



***Grays Harbor College Reservation-Based
Associate of Arts Program
Student Handbook***

Table of Contents

Welcome ...President Ed Brewster – Grays Harbor Community College
Native American Ethics

Section 1: The Reservation-Based AA Degree Program

The Value of General Education
Reservation sites served
Hybrid design – “Distance Learning”
Study Leaders
Sequence of Courses in the Degree
Course Load
Placement Tests
Saturday Classes at the Longhouse
Weekly Site Study Sessions and schedule
Cultural Resource Management Certificate
Upper Division Program

Section 2: Help for Students

GHC Student Handbook Tips for Success
Tips for being a successful online student
Tips from Program Cohort 1 to New Students
Important referral addresses

Section 3: Policies, Placement, Money

Placement testing
Financial aid
GHC Academic Standards and Regulations

Section 4: Course Descriptions

Section 5: Calendar

Washington Online Calendar

Section 6: Contact Information

Faculty
Study leaders
Support Staff

Native American Ethics

1. Rise with the sun to pray. Pray alone. Pray often. The Great Spirit will listen, if you only speak.
2. Be tolerant of those who are lost on their path. Ignorance, conceit, anger, jealousy, and greed stem from a lost soul. Pray that they will find guidance.
3. Search for yourself, by yourself. Do not allow others to make your path for you. It is your road and yours alone. Others may walk it with you, but no one can walk it for you.
4. Treat the guests in your home with much consideration. Serve them the best food, give them the best bed, and treat them with respect and honor.
5. Do not take what is not yours whether from a person, a community, the wilderness, or from a culture. If it was not earned nor given, it is not yours.
6. Respect all things that are placed upon this earth – animal, people, or plant.
7. Honor other people's thoughts, wishes, and words. Never interrupt another or mock or rudely mimic them. Allow each person the right to personal expression.
8. Never speak of others in a bad way. The negative energy that you put out into the universe will multiply when it returns to you.
9. All persons make mistakes, and all mistakes can be forgiven.
10. Bad thoughts cause illness of the mind, body, and spirit. Practice optimism.
11. Nature is not FOR us, it is a PART of us. It is part of your worldly family.
12. Children are the seeds of our future. Plant love in their hearts and water them with wisdom and life's lessons. When they are older, give them space to grow.
13. Avoid hurting the hearts of others. The poison of your pain will return to you.
14. Be truthful at all times. Honesty is the test of ones will within this universe.
15. Keep yourself balanced. Your mental self, Spiritual self, Emotional self and Physical self- all need to be strong, pure, and healthy. Work out the body to strengthen the mind. Grow rich in spirit to cure emotional ails.
16. Make conscious decisions as to who you will be and how you will react. Be responsible for your own actions.
17. Respect the privacy and personal space of others. Do not touch the personal property of others, especially sacred and religious objects. This is forbidden.
18. Be true to yourself first. You cannot nurture and help others if you cannot nurture and help yourself first.
19. Respect others religious beliefs. Do not force your belief on others.
20. Share your good fortune with others. Participate in charity.

Count your life by smiles not tears. Count your age by friends, not years.- Author Unknown



Welcome to Grays Harbor College!

All of us associated with Grays Harbor College welcome you to the Reservation-Based Associate in Arts Program. By taking this step, you are choosing a solid path towards a bachelors degree and eventually on to a rewarding career.

We are proud of the partnership we have developed with The Evergreen State College and its Reservation-Based Community-Determined Bachelor of Arts Program. In addition, our partnering tribes have also been significant as this education opportunity has emerged.

Your success is important to all of us here at Grays Harbor College – we are here to help you in whatever way we can. Please don't hesitate to ask! We offer you an excellent faculty and staff committed to providing you with outstanding learning opportunities and services for all students.

I encourage you to become as involved as possible in the classes you are enrolled in here at Grays Harbor College. I know you will agree that enrolling and learning at Grays Harbor College is one of the best decisions you ever made.

Best wishes for a rewarding year at GHC in our Reservation-Based AA Program!

Edward J. Brewster
President

Section One: The Reservation-based AA Degree Program

The Grays Harbor College Reservation-Based “Bridge Program” is a direct transfer Associate of Arts (AA) degree. This degree can be transferred to any four-year college or university. In most cases, this degree will satisfy the general education degree requirements at any four-year college or university. **For best outcomes one must complete the entire offering.**

The Value of General Education

The Grays Harbor College general education philosophy is designed to help students become intellectually free people who make informed and enlightened decisions, not only in college, but beyond. Courses offered throughout the humanities, the social sciences, the natural sciences, and the professional / technical fields emphasize the most valuable and remarkable achievements of humankind, provide students the opportunity to integrate knowledge and skills from a broad base of content areas into their chosen programs, and encourage students to develop abilities in the following areas, including, for those in our reservation-based program, indigenous knowledge:

*** Disciplinary Learning**

Knowledge of content in prerequisite or transfer courses, as well as preparation for a career.

*** Literacy**

Skills in reading, writing, speaking, listening, and quantifying, as well as awareness and appreciation of learning styles and lifelong learning options.

*** Critical Thinking**

Competency in analysis synthesis, problem solving, decision making, creative exploration, and formulating an aesthetic response.

*** Social and Personal Responsibility**

Awareness of and responsiveness to diversity and commonality among cultures, multiplicity of perspectives, ethical behaviors, and health and wellness issues.

*** Using Information Resources**

Skills in accessing and evaluating information resources including campus resources, awareness of the role of information resources in making sound decisions, and command of the skills required to use appropriate technologies effectively.

*** Indigenous Knowledge:** Understanding the way knowledge is acquired, retained, expanded, and valued in indigenous communities.

In the Reservation-Based programs students create digital electronic portfolios to describe their accomplishments in general education.

Reservation Sites Served

This program was designed to articulate with Evergreen’s Upper division program so students would have a Reservation-Based Bachelor’s degree available to them but this is also an

Associate of Arts degree that transfers to any four year college or university. In Fall 2008 the lower division program (Bridge program) served students from Lower Elwha (Makah students can seek services here), Muckleshoot, Nisqually, Aberdeen/Shoalwater Bay, Squaxin Island, and Quinault.

The Evergreen Upper division program (leading to a Bachelor of Arts degree) is currently available at Lower Elwha/Makah (given enough students), Muckleshoot, Nisqually, Port Gamble/Suquamish, Tulalip, and Quinault. The Evergreen program meets twice a week on site and four times over a quarter at the Longhouse (4-Saturdays) and is comprised mostly of face-to-face classes. It is an interdisciplinary liberal arts program taught from a Native perspective. It prepares students to go into many different careers.

The Bridge program is designed as a hybrid “Distance Learning” program and capable of delivering a college education to six reservation sites (Nisqually, Squaxin Island, Quinault, Shoalwater Bay, Lower Elwha, and Muckleshoot).

This AA degree program is taught as a hybrid “distance learning” program where students take a combination of online classes and face-to-face classes to achieve this degree.

The online courses are taught by faculty from a variety of community colleges in the Washington State community college system. The online classes run exactly 10 weeks once they begin and assignments are due each week if not every other day. A typical online week (week 1, week 2, week 3, etc.) will begin on Thursdays and end on Wednesday night (11:59 pm). Grays Harbor College is the official home of this program and the place where students register and receive all services. The curriculum with the online classes is fast paced, challenging and collaborative with excellent faculty who are very student-centered. To serve students in this program, the faculty have made many changes to improve their instructional design and make their courses more culturally relevant.

The other piece of how one gets their education with this program is they attend “4-Saturdays over a quarter and at the Longhouse at The Evergreen State College campus (Olympia, Washington). The “4-Saturdays” with this program are where all the sites come together and engage in common classes. The morning class and depending on which quarter and year a student is in can consist of a speech/presentation course, a creative writing class, or the eportfolio project/class.

The Saturday afternoon class is comprised of all students from both the Bridge program and The Evergreen State College Reservation Based Community Determined program (RBCD) also known as the “upper division”. The class analyzes a central topic in “Indian Country” and presented and brought forth by researchers, scholars and Native American people from their indigenous areas. For example a well known scholar or individual who has compiled a great amount of information and research on the topic or issue can then present it in his/hers own perspective at these afternoon sessions. This is a highly engaging and interactive session with the program and it is also referred to as the “intergovernmental battlegrounds” class or “the battlegrounds class”.

The online courses are offered and provided through an entity called Washington Online (WAOL) and generally we try and have all the other students from all the other six-reservation sites to be in the same online classes with each other as much as possible. Washington Online serves all the 34 community and technical colleges in the State of Washington and has the ability to deliver online classes and instruction over an Internet based system and the program is known as “ANGEL” (7.3 version).

Washington Online has a student centered website that offers a wealth of information about success and performance in their online classes and that website is also where one **can login to their online classes!** The website can be accessed by going to <http://angel.ghc.edu>

To get to your classrooms please go to this website:

- Go to <http://angel.ghc.edu>
- Then click on the “Login button” (top right of the page).
- Then the “Logon page” should be displaying.
- Enter your USER ID number and PASSWORD.
 - Your USER ID number is **your entire Student ID number** issued to you by Grays Harbor College (example: 123456789 and no dashes)!
 - Next type in your PASSWORD. **Your PASSWORD is the first five letters of your last name.**
 - Click on “Logon button”! You should now be in your online webpage! Once you are logged in, you can change your password or anytime after that by clicking on the “Preferences” button.
- When you are logged in then you should see a desktop/screen with your name on it. The classes you are enrolled in will be listed under “My Courses.”
- Click on the “name of your class” you want to enter and begin your work!

