student’s record by the total hours he or she has completed.

Honors Program: A program with a two-year course of study for students with exceptional academic qualifications.

Honors/High Honors: A designation at graduation for students who graduate with a cumulative GPA of 3.33 or higher for Honors and 3.66 or higher for High Honors.

Incomplete: An incomplete is a grade given only when a student has done satisfactory work in a class but for some unavoidable reason has been unable to complete the course or take the final examination. Incompletes must be converted to a traditional letter grade within one year of their issuance or they revert to an ‘E’ grade.

Major: The subject or field of study to which the student devotes concentrated attention.

Non-Resident Student: See Resident Student.

Pre-Professional: A program designed to prepare students for later specialization in a particular field upon transfer to a senior college or university.

Prerequisite: A course which must be taken before a student is allowed to take another course. For example: MATH& 141 and MATH& 142 are prerequisites for MATH& 151.

Probation: A status imposed upon a student because of low grades, usually with specified conditions which must be met within a given period.

Quarter: A term of instruction consisting of approximately 11 weeks. The regular academic year consists of Fall, Winter and Spring quarter.

Quarter Hour: See Credit Hours and Quarters.

Registration: The process of becoming officially enrolled in a college. Registration usually is required at the beginning of each quarter. It includes the selection of courses and payment of fees.

Resident Student: A resident student is one who is financially independent and has had a domicile in the State of Washington for at least one year immediately prior to the first class day of the quarter for which he or she is registering and who has established a bona fide domicile in the state for other than educational purposes. A financially dependent student is also classified as a resident if one or both of his or her parents or legal guardians have maintained a bona fide domicile in the State of Washington for at least one year immediately prior to commencement of the quarter for which he or she has registered. See Admissions Procedures section for more information.

Withdraw: To officially stop taking classes before the 55th calendar day of the quarter. This must be done with an Add/Drop form.
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APPLICATION FOR ADMISSION

Shaded areas for office use. NO ADMISSION FEE REQUIRED

Social Security Number*  Student Identification Number (assigned by staff)

*To comply with federal laws, we are required to ask for your Social Security Number (SSN). We will use your SSN to report Hope Scholar-ship/Life time tax credit, to administer state/federal financial aid, to verify enrollment, for degree and academic transcript records, and to conduct institutional research. If you do not submit your SSN, you will not be denied access to the college; however, you may be subject to civil penalties (refer to Internal Revenue Service Treasury Regulation 1.6050S-I(e)(4) for more information). Pursuant to state law (RCW 28B.10.042) and federal law (Family Educational Rights and Privacy Act), the college will protect your SSN from unauthorized use and/or disclosure.

Date of Birth

Sex  Female  Male

Do you plan to transfer to a four-year college?  Yes  No

Quarter you plan to start:

Will you attend:

Options:

- Summer
- Fall
- Winter
- Spring
- Days
- Evenings
- Both
- Summer only

Intended major area of study:

Last Name  First Name  Initial  Previous last name

Address  Apt. No.  City, state and zip code

Name of last high school attended  City and State

Name of last college or vocational/technical school attended  City and State

Name of other college or vocational/technical school attended  City and State

Name of other college or vocational/technical school attended  City and State

Name of other college or vocational/technical school attended  City and State

Name of other college or vocational/technical school attended  City and State

Name of other college or vocational/technical school attended  City and State

Name of other college or vocational/technical school attended  City and State

Name of other college or vocational/technical school attended  City and State

Name of other college or vocational/technical school attended  City and State

HS CODE

Residency (for tuition purposes)

Have you been a legal resident** of Washington and lived continuously in Washington for the last 12 months?

If NO, how long have you lived continuously in the State of Washington?

**A student cannot qualify as a legal resident of Washington for tuition calculation purposes if s/he possesses a valid out-of-state driver’s license, vehicle registration or other documents that give evidence of being a legal resident in another state.

Were you claimed for federal income tax purposes by your mother, your father or your legal guardian in the current calendar year?

Were you the spouse or dependent of either (a) an active duty military person stationed in Washington or (b) a member of the Washington National Guard?

Residency (for tuition purposes)

U.S. citizen?  Yes  No

If not U.S. citizen, what is your immigration status?

- International student (with F or M visa)
- Visitor
- Immigrant/Permanent Resident. *Alien #
- Refugee/Parolee or Conditional Entrant. *Alien #
- Other (Explain)

Please check if you have been in Washington state foster care for at least one year since your 16th birthday.

GED test taken?  Yes  No

If yes, date earned:

- Yes
- No

OPTIONAL:

Were you raised in a home where at least one parent had earned a four-year college degree?

- Yes
- No

Resid. Code  Fee Paying Status  Admission Number

Student Type  Date Application Received

Signature

I certify to the best of my knowledge all statements on this form are true.

Today’s Date

Terminal

Tacoma Community College does not discriminate on the basis of race, color, national origin, sex, disability, sexual orientation, or age in its programs and activities.

06/09/08
TCCTacoma Campus Guide

1. Central Receiving • Duplicating Services • Facilities
   • Mail Services

3. College Auditorium

5. Art Classrooms and Studios

5B. The Gallery at TCC
   • Corporate & Continuing Education • Institutional Advancement
   • College Development • External Relations • Grants
   • Marketing and Communication • TCC Foundation

7. Welcome Center for Students
   • Access Services • Adult Basic Education (ABE) • Assessment
   • Career Center • Counseling & Advising Center
   • Enrollment Services • Records • Registrar • Registration
   • Running Start • SPRUCE • Student Records
   • Student Services Administration
   • Outreach & Recruitment

Learning Resource Center
   • Library • Computer Assisted Learning (CAL) Center
   • Media Services • Reading Center • Writing & Tutoring Center

8. Classrooms • Worker Retraining • Educational Talent Search

9. AmeriCorps • Faculty Offices • Fresh Start • Lesley University
   • Workforce and Adult Basic Skills Administration
   • Dept. of Corrections

10. Lecture Hall

11. Opgaard Student Center
   • Bookstore • Cashier
   • Center for Academic Support Achievement (CASA)
   • Convenience Store • Dining Services and Espresso Stand
   • International Student Services & Programs
   • Multi-Ethnic/Cultural Affairs (MECA) • Student Life Administration
   • Student Programs & Activities • Student Government
   • The Challenge (student newspaper)

14. Classrooms and Lecture Halls

15. Lecture Hall

17. Adjunct Faculty Center • Information Systems Services
   • Telephone Service and Repair • Telephone Operators

18. Administrative Services • Business Office • Financial Aid
   • Human Resources • Parking Permits • Security • Student IDs
   • Veteran Affairs

19. Health, Justice & Human Services Division
   • Math Advising Resource Center (MARc)

20. Arts, Humanities & Social Sciences Division • Faculty Offices

21. College Gymnasium and Fitness Center
   • Athletic Department • Physical Education

22. Classrooms

23. Children’s Center

25. Maintenance Shops • Maintenance Offices
   • Vehicle Maintenance

27. Classroom Administration Building (CAB)
   • Academic & Student Affairs • Classrooms • President’s Office

28. Information Technology Instructional Building
   • Business Division • Classrooms • Information Commons
   • Information Technology Certification Center • Info. Tech. Faculty
   • Institutional Research & Effectiveness Office • Music Classrooms
   • Professional Skills Center • Testing Center • WorkFirst Lab
   • eLearning Department

29. Science and Engineering Building
   • Science and Engineering Classrooms and Labs • Lecture Halls

30. Carpenter Shop • Grounds Shop

31. Early Learning Center (open fall 2008)