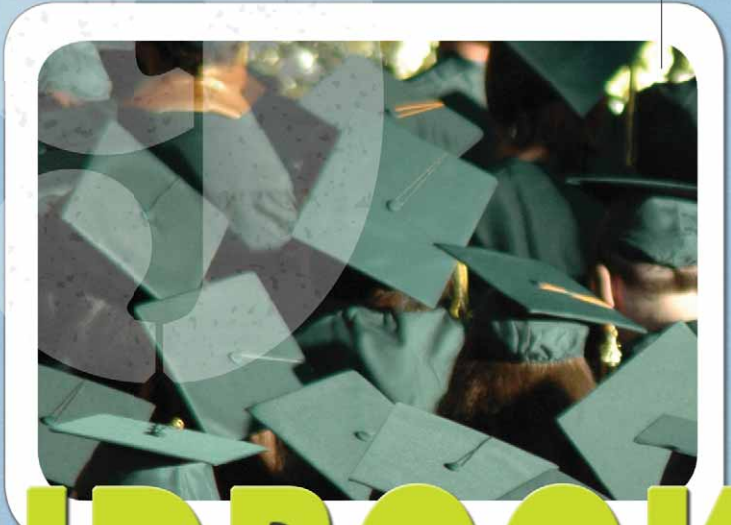


Green River Community College

STUDENT



HANDBOOK

2009-2010



www.greenriver.edu

Phone Numbers

Phone Numbers

Main Campus Phone Numbers

Auburn(253) 833-9111
Tacoma(253) 924-0180
Eastside(206) 464-6133

On-Campus Office Extensions

Athletics2480
Bookstore.....2069
Campus Safety.....3350
Career and Advising Center.....2641
Cashier.....2050
Continuing Education.....2535
Cooperative Education2550
Counseling Services.....2460
Disability Support Services2631
Diversity Services2403
Enrollment Services2500
Financial Aid Office.....2440
GRCC Foundation.....3330
Health Services2430
International Programs3300
Library2090
Student Life.....2400
Student Government2410
TRiO Student Support Services2655
Testing and Assessment Center2650
Veterans' Services.....2466
Women's Programs2547
Workforce Education.....2211

Other Campus Locations

Campus Corner Apartments.....(253) 876-0700
Child Care Center(253) 939-7400
Downtown Auburn Center.....(253) 333-1600
Enumclaw Campus(253) 288-3400
Kent Campus.....(253) 856-9595

Emergency

Life Threatening

Dial 9, listen for dial tone,
call 911; report emergency.

Next, call Campus Safety
at extension 2250.

From Pay Phone:

Dial 911 first.

Next, call Campus Safety
at (253) 288-2250.

Non-Life Threatening

From campus phone:
Dial extension 2250

From pay phone:
Dial (253) 288-3350

TDD

(253) 288-3359

FAX

Enrollment Services

(253) 288-3454

Internet Address

www.greenriver.edu

Mailing Address

If you wish to send materials to the college, please
use the following address:

Enrollment Services
Green River Community College
12401 SE 320th St.
Auburn, WA 98092-3622

Overview of Green River Community College

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Overview of Green River Community College

Vision

Green River will be a leading community college committed to creating opportunities for lifelong learning and student success.

Mission

Green River Community College improves the lives of people within our diverse communities by providing quality education training programs. We assist students in defining and achieving their goals through instructional excellence, innovative programs and responsive services.

Role and Scope

Green River offers courses and programs leading to a variety of associate degrees, certificates and diplomas in professional and technical fields and academic transfer. The college also offers customized training, developmental and basic skills programs, as well as a variety of non-credit activities and courses for personal enrichment. Students enroll at the Main Campus in Auburn, the Enumclaw Campus, the Kent Campus, other community locations and through distance learning. Green River also offers a variety of support services to currently enrolled and prospective students to increase their chances for success.

Accreditation

Green River Community College is accredited by the Northwest Commission on Colleges and Universities, an institutional accrediting body recognized by the Council for Higher Education Accreditation and the U.S. Department of Education.