Please keep in mind that WAOL provides 24 x 7 technical support for all its users. They offer a toll-free help line and the number is **1-866-425-8412** or one can go to this webpage for complete “help desk” services and information: <http://waol.org/help/default.asp>

Area Site “Study Leaders”

This project (the Bridge Program) will have a “**study leader**” assigned to work with you either in a “face to face” (f2f) fashion or “virtually” (by email). This person will be your ally, coach, and occasional nag to help you on your journey as you do your college work. **The study leader will convene a weekly study class at each site.** The overall intent of the weekly site class is to provide a “face-to-face” community that will contribute to student engagement, learning, and academic growth. **This class will help you become organized, ask and answer questions, get assistance and answers with any concerns or questions you may have of your courses or of the program.** Always please check with your “study leader” regarding how to perform functions within the “ANGEL” platform and your site “study leader” can help you immediately with any questions like how do I log into my online classes or when are the Saturday classes or can you help me find a ride to the Saturday classes or whatever it may be? The study leaders are very resourceful and will do their best to answer any questions you may have of the program or

of what you are seeing on your computer screen and they seek solutions for best possible outcomes with your questions.

The study leaders consider it a privilege to work with you. They have been selected because they are wonderful role models and mentors. You are expected to attend the weekly site class in your community and for a list of current study leaders and their contact information, see the site study leader contact list at the end of this handbook.

Sequence of Courses

The courses in this degree and the sequence of offering are indicated below. Many of these courses are available year-round but enrolling in the sequence indicated below will ensure that you are in the same course as most of the other reservation-based students.

Quarter	Year 1	Year 2	Year 3
Fall Quarter 2009	First Year Orientation (1 cr.) held at the Longhouse (FYE 102) Health & Wellness 101 (5 credits) English 101 or English 95 or Eng 060**(5 cr.) Saturdays : FYE 102 (2) Battlegrounds (1 cr.)	English 102 (5 credits) Anthro 210: Indians of North American (5 credits) Saturdays: Seminar (2) Battlegrounds (1 cr.)	Earth Science 102 (5) Math 107 (5) Upper division Saturday Class (optional)
Winter Quarter 2010	Cultural Anthropology (5 credits) Library 120 (5 credits) Saturdays: Speech (2 cr) Battlegrounds (1 cr.)	Anthro 220: Northwest Coast Peoples (5 cr.) American Govt 202 (5 credits) Saturdays: Writing class (2 credits) Battlegrounds (1 cr.)	Anthro 204: Archaeology (5 cr.), Astronomy 101 (5 cr.) Upper division Saturday Class (optional)
Spring Quarter 2010	Biology 100 (5 credits) Art Appreciation 100 (5 cr.) Saturdays: Speech (2cr) Battlegrounds (1 cr)	Gen Psych 100 (5 cr.) Music Appreciation 105 (5 credits) Saturdays: Upper division Saturday credit (optional & available)	
Summer (optional)	English 95 or 060 Dev Ed Math 60,70, 95, 98 Other courses	English 95 or 060 Dev Ed Math Other courses	English 95 or 060 Dev Ed Math Other courses

* Actual courses and sequences may vary depending upon college credits student transfers in and need to take pre-college English and mathematics courses. Most courses are available every quarter but we attempt to have our students take as many of the same courses as a cohort as possible.

** Note: dev ed math and dev ed English will be offered at various levels (English 60, 95 and Math 60,70,95,98) appropriate to student placement test scores

By being in the same classes (as a group) the hope is that everyone will move through and help each other as much as possible and work together on understanding the assignments and learn from each other and feed off of each other all in the hopes of building successful outcomes with their classes.

Course Load

Students typically enroll in two online courses (5-credits each) and two “face-to-face” courses (a 2 credit humanities course on the Saturday mornings and the 1 credit “Battlegrounds class” on the Saturday afternoons at Evergreen’s Longhouse) also known as “the 4-Saturdays”. Students also attend the “weekly study sessions” as a program requirement and for optimum success with the program. The “study session” is a place to get weekly help and to have quality study time and to perform any tasks with your classes using the site computer lab. By using this time effectively and learning from these interactive sessions one begins to master the functions and tasks associated with being in a distance-learning program. The student may also enroll for less credit depending upon their other time commitments? Online courses demand considerable time and have multiple assignments each week. ***Register only for the number of courses you can do!***

Placement Tests

When a student enters the program they are given a placement tests to assess their skills in writing, reading and mathematics. The placement test helps us place students in the appropriate courses.

Saturday Classes at the Longhouse

All students are expected to attend the Saturday morning and Saturday afternoon classes at the Evergreen Longhouse and please keep in mind there are only “4-Saturdays” over the quarter. That’s not too much to ask for being a college student nowadays and please do not miss any of the Saturdays as participation is a vital piece that helps with everyone’s learning and interaction and when you miss one everyone loses out on ones contribution to the course. The Saturday classes at the Longhouse are the primary time for the upper and lower division students to interact and network with each other and engage in various other student activities that take place on the Saturdays and valuable insight is gained as well as differing perspectives from this interaction. This engagement happens in both the morning class and the afternoon class and even over the lunch (student activities meets). Study leaders are always welcome to attend any of the Saturdays. Attendance is taken at these Saturdays and is mandatory. If you are going to be absent from a Saturday session please notify the instructor as soon as possible. **There is a strict policy on “attendance” and “make-up assignments” that all students should understand and adhere too.** Also if a student is receiving Federal Financial aid in support of their education then it is mandatory for them to absolutely attend the first Saturday session! If

they miss the first Saturday session they will have to pay back any federal financial aid funds they receive due to missing the first Saturday session. There is a liability rule/clause with those who receive federal financial aid and don't attend the first Saturday class and so please be aware of this extremely important liability rule. This only applies for those who receive Federal Financial Aid funds.

Students are asked to arrive by 8:30 am at the Longhouse and it's a "meet and greet time" (free time, coffee time, bathroom, etc.) and then the opening of both programs begins at 9 am with introductory comments from all programs in attendance. The students then attend their morning courses which begin promptly at 9:30 am. Evergreens Upper division students attend a choice strand, which also gives them an opportunity to be involved in a Bridge program morning class.

The morning class for the Bridge students depends on a student's class standing. First year students take FYE and Public Speaking (Fall, Winter, Spring) and it's taught by Cindy Marchand-Cecil and then second year is comprised of eportfolio development (fall/winter) with Cindy Marchand-Cecil. Although the main audience of these morning classes is for the "Bridge students", upper division students can also enroll in these morning classes too (speech/writing/eportfolio).

Lunch is "brown bag" and on your own and generally from 12:30 pm to 1:30 pm. It's "brown bag", which means bring your own lunch and bring enough food and snacks for the day and for your children if they attend. Please do not leave the campus for lunch and there is an all you can eat buffet at The Evergreen campus and it's downstairs from the bookstore and there is also a deli on the same level as the bookstore and in another building. Leaving campus has been known to make students late on their return with the afternoon Battlegrounds session.

Children join their parents during lunch (for those that use Evergreen childcare) and sometimes the kids will bake some bread or make a dessert or a side dish and bring it over during their lunch time to share with you. I believe childcare is available to the bridge students by prior arrangement and if you are considering using the Evergreen childcare center then please let Michelle Wells know immediately.

The afternoon classes in the fall, winter, and spring is organized around a class called "Battlegrounds in Indian Country," and this class is taught using some of the new "native case studies" that Evergreen has initiated and developed. These sessions use guest speakers associated with these important topics and students have found this to be an unusually engaging part of the program and since it involves current issues in "Indian Country" and lots of active discussion takes place within this class. All students must attend the afternoon session and classes end about 4:15 pm and please have a safe drive home.

The entire "Saturday dates" for the 2009-10 year will be at The Evergreen State College campus and at the Longhouse.

Fall Quarter 2009 – **Oct. 3rd, Oct. 24th, Nov. 14th, Dec. 5th**
Winter Quarter 2009 - **Jan. 9th, Jan 30th, Feb.20th, March 13th**
Spring Quarter 2009 - **April 3rd, April 24th, May 15th, June 5th**

Site Classes with “Study Leader” meet as follows:

Site	Bridge Meeting Day/time
Quinault: at mini-mall class room	Thursdays 2:30pm-5:15pm
Nisqually: at Library/Ed Center	Thursdays 5pm – 8pm
Lower Elwha: Ed Center behind gym	Individualized meetings, yet to be determined and dependant on site enrollment.
Muckleshoot:	Not available at this site. Will use virtual study leader services.
Aberdeen/Shoalwater Bay: upstairs of GHC Library	Individualized meetings but thinking Tuesdays and beginning at 1:30 pm.
Squaxin Island: at Learning Center (upstairs of Ed building)	Mondays and at 1:30 pm - 3pm

A Cultural Resource Management Certificate

In addition to earning an AA degree with Grays Harbor College, students may earn a certificate in Cultural Resource Management certificate by taking two additional Anthropology courses and doing fieldwork through South Puget Sound Community College. Many of the other courses in this certificate program are in the same AA degree offering that the Bridge program includes with its offering. Please see South Puget Sounds website for further information at <http://www.library.spscc.ctc.edu/crm/crm.htm> or contact Dr. Dales Croes (see faculty list) for additional information of this Cultural Resource Management Certificate.