Institutional Goals

1. Students will benefit from Green River's commitment to learning as its highest priority. Transfer students will meet the requirements for transfer to successfully pursue baccalaureate degrees. Professional, technical and workforce students will master the skills sought by employers to be successful in the workplace. Underprepared students will demonstrate competency in reading, English and math that prepares them for success in college-level courses. Community members will have opportunities for life-long learning to enrich their lives personally, socially and culturally.
2. Members of our diverse communities will have reasonable access to affordable educational programs and services that meet their needs.
3. Underrepresented students will be provided services that support their learning and promote student success.
4. The community will benefit from Green River's active participation in programs, events, collaborative partnerships and entrepreneurial activities with government, business and community organizations.
5. The citizens of Washington will be ensured of Green River's consistent practice of responsible fiscal stewardship and public accountability.

Overview of Green River Community College

Greetings,

On behalf of the staff and students in Student Services, we would like to welcome you to Green River Community College. At its best, college life is a mix of academic and social experiences that, partnered together, create an environment in which a student can flourish. You will find such an environment here at Green River, and it is our hope that you will benefit from such surroundings.

The guiding principle of Student Services is to place the highest priority on the needs and success of all students. We strongly encourage students to take advantage of all services within Student Services and throughout the college. Not only will it make your experience successful, but memorable. Our staff and students are committed to seeing you excel both academically and socially. We will be more than happy to help you engage in your Green River experience.

Although education is the primary focus, we believe students grow and develop by challenging themselves, not only through academics, but also through college programs, activities and other co-curricular experiences. In the pages of this student handbook, you will find an array of opportunities to broaden and deepen your experience at Green River, including participation in CLEO, student government, athletics, intramural sports, professional societies, cultural organizations and more.



Left to Right: Bill Belden, Mae Cubing, Deb Casey

We hope this handbook will help you manage your time and serve as a resource as you progress in your academic experience.

Go Gators!

Sincerely,
Deborah Casey, Ph.D.
Dean of Student Services and Retention

Mae Cubing
ASGRCC Student Body President

Bill Belden,
Dean of Student Services

Overview of Green River Community College

Campus Locations

Green River Community College Main Campus

12401 SE 320th St.

Auburn, WA 98092-3622

(253) 833-9111

Green River Community College Downtown Auburn Center

110 2nd St. SW, Suite 145

Auburn, WA 98001-5316

(253) 333-1600

Green River's Downtown Auburn Center is an extension of the college located in downtown Auburn at the transit station. The center provides conveniently located college operations including the Small Business Assistance Center and business library, adult education and basic skills classes and the Washington Environmental Training Center.

Green River Community College Enumclaw Campus

1414 Griffin Ave.

Enumclaw, WA 98022

(253) 288-3400

The Enumclaw Campus is located in downtown Enumclaw, 15 miles south of Auburn. Instructional programs include: Credit classes, adult basic education, General Educational Development, Running Start for high school students, business and career education, self-paced lab classes, distance learning and non-credit community education classes.

The Enumclaw Campus also offers student services and programs such as student orientation, registration, advising, placement testing and Women's Programs at various times throughout the quarter.

Green River Community College Kent Campus

417 Ramsey Way, Suite 112

Kent, WA 98032-4501

(253) 833-9111, ext. 5000 or

(253) 856-9595

The Kent Campus is located in downtown Kent at the Kent Station. Instructional programs include credit classes, adult basic education classes, English for Speakers of Other Languages, business and career education, customized corporate training and no-cost small business counseling.

The Kent Campus strives to meet the training and development needs of private and public sector employers.

Continuing Education

(253) 833-9111, ext. 2535

Continuing Education programs help people retrain for employment, learn new skills, explore different fields and update techniques for their careers or favorite pastimes. Classes and seminars are conveniently scheduled for adults during evening hours and on weekends on the Main Campus and at other Green River locations, such as the Enumclaw and Kent campuses, the Auburn Transit Station and local public schools.

Advising and Registration

Advising and Registration

Welcome Center

Zgolinski Welcome Center
(253) 833-9111, ext. 6000

The staff at the Zgolinski Welcome Center provides admissions, registration and advising services to new and prospective students. The center's staff also links new students with ongoing campus resources.

Career and Advising Center

Lindbloom Student Center, Room 126
(253) 833-9111, ext. 2641

The Career and Advising Center's staff offers comprehensive career and advising resources for current students, alumni and community members.