Evergreen’s Upper Division RBCD Program

The Upper division Reservation-Based program offered through Evergreen faculty and the college is comprised of Junior and Senior standing only and leads to a Bachelor of Arts degree (BA). That program has recently made a number of enhancement changes with their curriculum offering. These included adding a tech tools requirement (that many bridge students can complete before entering the upper division program) and a new “Great Books” series of independent study courses. In addition, the program has a set of themes for the next three years and a common core course taught each quarter at all sites. Electronic portfolios (Eportfolios) are part of the Upper division program and all graduating seniors are expected to write summative self-evaluations. Bridge students also do a couple of sessions comprised of eportfolio works as a way to prepare for future exposure with that project and curriculum.

Section Two: Help for Students

Candid remarks of “what the Bridge program coordinator (Mark Ramon) wants to share with you about this program”

This program is referred to as the lower division from the perspective of the Evergreen folks and they know it as “the Bridge program” and I try and generally refer to it as “the bridge program” too. This program is designed to give one instant access to ones college education and at places where it was not possible before (distant and remote areas especially) and I think this is a great opportunity for the six reservation sites it serves (Quinault, Shoalwater Bay/Aberdeen, Squaxin Island, Nisqually, Muckleshoot, Lower Elwha). This type of outreach was not available in the past and it’s a proven design with nine graduates in past four years with the potential for a few more this upcoming year (2009-10).

The way it works is it combines the offering of two online classes and/in conjunction with four-Saturdays each quarter at Olympia and at The Evergreen State College campus (The Longhouse) and this is the pathway for one to obtain an AA degree. All the parts are there and all one needs to do is follow the curriculum path and pass all the classes and one can get their two-year degree in about two and a half years (if they are a new student and at a full time status). It’s the combination of these two parts (online and Saturday classes) that give this program the hybrid-description. Hybrid in this case is used to describe the combination of two things, the online classes and the “face to face” live interaction held that is held on the four-Saturdays at Evergreen.

Bear in mind that this program uses a majority of online classes (typically two each quarter for 10 credits) to get the education you need to achieve the degree and so I think a majority of ones efforts will be applied towards succeeding in those classes but don’t forget the importance of the 4-Saturdays too. Keep in mind these are not computer classes and part of the profile of doing this is that one come in with computer skills already, such as able to type (keyboard), able to type up a paper, able to save that work, able to edit that work, able to file that work, able to do email, able to attach a file, able to surf the web, have a computer or access to one, able to retrieve ones work and also have the strong ability to do work on your own (get at and do the work). Don’t forget about the four-Saturday classes (regular classrooms with teachers) as those are just as important if not more so than the online classes and remember one must pass all the classes with this program in order to obtain the AA degree (every class counts towards the AA degree). The Saturday classes are not online classes but they do rely heavily on email as its form of communication with you.

Typically an “online week” with this program begins on Thursdays (midnight or 12:01 pm) and ends on Wednesday nights (11:59 pm). The online courses run exactly 10 weeks once they start but there is a pre-week (week zero) and this is the whole week before the actual first day of online instruction begins (week zero - September 17-23rd). This pre-week or Weekzero (the whole week) is for the student to check their login sequence to make sure they are able to get into their online classes and to make sure they are in the right online classes and to read all the directions associated within their online class (the syllabus et.al.) and to get or order their book(s) and so it is an important week for students to know this and perform this over this week

(Weekzero). One also uses this week to get comfortable with what they will be seeing and doing within their online environment and to troubleshoot any glitches or barriers. Please be aware that once the online classes' start (first day of online instruction) that they will continue for 10 weeks straight and then they will conclude on a Wednesday night. The four-Saturday classes have their own schedule too and of course all within this program and we meet 4 times over the quarter (The 4-Saturday piece) and generally a quarter is 11 or 12 weeks long. Grays Harbor College is on a quarter system (fall, winter, spring, and summer for those who do summer). As you are aware, it is important not to miss a Saturday class as that could potentially affect 25% of ones grade. To me, there are many nice features with this program and one of my favorite is that we/one only needs to meet 4-times over the quarter and that's it! To me, this beats a daily commute (distance and sitting in traffic, paying for gas daily, etc.) any day and so it's important that you make all of them and even if your running late that day please still show up! The afternoon class does not start until 1:30 pm and attending is better than doing the make-up assignment.

Please become familiar with the "online dates" (week zero and the start dates and the end dates) and "the 4-Saturday dates" and fortunately for you we as a program have it all packaged together within each college quarter. Then at the end of these dates the college quarter will come to a close. Our institution (Grays Harbor College) has its own calendar and that is what this institution goes by. The concluding dates have important information such as when grades will be available and when we return for the start up of the next quarter and so on. Please make sure you become aware of the duration of the college quarter and our institutions calendar can be found in inside pages of our college catalog. For the Bridge program we have worked out the best possible dates that fit this distance education offering and then package all that up and present the program to you. Another nice feature of this program is that there is minimal commute involved with this program and we do have to travel to Olympia but I think that is better than trying to go to a main campus five days a week for eleven weeks straight and try to be there at a certain time! Please keep in mind that possibly some site students may want to carpool or ride share when it comes time to make a Saturday class. I think on a personal note I would rather travel 4 times to Olympia then do a daily commute to a main campus especially given what gas prices could be doing and it's less strain on a vehicle?

Generally distance education has the ability to reach students who typically can't make it to the main campus for a variety of reasons (i.e. work obligations, transportation issues, family obligations, etc.) and therefore this program is designed to deliver education through the internet and make it available 24 hours a day, seven days a week and no travel is involved to get to these classes! One can be in their classes in a matter of seconds and if one has internet at home then they can do their classes from home! Online classes are highly efficient too as they don't pollute and there is no need to travel when one is doing an online class so the car is not polluting the environment. One saves time and money as they do an online class as one can be in their classes instantly and not spend time and fuel traveling to get there.

Please plan on spending at least two to three hours a day (or more is fine) or every two days for studying. The time you apply can also be for reading your assignments or reading your textbook or working on your paper and it doesn't necessarily have to mean being on the Internet all the time. Keep in mind when you are online use it effectively by reading your announcements and course documents and everything else emphasized by your instructors and correspond with the

other students in your classes while you are in ANGEL. Read other students postings and post your responses too! Much of this will get easier the more you do it and generally overall it will get better as ones skills get stronger but at the beginning it will feel overwhelming and that's normal.

Besides online classes this program has always valued the idea of traditional learning (instructor/student engagement in the classroom setting) and that is one reason why regular classes are held on the 4-Saturdays at the Longhouse, plus by Evergreen being a partner they provide instruction too so you are getting Evergreen exposure as you do this program. Not everything for this degree is available online or can be done entirely online and so these Saturday classes hold great value and the Saturday classes do apply towards ones AA degree and like I mentioned earlier everything that you do with this program applies towards your AA degree.

The Saturday classes are not online classes but they do use the email system to communicate with you and it is used to send you the information that needs to be read before any upcoming Saturday classes and so please always check your email and daily for best results.

Some of the best advice I can give you is don't fall behind in any of your classes and communicate at all times with your instructor and use your study leader and/or any student support services that are available to you, especially if you are falling behind or having difficulty performing certain tasks. Please do all your assignments and become familiar with how your instructor wants them done and submitted. Everything is based on earning points and by doing all your assignments will earn you valuable points. This will get better the more you do it and for a couple of weeks, especially at the beginning, it will seem overwhelming but as you become organized and learn how to submit your assignments things will smooth out. Please continue to stick with it and don't quit! Remember many before you have gotten through this too and just need to hang in there and do the work and submit your assignments and then you'll start to feel better and start to know that you can do it. If at anytime you have questions please reach out to your instructor immediately, don't wait to reach out to them. Reach out to them immediately that way you get a response sooner! Use the email or the phone to contact people immediately and email your instructor if you are having difficulty understanding what's being asked of you that way you receive clarification of what to do? Use the study leader to help you in understanding how to perform certain tasks.

Once all your classes are over (the end of the quarter with Grays Harbor College) then grading will be done and it is done by the instructor (teacher) and according to how many points you earned will determine what grade you earned and what grade will be submitted to our records department. One can generally know their grade by figuring it out themselves or by asking their instructor but when one wants their "official grade" they will have to wait until "official grades" are posted within the college records system. Grades are usually posted a week or two after the online classes end. I also believe the online classes have the capability to show ones points throughout the quarter as they complete each assignment. Generally official grades will be available the following Tuesday after the main campus finals (see institutional calendar in catalog). The annual schedule of the institution is in the GHC college catalog and/or can be found on the GHC homepage (www.ghc.edu).

Grades or report cards are not mailed to ones house; the student retrieves them off the Grays Harbor College homepage (www.ghc.edu) and on their own. One will need to know their “student ID number” (SID) and their “Global PIN” number in order to retrieve their grades off the GHC website (the grades are the unofficial transcript request) and to perform other functions off the GHC webpage. These two codes are mailed to one once they apply for admissions and please put them where you know where to find them. As a tip one should always keep papers from the college (ones they don’t need to turn back in) or make copies of important ones for future reference or make a home filing system to keep these important copies while you do your academic career.

Generally, I (Mark Ramon, program coordinator and program advisor) will use the email system to also email announcements to you and of how to do things or informational items such as, how to retrieve ones grades off the GHC website or when are grades are available, when is “W-Day”, what is W-Day, and depending on what needs to be announced is when I send my messages and it’s also a way to try and keep you informed of what’s happening with the program or the college? Please keep an eye out for my emails and if you have any questions on any of them or anything else please feel free to email me back and ask. I generally title my announcements “Marks Messages: and then I place message here” and they are general education announcements related to our program and happenings at either institution (Grays Harbor College or Evergreen college).

On another note, I am also the/your official “advisor” for this program (GHC Reservation Based Bridge program-AA degree – Tribal program) and I do communicate with you at times individually about this program and your progress. I am open to any questions you may have of this program and one of the main questions I get a lot of and that is of how do I get my books? That question can be a rather short answer or a rather lengthy one and it all depends on how you are paying for your books? It also depends how far you are from our campus (as shipping will need to be figured in). There can be many factors involved in this question but I am glad to say we have a lot of this already worked out and I am happy to report it’s worked well the past 4 years. What I will do is elaborated on various scenarios and with how students in the Bridge program receive their books?

How does one get their books? This of course is a very good question and a very important one too! In fact it could probably be one of the most important questions of them all (other than paying for your tuition) as you will need books for your classes and of course you will need the right ones (books/texts for your specific classes)? The fact of the matter is there are many ways one can get their book(s) and what it comes down to for most is “what is the best identified way for one (you the student) to get my books”? Or what mechanism works best for you to obtain your books? And that is what the question boils down to or that’s the overall goal once someone has paid their tuition.

Given I said this, I want you all to know that our bookstore (The Grays Harbor College Bookstore – 360-538-4105 or 1-800-562-4830) has all the books for our program and they have been pre-ordered and are on their shelves and right now and ready to sell to you! They are there right now for you to purchase! Here’s another tip about the books and the books can generally be purchased two weeks before the start of each quarter **but please call our bookstore prior to**

making any long journeys to our campus, as this is to make sure the bookstore is ready to sell books and to make sure they have the book on hand (the book could be sold out or not in). If you use or have a book account set up you will want to call our bookstore first to make sure the book account is active and ready to be used. This only applies to those who have book accounts set up to charge their books. There are many ways a sponsor (i.e. tribe or whoever) can set up an account for their clientele. Before I get too far into some of this let me go back to one of my original questions of books? How do I get my book or books?

Again, great question and depending on how you will be paying for your books or if someone will be sponsoring you for your book purchases then this will help determine how you get your books. What I want to do is list some examples of how previous and current students obtained their books and this should help in understanding some of this. I will probably start out with one of the simplest ways to purchase ones book(s)?

Some students are fortunate enough to be somewhat nearby our campus (within an hours drive or a couple of minutes) and for those students they can generally come up to the campus and in person to purchase the books directly out of our bookstore and it's as easy as that! They come in and they have their student schedule in hand and then they pull their books off the bookstore shelf and then they take them over to the counter and pay for them. They now have their books.

Of course they will either need money to pay for the books or if they have a sponsor (i.e. tribe or another entity) then they will have to have an account active and set up? And what an account does at the bookstore is it allows one to purchase their required books! If a sponsor wants to set up a book account for their clientele (student) then all the sponsor needs to do first is call the GHC bookstore (360-538-4105) and ask them what kind of information the GHC Bookstore needs (support letter and fax number) in order to have an account set up. Establishing a book account will work for whether one lives down the block from the college or if one lives 3,000 miles away from the campus. I mainly want you to know that it is not too difficult to get an account set up if you have a sponsor who is willing to pay for your books and if the sponsor is willing to call the bookstore and inquire of how to get it set up and of course do up a supportive letter on your behalf? Before I get too far into stuff I want you to know some contact numbers.

I want you all to know what the Grays Harbor College Bookstore phone number is, it is 360-538-4105 or 1-800-562-4830 and the bookstore is also set up to ship ones books to their home (Fed Ex to ones home) or to the tribal department. Depending on where someone wants to get their books sent? For most who live a long ways from our campus this is probably the best way to order your books (have them Fed Ex to you). Here is another example of how one can get their books.

There will be some students who live close to the campus and if they have federal financial aid then they can come to the campus in person and inquire of how to get their books or if they want they can pick up the phone and call the bookstore and ask when and what is the best way to get their books? If this student has federal financial aid then they could possibly get their federal financial aid check Monday September 21st (which is the first day of fall quarter for our main campus) and pick up their financial aid check and then cash it at our college and then go over to our bookstore and buy their books.

The next question I get a lot is how do I get an account set up for me so I can purchase my books? Part of this is if you have a sponsor that is willing to pay for your books and if they are willing to type up a supportive letter on your behalf? The sponsor can always call the GHC bookstore anytime and ask them what they need so an account can be set up on a student's behalf. Our bookstore is very willing to work with practically anyone, not a problem.

Of course in all this process then at some point the sponsor or tribe (or whomever) will want to know "how much" all your books will cost (the total of all your books)? This is a very good question? This will mean getting the total of the books, the shipping (if you are doing the shipping option), and then the tax (since they are purchased out of our bookstore in Aberdeen there is tax involved) and then finally what the grand total is of all this? The total of everything!

If you can figure this out then you have done most of the work that the sponsor maybe seeking or needs. A fax or some faxing may need to be done by the sponsor once a total is obtained but that is usually not a problem as one will have all the figures down by this time and in the document that needs faxing (support letter to the bookstore). This will bring me to the next set of information I want to share with you. How do I find and figure my total of all my books or how much do all my books and shipping and the tax come to?

Very legitimate question of course and **how do I know what books I need and where do I find the prices of my books for my classes?** To find out what books one needs for their classes then one must have their "student schedule" in their hand (I postal mail you your student schedule) and if you don't have a schedule one can pull up a schedule off the GHC homepage (student schedule) as long as they have a student ID number (SID) and their "global pin" number. I am also willing to fax you a student schedule (or mail you one) if you want.

There are codes on your student schedule and it's these codes that are next to your classes listed and they are the "item number" and the "section number" and it's these codes that let everyone know exactly what books are required for that particular class!

Once you see or identify these codes then please write them down (write them down on a blank sheet of paper as you will be doing figuring on them) and then go to the GHC Bookstore website (www.ghc.edu/bookstore) and then click on "current course list" and then you will see all the books alphabetically listed. Then all you do is look for your class from your schedule and then look on the "current course list" for your classes and then find your class and make sure you have the right code (item number and section number) and once you see it then write it down (what that book costs is located far right column)! Keep in mind that there may be more than one book required for a class and so look carefully at the current course list and double check to make sure that you have all the information. Also some classes will require no books.

We as a program for fall quarter 2009 we have three classes that do not require a book (FYE 102 the one credit option, HUM 107, and HUM 110) and so if you are registered for anyone of these classes then there is no book required for that class.

When you do your figuring please note down the amount of the book, the title of the book and what class the book is for as you will need to total all your books and especially if your tribe/sponsor wants you to show all the figures (itemize). Once you have the sub total (books only) then ask the bookstore for the shipping fee amount and then the tax amount (call the bookstore and ask for these two items) and then total it all up and then that's your grand total! Again make sure you are writing all this down as your sponsor will want all this information and its best if you write it clearly.

Please try not to worry if you can't figure it out and it will become easier the more one does it and mainly what I want to happen is that you understand how to figure ones book costs out. If you need assistance with this you can call me and I will be more than willing to assist you. It boils down to math and the bookstore and I bet your sponsor will want you to do the majority of the figuring (the itemizing and the total). The only thing I don't know is the tax as the tax is different and depending on what county you are in is what the tax will be? I know you may think this is a lot to do but it's actually relatively simple. I have done this figuring many times and it boils down to three things and the three things are the sub total (total of all your books), the tax, and then the shipping rate (if you want them shipped to your home) and then total these three things up and there is your grand total (quit simple, I think).

If someone is paying for their books themselves (supporting their own education without a sponsor for books) and they are at a great distance from our college then they will need their student schedule in hand and a credit card and then call the bookstore and the bookstore will take their order over the phone and then ship them their books! Or there is an order form on the Bookstore website and one can use that too.

If someone is paying for their books themselves and they are nearby then they should just come up to the main campus and purchase their books in person from the GHC Bookstore!

If someone is paying for their books themselves and are at a great distance and also know they will be getting federal financial aid then they should use a debit card or credit card to purchase their books from the GHC bookstore and then when they get their federal financial aid check in or come through then when they get the check they can put it in their own bank account.

Sometimes the bookstore will suggest you purchase used books as a way to save you money. Not a bad idea especially if you are footing your own bill with your education!

Again as you see there are a variety of ways one can purchases ones books and try and think of the simplest method for yourself as you look to obtain your books? And if you want my suggestion as to what may be the simplest and quickest way to obtain your books then by all means please give me a call (306-538-4090, Marks direct line) or send me an email (mramon@ghc.edu) and I would be happy to let you know what I think? I have worked with many tribes over the years and my goal is to get the books to you as soon as possible and to use the simplest process. I know some of this may not sound simple but I do know that the most important thing to accomplish (aside from paying your tuition) is for you to get your books and as soon as possible, that way you have the material to do your class(es) and hopefully be successful.

I feel I am going on too much and so in closing I want to say a few things and that is you will need your family support in this as you do your education and you will need a spot to study at your house, you will need to be strong and balanced as you do each quarter, you will need supplies (backpack, notebook, 3-ring binder, etc). You will need to turn off the TV at times and get at your studies or you will need to just get at your studies with all kinds of noise going on and that's ok too as long as you can accomplish your assignments. Whatever works for you is what you should or need to do? You will need to get at a computer or have access to one and you will need to know how to use your email and how to create a word document and how to add more length to that document and how to save and retrieve that document. You will need to type out your responses and feelings and post them in the online classroom and you will need to rise early on four Saturdays but then again it's worth it rather than making daily trips (5 days a week) and enduring a long daily commute and so it's better to rise early on those four Saturdays. You will also be rewarded by being exposed to an education that was not there before and by communicating with some of the best professionals in their business. You will become increasingly more knowledgeable about the world around you and around others. Remember to take care of yourself and your family and to also have a little fun while you do this program and a college student and we have put together a program that can possibly fit in your busy life but it works best if you set aside time for us and to do what is asked of you. Look forward to you being a student in this program and always look forward to seeing you at the Longhouse and communicating with you on those 4-Saturdays and I wish you the best each quarter and if I or anyone within this program can help you along the way then let us know and we will do our best to help you.

Kind regards, Mark Ramon.

TIPS FOR SUCCESS

Start early in Zero Week: Zero week or pre-week is when online classrooms open a week before the actually first day of online instruction. It is the week before the official start date of the online class and it's called Weekzero or Zero Week or the pre-week. This is a time to get organized, look over and print out the course syllabus and a good time to start to organize a scheduling notebook of your classes. Constructing an organized notebook of each of your classes can be a very helpful idea or tool for success with it. Also post your biography (introduce yourself in the online class) since this will trigger and enable your financial aid to be released. Get to know your teacher and fellow students by reading all postings and emails of them. Many faculty (instructors/teachers) give extra credit for participating in zero week assignments and it's a great way to get acclimated with the ANGEL environment (where online classes take place).

Attendance: There is a direct relationship between attending class and success in a class. It is essential that you attend class. Faculty members (instructors/teachers) determine their own policies of their classes in regard to make-up work and penalties due to absences. Students who are absent must assume the responsibility of inquiring about those policies with each of their instructors concerning make-up class work. Some faculty (instructors/teachers) do not allow

make-up work and faculty policies on late work vary. Please do not miss any assignments and stay on top of all required work to be turned in for best chances with success.

Know important dates: Know the dates of the online schedule of your classes and know the 4-Saturday dates of the quarter. That way you have an idea of what time frame is needed or required for your classes and the entire quarter? Know important dates with the college and the academic terminology, for example, what is "W day"? What is the last day on which one can "officially withdraw" from a course? You should know this date for each quarter, especially if you are having difficulty in a class and it will be important to understand what this means. Consequences can happen if one doesn't "officially withdraw" from a class and if one just stops attending without officially notify the college, you will receive a "V" grade. A "V" grade is computed as an "F" on ones transcript and so that is something to try and avoid? How do I avoid that? I highly encouraged you notify the school if you are no longer going to attend a Saturday class or an online class or with the program that way you avoid having an "F" being placed on your transcript?

Get to know your instructors: Talk and strike up conversations with your instructors and get to know them. They are people too and like or need to hear an update a time or two. Act on your instructor's advice or referral to college support services. Students who take advantage of college support services in a timely manner are more likely to succeed and we want everyone to have as many opportunities to succeed as possible. Discuss ideas for term papers or other class projects with your instructors. If you are unclear about an assignment then double check with your instructor or study leader. Discuss ambitions and hobbies or career plans with your instructor, that way they have an idea of what your interests are?

Get to know other students: This could be one of the most important suggestions for ones success with this program. Think about forming or being involved in a study group and with other site students and make friends with as many students as possible that way you have a wide network of support and ideas for your classes? Other students may also share their own tips for success with you and then you will learn from each other?

Take advantage of college support services: First, if you need help contact your "study leader" and/or Mark Ramon right away. Know your "study leaders" contact information or contact Mark Ramon at 360-538-4090 or mramon@ghc.edu and he has been known to have access to some knowledge and advice. Also talk to a [counselor](#) or the college staff about the services available to you. [Tutoring](#), [career services](#), personal counseling, [computer labs](#), etc. are all tools put in place to help you succeed. Take advantage of these services early...don't wait till the end of the quarter! We know that successful students take advantage of all helpful resources that are available to them.

Time management: Quality learning takes time. For every hour you spend in class, plan on spending two hours outside of class on that subject. For example, if you are enrolled in six credits plan on studying 12 hours per week with those six credits of class. If you are enrolled in 15 credits, plan on studying 30 hours per week.

Don't agonize, organize: There are many ways to organize your life and your studying. Learn to plan realistic study time and play time. Plan for the unexpected. This is a skill you can learn and it will make college life much easier. Make a commitment to do a task right the first time so you don't have to do it over again or later. College counselors can help you with time management and study techniques. Ask other successful students what they do to help them succeed. Learn from each other and it does get a little better the more you do it or this program (the experience from doing it).

And last but not least:

- strive for excellence, not perfection
- be on time
- don't make excuses
- take responsibility for yourself
- don't sweat the small stuff. Keep your eye on the "big picture".



Keys to Success as an Online Student

In some ways online learning is similar to face-to-face classes, but there are also some differences. The following are keys to success for online students, taken from students (just like you), faculty and staff with a great deal of experience with online classes:

1. Successful students have set aside enough time to do the work. Most create study schedules and stick to them.
2. Successful students carefully read everything in the online classroom. The more time students spend in the online classroom, the better they tend to do.
3. Successful students are skilled at reading directions carefully and thoroughly. They read the directions as many times as needed.

4. Successful students know that their instructor is ready to answer any questions, and successful students don't hesitate to ask. Instructors expect lots of questions, especially early in the quarter.
5. Successful students learn to decode the written feedback they receive from instructors. If they are unclear on feedback from an instructor, they email the instructor and ask for an explanation.
6. Successful students stay caught up with their work and keep from falling behind.
7. Successful students use Zero week to get organized and start their online courses.
8. Successful students call tech support (1-866-425-8412) when they encounter a technology problem that they cannot easily solve themselves.
9. Successful students are diligent and determined. If anything goes wrong, they are solution-oriented. They reach out for help to instructors, tech support or their study leaders.

Advice from Cohort 1 to the New Students



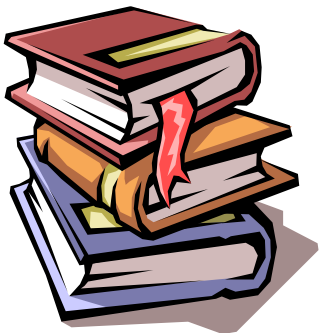
Student 1

- Establish realistic goals
- Establish a regular routine
- Don't be afraid to look at other people's work and teacher's comments to make sure you are on the same page as your peers and teachers
- Don't be afraid to ask questions, because you are working online it's easy to misunderstand the requirements of the assignment and or get lost navigating.
- Each teacher seems to set the classes up differently online, like where they put assignments up or even there forums... take the time to acclimate yourself to each class.
- Amaze yourself! Show yourself just how smart you are!



Student 2

- **Time Management:** Find the time that works for you to do homework online. Early morning before work and a set time in the evening worked best for me. Since I worked full time I had to have a consistent time to do my online work. I also posted comments to fellow students during lunch or if I could check online during break time at work.
- **Keep up on Work:** It's important to keep up on work and not to get behind. If you do get behind, contact the Instructor. I tried not to wait until the last minute to do my assignments so if something happened I had extra time to do my work.
- **Homework and Assignment folder:** At the beginning of the quarter I copied all my assignments with all applicable reading materials and made a notebook. Separate the weekly assignments with a section folder. Note the week on the section folder. This is really important because you always know the due dates, reading, assignments, etc. Highlight as you finish the work.
- If you have an opportunity for **extra credit**, do some of it. It helps your grade. It also provides a little cushion if you don't do so well in another assignment.
- **Look up the work** you are studying (i.e.: Socrates) online and **read extra articles** on the work you are studying as well as the author. It often sheds light on what you are reading.
- **Utilize the resources out there for help.** The Writing desk at Grays Harbor College was very helpful in my English/writing classes. Response time was quick and very helpful.



Student 3:

My tip would be to start slow with maybe one on-line class to get the hang of it and then add more classes. The other thing to be aware of is that each professor has their class set up differently so you have to look in different areas depending on the class. You really do need to spend time on the computer each day for these on-line classes. Keeping track of your assignment due dates are very important. Getting behind is not a good idea because it is nearly impossible to catch up. Working on the class each day is the best way to succeed.

Student #4

Tips on being successful in the GH Bridge Program

1. Keep on task; don't let yourself fall behind because it is hard to catch up once you do.
2. Make sure you read the Syllabus a few times so that you understand what is expected from you. (Participation/assignments/postings/etc.)
3. Don't wait until the last day or even the day before an assignment is due to start working on it. If you get it done early you will have more time to relax and get a head start on the next assignment.
4. Try to post your assignments early otherwise it looks like everyone is copying everyone else's work by having the same answers, or you have less choice in answers if everyone posts the same answer you were going to post.
5. Talk to your fellow classmates if you are having problems with an assignment or if you are having problems using the blackboard. We are all willing to help each other.
6. Print out everything for the class before it starts and have it organized in a binder. You will go back to it many times during the quarter; it's much easier than logging on and trying to find it on line.
7. Keep copies of all work submitted and copies of all corrections or comments made on your assignments by your instructor (you might need it later on in the class). Also if you researched assignments on the web, keep track of the sites so you can correctly post them on your assignment.
8. Try not to drop a class because you think that you are not doing well. Talk to the teacher; get encouragement from faculty and classmates to see if they feel you should stick with it or stick it out.
9. Don't get discouraged with these classes you can stay at home, work, and go to school at the same time! Who could ask for a better way of getting a degree?
10. Have fun and enjoy what you are doing, try not to stress out.

Important Help links and Phone number

WAOL help line- <http://www.waol.org> and then click on “help desk”! Then click on **Washington Online Help Support Center**. Helpline is **1-866-425-8412**, twenty four hours a day seven days a week, 365 days a year!

WAOL people help- Connie Broughton at cbroughton@sbctc.edu

Your advisor: Mark Ramon – Call Mark at 360-538-4090 or 1-800-562-4830 ext. 4090 or email Mark at mramon@ghc.edu

Faculty (see list at end of this handbook)
Study leader (see list at end of this handbook)

Grays Harbor College (GHC) website is: <http://www.ghc.edu>

GHC Reservation-Based Bridge program website is: <http://www.ghc.edu/distance/reservation>

GHC Writing Center: <http://www.ghc.edu/t3/lc.htm>

GHC Library: <http://www.ghc.edu/library/>

GHC office of financial aid: <http://www.ghc.edu/finaid/index.html>

GHC bookstore: <http://www.ghc.edu/bookstore/>

The Evergreen State College Reservation-Based Community Determined program website is <http://www.evergreen.edu/tribal>

ePortfolio website is <http://www2.evergreen.edu/eportfolio>

Section Three: Policies, Placement, Money

Placement Testing – GHC offers placement testing that helps new students assess their basic learning skills in reading, writing, and mathematics. Many courses in the Reservation Based A.A. program require these skills, and taking the placement test is also an admissions requirement especially if you are new at GHC. Mark Ramon offers placement testing for students in their home communities as part of the admissions process and with this program. Contact Mark Ramon to find out details regarding testing in your community.

Financial Aid – Many students in the Reservation Based Bridge A.A. program need financial aid to help them pay for classes and books. Financial aid is potentially available by several tribes but most tribal entities if not all require that each student at least apply with the Free Application for Federal Student Aid or otherwise known as the FAFSA. If one is eligible with FAFSA it may be enough to support ones entire education but one needs to also maintain satisfactory progress each quarter (continually pass their courses). Also contact Mark Ramon at your earliest opportunity to discuss how to apply for financial aid resources, he may be aware of some scholarships or grants or other funding resources.

Academic Standards & Regulations *(from the GHC Catalog)*

Grading Policy

The quality of a student's work in a course is measured by an "A" - "F," four point maximum, grading system. Plus (+) and minus (-) signs are used to indicate achievement above or below the grades listed in the following description. "A+" and "D-" grades are not used. For the purpose of assigning grade points, a plus (+) increases the grade value by 0.3 and a minus (-) decreases the value by 0.3. For example, a "C" grade has a value of 2.0, a "C+" has a value of 2.3 and a "C-" a value of 1.7. Grades are normally assigned according to the following criteria.

A = 4.0 grade points per credit hour. The highest grade, "A," is reserved for students who have excelled in every phase of the course.

A- = 3.7 grade points per credit hour.

B+ = 3.3 grade points per credit hour.

B = 3.0 grade points per credit hour. The "B" grade is for students whose work is excellent but does not warrant the special distinction of the "A."

B- = 2.7 grade points per credit hour.

C+ = 2.3 grade points per credit hour.

C = 2.0 grade points per credit hour. The "C" grade indicates that a student has made substantial progress toward meeting the objectives of the course and has fulfilled the requirements of the course.

C- = 1.7 grade points per credit hour.

D+ = 1.3 grade points per credit hour.

D = 1.0 grade point per credit hour. The "D" grade is the minimal passing grade for those students who have made progress toward meeting the objectives of the course but who have fulfilled the requirements in a substandard manner.

F = No credit. 0 grade points (credits attempted are calculated in grade-point average). The "F" grade indicates that the student has failed to meet or has accomplished so few of the requirements of the course that he or she is not entitled to credit.

W = No credit. A course withdrawal made officially through the Office of Admissions and Records will be recorded with a "W" designation.

I = Incomplete. Special circumstances may warrant the use of the temporary grade "I" to indicate that the student is doing passing work in the class but has been unable to complete an essential requirement of the course because of factors beyond his or her control. An incomplete grade must be made up within the time period specified by the instructor; otherwise, the "I" will be converted to an "F." Students do not re-enroll in an incomplete course.

V = Unofficial Withdrawal. A "V" grade indicates that the student has not completed the essential work of the class and has discontinued participation without officially withdrawing. This grade will be computed into the student's grade-point average as an "F."

P = Passing. No grade points. The "P" grade is given only in courses adopting the passing or unsatisfactory system. All courses must have a number less than 100 for use of a "P" grade.

U = Unsatisfactory. No grade points. The "U" grade may be given only in courses adopting the passing or unsatisfactory system, unless otherwise approved by the Instructional Council.

N = Audit. No credit or grade points.

R = Repeated. This designation is placed next to the grade earned in a course for which a student had previously received a grade, but has since repeated. Grade points and credit will be determined by the last grade earned. To have your records changed you must fill out a [Repeated Class Request Form](#) (MS Word format) and submit it to your Credentials Evaluator.

The circumstances involved in determining whether the student receives a grade of "F," "W," or "V" are explained under the sections entitled Dropping a Course and Withdrawal from College. No grade points or credits are allowed for the grades of "I" or "W;" those grades are not computed in the grade-point average.

Computation of Grade-Point Average (GPA)

The grade-point average is computed as illustrated in the following example:

Courses	Credit Hours	Letter Grade	Grade Points
Math 107	5	A- (3.7*)	18.5
Hist 101	5	B (3.0*)	15.0
Music 231	2	C+ (2.3*)	4.6
Psych 100	5	D (1.0*)	5.0
PE 104	1	F (0.0*)	0.0
Total			43.1

(*points per credit)

In order to compute the grade-point average, the total number of grade points earned is divided by the total number of credits attempted. The sum of the credits must include those courses in which an "F" or "V" grade is received. In this example, 43.1 divided by 18 credit hours results in a grade-point average of 2.39.

In computing the grade-point average when a course has been repeated, only the last grade earned is used.

Auditing a Course

A student must obtain permission from the instructor prior to registering as an auditor. No student will be allowed to audit a course after withdrawal day. Auditors are expected to attend class regularly but do not take examinations nor receive grades or credit for the course. An auditor can receive credit for the course only by enrolling in a future quarter as a regular student. The regular fee schedule is charged for all audits.

Repeating a Course (currently under revision, Feb. '04)

A student may repeat any course to improve his or her grade. The most recent grade will be used to calculate the grade-point average. Grade repeat forms are available at the Office of Admissions and Records or from the advisor during registration. These forms must be completed by the student and returned to the Office of Admissions and Records for the proper adjustments on the transcripts.

Repeat Withdrawal Restriction

Students may withdraw from a course and subsequently re-enroll two times without penalty (one initial enrollment, plus two repeats). Past the third attempt, the student will need the permission of the instructor to re-enroll in a course from which the student has previously withdrawn. Re-admittance, even with permission, will be dependent upon development of a course-completion plan.

Grades

Students access their grades by using the [Information Kiosk](#) on GHC's Website and by requesting an unofficial transcript off that Kiosk. A SID (Student Identification Number) and a global PIN are required in order to obtain or see the unofficial transcript over the GHC website. If a student finds omissions or errors on the transcript, a written request must be made to the Office of Admissions and Records for a review of the transcript not later than the last day of the next quarter in residence. In no case may a student make a written request for a change after two years have elapsed. If all obligations to the college have not been fulfilled the transcript will be withheld.

Scholastic Standards Policy

Through its scholastic standards policies, Grays Harbor College expects students to assume responsibility for their own academic progress. As such, these policies reflect the belief that, by functioning as self-directed learners, students can gain the greatest possible satisfaction and benefit from their college experience.

Students whose names appear on the President's List are recognized for high academic achievement.

Low scholarship status is a warning to the student to improve his or her educational performance. It also emphasizes that the student should, where appropriate, undertake basic skills course work or seek help from instructors and/or counselors. These standards also serve as minimum levels of progress for veterans enrolled at Grays Harbor College.

These standards are not used as minimum levels of progress for financial aid recipients enrolled at Grays Harbor College.

A. High Scholarship Status

President's Honor Roll: A student who completes fifteen or more credit hours of courses, which must be numbered 100 or above, and earns a grade-point average of 3.5 or higher in any one quarter will be placed on the President's List. The student's transcript will be endorsed HONOR ROLL for that quarter.

President's Graduation Honors: A student who receives an associate degree with a cumulative grade-point average of 3.5 or higher will be honored as a President's Scholar. The student's transcript will be endorsed PRESIDENT'S SCHOLAR. On a one-time only basis, transcripts are

also endorsed GRADUATED WITH HONORS to recognize those who graduate in the top ten students of their graduation year.

B. Low Scholarship Status

Low scholarship regulations pertain to those students who enroll in ten or more credit hours in any college courses. A student is considered to be on low scholarship status for one or more of the following reasons:

1. Transfer from another college with an accumulated GPA of less than 2.0.
2. Transfer from another college while on academic probation, suspension, or dismissal status.
3. Failure to maintain a cumulative GPA of at least 2.0.
4. Accumulation of ten or more credits attempted as a part-time student (over a period of two or more successive quarters) with a cumulative GPA of less than 2.0.

C. Academic Warning

The first time a student is on Low Scholarship Status, the transcript will be endorsed ACADEMIC WARNING. The student will receive written notification of this status. The student will remain on Warning Status in subsequent quarters until the cumulative GPA is raised above 2.0. If the cumulative GPA is raised to 2.0 or above in the subsequent quarter, the student will be removed from academic warning. If the cumulative GPA is below 2.0 in the subsequent quarter, the student will be placed on ACADEMIC PROBATION. The vice president for student services shall develop and maintain appropriate intervention strategies to assist students on academic warning to improve their performance.

D. Academic Probation

If a student is on Warning Status and does not attain a cumulative GPA of 2.0 in a subsequent quarter, the transcript will be endorsed ACADEMIC PROBATION.

The student will receive written notification of this status. The student will remain on Probation Status in subsequent quarters until the cumulative GPA is raised above 2.0. However, the quarterly GPA must be at 2.0 or higher or the student will be placed on ACADEMIC SUSPENSION. The vice president for student services shall develop and maintain appropriate intervention strategies to assist students on Academic Probation to improve their performance.

E. Academic Suspension

If a student is on Probationary Status and does not attain a quarterly GPA of 2.0 in a subsequent quarter, the transcript will be endorsed ACADEMIC SUSPENSION. The student will receive written notification of ineligibility to take classes for credit at Grays Harbor College for the next quarter.

A student who has been suspended stays out the required quarter, and returns to school will automatically remain on Probationary Status until the cumulative GPA is raised to 2.0, even though the quarterly GPA may be above 2.0. As long as the quarterly GPA is at least 2.0 the student may continue to re-enroll.

A student who has been suspended may petition the Academic Review Committee, in writing, for special reinstatement.

F. Academic Dismissal

A student is on Academic Dismissal if, following Academic Suspension and subsequent reinstatement by the Academic Review Committee, the student:

1. completes one quarter of ten or more enrolled credits with a GPA of less than 2.0; or,
2. Accumulates ten or more credits with a GPA of less than 2.0; or,
3. Fails to meet the requirements of reinstatement defined by the Academic Review Committee. Normally, failure to enroll in or withdrawal from courses approved by the Academic Review Committee constitutes failure to meet the committee's requirements.

The student's transcript will be endorsed **ACADEMIC DISMISSAL** and the student will receive written notification of ineligibility to attend classes at Grays Harbor College for credit.

A student on Dismissal Status must appeal to the Academic Review Committee for readmission to Grays Harbor College. Students who have been dismissed will usually not be considered for readmission for at least one calendar year.

G. Appeals from Academic Suspension or Dismissal

A student may appeal for reinstatement by submitting a written petition and responding to a written questionnaire. An appointment must also be scheduled with the Academic Review Committee to review the appeal request. Students should contact the Curriculum Advisor in the Counseling Office to make the appeal arrangements. The committee meets quarterly to review appeals.

H. Removal from Low Scholarship Status

A student is removed from Low Scholarship Status the quarter a cumulative GPA of 2.0 is obtained. The student's transcript is endorsed with **REMOVED FROM LOW SCHOLARSHIP** and the student receives written notification of academic good standing.

A student who has been removed from Low Scholarship Status and subsequently receives a cumulative GPA below 2.0 is placed on Warning Status.

A student who is placed on Probationary Status and is removed from Low Scholarship Status and then receives a cumulative GPA below 2.0 is placed on Warning Status and not Probationary Status.

A student who has been on Academic Suspension and is removed from Low Scholarship Status and subsequently receives a cumulative GPA below 2.0 will be placed on Warning Status.

A readmitted student who has been on Academic Dismissal and is removed from Low Scholarship Status and subsequently received a cumulative GPA below 2.0 will be placed on Warning Status.

I. Degree/Certificate Completion Policies

In 2003, the Legislature of the State of Washington established a law requiring colleges to develop policies to ensure that undergraduate students complete degree and certificate programs in a timely manner in order to make the most efficient use of instructional resources and provide

capacity within the institution for additional students. Per SB 5135, Grays Harbor College has adopted policies that address:

- Students who accumulate more than 125% of the number of credits required to complete their degree or certificate programs;
- Students who drop more than 25% of their courseload; and
- Students who remain on academic probation for more than one quarter.

Please see the vice president for student services or vice president for instruction for details.

J. Exclusions

The only courses not subject to Low Scholarship Status are basic education courses, community service courses, and audit courses in which the student originally enrolled for audit.

Forgiveness/Red Line Policy

Some students, when they first enroll in college, earn poor grades for a quarter or more and later perform successfully (grades of "C" or better). In computing grade points for transfer or scholarships, the poor work may lower the grade-point average so that the student is ineligible for transfer or scholarship opportunities. Grays Harbor College offers an opportunity to remove the previous poor work from such a student's academic record through "red lining."

"Red Lining" will remove entire quarters of enrollment, beginning at the first quarter. The student **CANNOT** select specific courses or specific quarters for "red lining." For example, if a student wishes to "red line" courses in which failing or poor grades were received during the fourth quarter at Grays Harbor College, all work taken during the first four quarters would be "red lined" also.

To qualify for red lining, a student must have completed at least thirty-six credits with a GPA of 2.2 or higher in the course work that will remain on the transcript after the red lining occurs.

For students who qualify, a petition for red lining and a student copy of the transcript must be presented to the vice president for instruction or the curriculum advisor. When the petition is approved, the transcript will be updated to reflect the red lining and a footnote will be added to the transcript noting the date that previous courses were red lined.

Once the red lining process is completed, only the courses and grades earned after that time will be used in computing the GPA and course completion towards a degree or certificate.

Section Four: Course Descriptions with “The Bridge Program”

Fall 2009 Course descriptions (entire program offering)

FYE 102 College Study Skills (a traditional face to face class, not online – year one)

<p>This course is designed to provide students with site-based support and a foundation of study skills necessary to be successful in college and in this program. The course requires attendance at the weekly study-sites with your study leader as well as attendance at the “new student orientation” session at the start of Fall quarter at the Longhouse. Topics covered in the weekly study session classes may include, organizational skills, time management techniques, answering general questions, basic computer skills, email skills, academic planning, and anything else needed to be successful the duration of their quarter and for that matter the entire program.</p> <p>Instructor: Mark Ramon and feedback from various site “Study Leaders”.</p>	<p>Books: No book required but a flash drive or thumb drive is suggested. (information as of 9-16-09)</p>
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HUM 101, 102 (a traditional face to face class, not online – year one, winter & spring)

<p>This course is an introduction to public speaking. Instructor: Bonnie Vandver</p>	<p>Book: Speakers Guide Book (information as of 9-16-09)</p>
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HUM 103/104 (a traditional face to face class, not online – year one, spring)

<p>Eportfolio development.</p> <p>This course will introduce students to the development and creation of eportfolios (electronic portfolios). Eportfolios provide an opportunity for students to reflect on their academic goals and progress and describe their accomplishments in an eportfolio.</p> <p>Instructor: Cindy Marchand-Cecil</p>	<p>Books: No book required (information as of 9-16-09)</p>
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Humanities 107, 110 (a traditional face to face class, not online, 1 credit)

<p>“Battlegrounds in Indian Country”</p> <p>This 1 credit course examines significant contemporary issues in Indian country using original cases studies with an emphasis on the Northwest area tribes but not limited to.</p> <p>Instructor: Cindy Marchand-Cecil</p>	<p>Books: Case material is handed out and/or emailed to each student and generally a couple weeks prior to the start of that class or session. (information as of 9-16-09)</p>
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ENGL 060 Basic Grammar Usage (an online 5 credit class – year one)

<p>English 060 is designed to develop those writing/sentence skills necessary in both every day writing and subsequent college writing through classroom exercises, group problem-solving and short writing assignments. Upon successful completion of this class (grade C- or better) you should be able to successfully perform such tasks as writing short-answer tests, brief responses to readings, and brief papers. Successful completion of this class serves as preparation for ENGL 095.</p> <p>Instructor: Shiloh Winsor</p>	<p>Book: Basic Grammar & Usage 7th edition (information as of 9-16-09)</p>
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ENGL 095 Writing Fundamentals (an online 5 credit class – year one)

<p>The study of fundamentals of grammar, syntax, and composition leading to the construction of effective sentences, paragraphs, and essays.</p> <p>Instructor: Rosemary Reigle</p>	<p>Book: Writers Reference 6th Edition (information as of 9-16-09)</p>
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ENGL 101 Expository/Argumentative Writing (an online 5 Credit class – year one)

<p>English 101 emphasizes the basic rhetorical principles and development of expository and argumentative prose. Included is an introduction to the research methods necessary for evidence-backed writing. Skills gained in this course should help students improve their performance of such tasks as writing for a variety of purposes and audiences, as well as writing informative and persuasive essays and</p>	<p>Book is optional: Writer Reference 6th Ed. (information as of 9-16-09)</p>
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<p>research-backed reports, projects and papers. 5 lecture hours. Satisfies writing skills requirement for the AA degree (www.waol.org).</p> <p>Instructor: Lynn Lerych</p>	
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ANTH 206 Cultural Anthropology (an online 5 credit class – year one)

<p>Explores the nature, growth and history of human cultures. Surveys the range of cultural phenomena including material culture, making a living, domestic life, kinship, economic exchange, social/political organization, social control, personality, art, religion, and applying anthropology in a contemporary world with special emphasis on non-western societies and the comparisons among traditions.</p> <p>Prerequisite: None (http://www.spscc.ctc.edu/class_descriptions/).</p> <p>Instructor: Debbie Teed</p>	<p>Book 1: Seeing Anthropology Book 2: Applying Cultural Anthropology (information as of 9-13-08)</p>
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ANTH 210 Indians of North America (an online 5 credit class)

<p>Provides a general view of the variations in the life ways of the Native Americans up to the late 1800's when the last of the Native American nations lost their independence. Places native populations in a broad comparative context, investigating the variation between the societies of the major culture areas of North America and their interaction with the European and American societies with whom they came in contact.</p> <p>Prerequisite: None (http://www.spscc.ctc.edu/class_descriptions/).</p> <p>Instructor: TBA</p>	<p>Book 1: Blood Struggle Book 2: Through Indian Eyes (information as of 9-16-09)</p>
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HPF 101 - Health and Wellness, (an online 5 credit class – year one and available all quarters)

<p>This course encompasses a total wellness concept of one's physical, mental and emotional well being. Students will examine major health issues of contemporary society. Students will also</p>	<p>Book: Health 8th Edition (information as of 9-16-09)</p>
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<p>learn to make responsible lifestyle decisions that will directly affect their quality of life and attainment of well being. 5 lecture hours. Vocational program course. May be used as a general elective in the AA degree or to satisfy the PE requirement for all degrees (www.waol.org).</p> <p>Instructor: Gary Arthur</p>	
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ENGL 102 Critical/Analytical Writing (an online 5 credit class - year two)

<p>English 102 is a continuation of writing skills practiced in ENGL 101 directed towards writing expository/argumentative and critical/analytical themes focusing on literature. The course also continues the instruction of research methods begun in English 101, emphasizing the preparation of a research paper. Skills gained in this course should improve students' performance in such tasks as writing for various purposes and audiences, writing critically and analytically in a variety of settings, and creating formal, written research projects. 5 lecture hours. Satisfies writing skills requirement for the AA degree (www.waol.org).</p> <p>Instructor: Shiloh Winsor</p>	<p>Book 1: Seagull Reader-2nd Ed. Book 2: Writing about Literature-2nd Ed. (information as of 9-16-09)</p>
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Astronomy 101 (an online 5 credit class - year three)

<p>This course provides an introduction to the universe beyond the Earth. The course begins with a study of the night sky and the history of astronomy. The course then explores the various objects seen in the cosmos beginning with a study of the solar system followed by stars, galaxies, and the evolution of the universe itself. 5 lecture hours. Satisfies science distribution area E requirement or specified elective for the AA degree. Prerequisite: MATH 098 or placement in college level math.</p> <p>Instructor: Julie Masura</p>	<p>Book: Horizons (information as of 9-13-08)</p>
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Earth Science 102 (an online 5 credit class – year three)

<p>This course provides an introduction to the Earth and the processes that shape our planet. A major theme of the course is how different aspects of the Earth system interact with each other. Selected topics in four basic areas: astronomy, oceanography, meteorology, and geology and their relation and interaction with the Earth system will be explored. 5 lecture hours. Satisfies science distribution area D requirement or specified elective for the AA degree. Prerequisite: MATH 095 or placement in MATH 098. Recommended preparation: ENGL 095 or placement in ENGL& 101.</p> <p>Instructor: Eric Bard</p>	<p>Book: Foundations of Earth Science Item 1: Weather gauge Item 2: Rock Kit-custom (information as of 9-13-08)</p>
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Math 060 – (an online 5 credit class – available all quarters including summer)

<p>This course is designed for students who need to strengthen their skills in arithmetic. Mathematical reason will be used to define and solve problems. The specific course content includes topics on fractions, decimals, ratios, proportions, percents, English and metric measurements, area, volume and perimeter of geometric objects, with an introduction to integer arithmetic. Effective communication of these ideas and application to everyday situations are part of the curriculum. Problem solving strategies will be stressed. 5 lecture hours.</p> <p>Instructor: Martha Smith</p>	<p>Books: Basic Mathematics (information as of 9-16-09)</p>
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Math 070 - (an online 5 credit class – available all quarters including summer)

<p>This course is designed for the student who has little or no background in algebra. The course focuses on problem solving and includes a thorough review of fractions, estimation, rounding, and order of operations. Radical expressions, properties</p>	<p>Books: PreAlgebra (information as of 9-16-09)</p>
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<p>or real numbers and variable expressions will be introduced. 5 lecture hours.</p> <p>Instructor: Martha Smith</p>	
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Math 095 – (an online 5 credit class – available all quarters including summer)

<p>Elementary algebra includes solution, graphing and application of linear and quadratic equations of one and two variables, exponent rules, scientific notation, polynomials, and factoring. NOTE: MATH 093 and MATH 094 (combined) are equivalent to MATH 095. 5 lecture hours.</p> <p>Instructor: Sheila Palmer</p>	<p>Books: Beginning & Intermediate Algebra 4th Ed. (information as of 9-16-09)</p>
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Math 098 - (an online 5 credit class – available all quarters including summer)

<p>This course is the prerequisite to the college level courses MATH& 107, 111, 141, 131, and 132. The course includes application and solution of rational, radical, quadric, exponential, and logarithmic equations and systems of equations. 5 lecture hours.</p> <p>Instructor: Sheila Palmer</p>	<p>Books: Beginning & Intermediate Algebra 4th Ed. (information as of 9-16-09)</p>
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Math 107 - (an online 5 credit class – year three and available all quarters including summer)

<p>MATH& 107 covers sets, counting, basic probability, descriptive statistics, exponential growth and decay, and financial models. Given time, sampling techniques and the normal distribution are discussed. The material is presented at a level accessible to students who have successfully completed a course in intermediate algebra or the equivalent. MATH& 107 is intended for students who wish to complete the quantitative reasoning requirement for the AA college algebra and finite mathematics, but the material is intended to be more practical for the liberal arts student. MATH& 107 does not satisfy the prerequisite for either MATH& 148 or</p>	<p>Books: Mathematics 6th Ed. (information as of 9-16-09)</p>
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MATH 260. 5 lecture hours. Satisfies the quantitative skills requirement, science distribution area F requirements, or specified elective for the AA degree. Instructor: Sheila Palmer	
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Section Five: The Online calendar

Information not available but one can go to <http://www.waol.org> and click on calendar information.

Section Six: Contact Information

Grays Harbor College/The Evergreen State College

Online Faculty	Course	Email address	Phone
Michelle Aguilar-Wells	Director Upper Division Evergreen Program/Quinault	aguilarm@evergreen.edu	360-867-6286
Gina Corpuz	Asst director Upper Division Evergreen Program	corpuzr@evergreen.edu	360-867-6286
Mark Ferguson	Upper Division Evergreen Program/Muckleshoot	Maf98597@hotmail.com	253-876-3263
Renee Swan-Waite	Upper Division Evergreen Program/Tulalip	r.swanwaite@gmail.com	360-920-7745
Dorothy Flaherty	Upper division Site Faculty, Quinault	dflaherty@centurytel.net	360-276-0124
Deanna Picard	Upper division Site Faculty, Lower Elwha	deanna.picard@hotmail.com	360-670-6858
Dr. Debbie Teed	Cultural Anthro 206	dteed@spscc.ctc.edu	360-596-5451
Dale Croes	Anthro 210 and Anthro 220	dcroes@spscc.ctc.edu	360-596-5336
Cindy Marchand	Hum 101, 102: Public speaking	marchanc@evergreen.edu	

Cindy Marchand	Battlegrounds, Eportfolio, Humanities Saturday Seminar	marchanc@evergreen.edu	
Francine Walls	Research for the 21st Century	francinewalls@hotmail.com	
Keith Snyder	Health & Wellness 101	keiths@spokanefalls.edu	509-533-3648
Shiloh Winsor	English 060, 102	swinsor@ghc.edu	360-538-4214
Shalin Hai-Jew	Engl 101, Eng 102 (at times)	haijes@gmail.com	785-532-5262
Rosemary Reigle	Engl 095 (Fall, Winter, spring)	rreigle@centralia.edu	360-458-2346
Mohammad Ibrahim	Biology 100	mibrahim@ghc.edu	360-538-4178
Dan Bush	Am Govt 202	dbush@sccd.ctc.edu	253-203-4404
Martha Smith	Math 060; Math 070	Martha.smith@wwcc.edu	509-527-4331
Sheila Palmer	Math 095, 98, 107	Online.math@charter.net	
Dr. Wayne Smith	Music Appreciation 105	waynes@spokanefalls.edu	509-533-3771
Francis Palkovic	Art Appreciation 100	franp@bbcc.ctc.edu	509-762-6338
Bob Riesenber	Gen Psych 100	briesenb@whatcom.ctc.edu	360-676-2170x3300
Eric Bard	Earth Science 102	Geologyonline@gmail.com	509-996-3636
Julie Masura	Astronomy 101	jmasura@sccd.ctc.edu	

Study Leaders	Site	Email address	Phone
Vacant	Lower Elwha		
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Marta Reinhold	Nisqually	rhonwen@tss.net	
Mark Ramon/Virtual	Squaxin Island	mramon@ghc.edu	360-538-4090
TBD/Virtual	Muckleshoot		
Mark Ramon	Aberdeen/Shoalwater	mramon@ghc.edu	360-538-4090

Support Staff	Role	Email address	Phone
Grays Harbor College toll free and direct line		1-800-562-4830 or 360-532-9020	
Mark Reisman	Dean for Extended Learning, GHC	mreisman@ghc.edu	360-538-4018
Mark Ramon	GHC Bridge Program Coordinator	mramon@ghc.edu	360-538-4090
Stan Horton	GHC Librarian	shorton@ghc.edu	360-538-4051
Barbara Leigh Smith	Special Assistant to the Reservation-Based program	smithb@evergreen.edu	360-765-3084
Connie Broughton	Managing Director, WashingtonOnline	cbroughton@sbctc.edu	509-434-5152
Kayeri Akweks	Student Services Manager, SBCTC	kakweks@sbctc.edu	360-704-4319

Everyone have a great and productive quarter!