Advising Services

Educational planners provide academic and career training advising. The advising process helps students develop educational plans, interpret program requirements, choose a program of study or plan their transfer to a four-year institution.

Career Planning Services

Career advisors assist students in discovering and clarifying their goals and linking those goals with educational and training programs. Students may take career assessments, explore labor market information and obtain help in preparing their resumes, planning job searches and practicing interview skills.

Job fairs are held three times a year on the Main Campus. The Cooperative Education Program provides students with opportunities to earn academic credit for current work experience related to their fields of study.

Transfer Services

Transfer Services is located in the Career and Advising Center. Students have access to catalogs for public and private four-year colleges and universities, applications to most of the four-year institutions, transfer equivalency guides, specific information on various majors, information on foreign language requirements and requirement sheets for Green River transfer degrees.

Check the Green River Web site for the Career and Advising Center's hours of operation.

Cashier's Office

Lindbloom Student Center, Second Floor
(253) 833-9111, ext. 2050

The Cashier's Office facilitates the following support services: Payment of tuition and related college fees; distribution of financial aid checks; vehicle registration and distribution of student parking stickers; purchase of Metro bus passes or coupon books.

Advising and Registration

Assessment and Testing Center **Zgolinski Welcome Center** **(253) 833-9111, ext. 2650**

GED Test

Green River offers the General Educational Development test, as well as GED preparation classes. The test is offered on Mondays on a walk-in basis. Visit the GRCC Web site for testing center hours.

Proctored Tests

Green River Class Exams

Many instructors arrange for students to take tests, quizzes and midterms in the Assessment and Testing Center rather than in the classroom.

Other Schools

Students who are taking distance education or online courses through another college and need someone to proctor their exams may use the Assessment and Testing Center. Students should give the center's name and address to their instructors and have them send the exam to the center. (Note: The Assessment and Testing Center's staff does not accept e-mailed exams.)

COMPASS

COMPASS is a computerized assessment given to all new students. The purpose of COMPASS is to ensure that students are placed in English and math classes appropriate for their academic skill levels. Students may take the COMPASS at the Main Campus on a walk-in basis.

COMPASS is also available at the Kent and Enumclaw campuses.

Visit the GRCC Web site for testing center hours.

**Please note that the COMPASS and proctored tests have fees. These fees are payable at the Zgolinski Welcome Center.*

Enrollment Services **(Registration)**

Lindbloom Student Center,
Second Floor
(253) 833-9111, ext. 2500

Registration is the process of scheduling and paying for classes. Students can register for classes online using Web registration, pay their tuition and fees and start on their way to success.

When to Register

New students will be issued a registration access time once the admissions process has been completed. Students are eligible to register once they have completed a new student advising session and have received their student PIN. Returning students will be issued a registration access time based on the total number of credits earned. Transfer students will have their officially translated credits from other colleges added to their total number of earned credits the quarter after they are translated.

Web Registration

The primary means of registration for all students taking courses for college credit is Web registration. There are computers in the Enrollment Services and Student Life lobbies, as well as in the Zgolinski Welcome Center and Holman Library.

Advising and Registration

Last Day to Register

Students may register for classes through the third day of the quarter for fall, winter and spring. They may register for classes through the second day of the quarter for summer quarter. Beginning the fourth day of the quarter, students must register in person with instructor signatures for each course they wish to add. Students registering after the 10th day of the quarter must obtain their instructor's signature and pay an additional \$35 per each new class. The only exceptions are identified late start and continuous enrollment courses as indicated by the Enrollment Services office.

Maximum Credit Load

Students must be registered for 12 or more credit hours to be considered full-time students. Full-time students usually register for 12-18 credits. Students who wish to register for more than 20 credits, but are not enrolled in a professional or technical program, must complete an "Override Maximum Credit Load" form before they register. The form may be obtained from Enrollment Services. Students must complete the form, obtain advisor signature and submit the petition along with a registration form to Enrollment Services.

Schedule Changes

Students should consult an advisor and read the college catalog before adding or dropping classes.

Students, who find it necessary to change their schedules after the third day of classes, must personally turn in the proper paperwork in to Enrollment Services. Changes are not official unless Enrollment Services has

processed and filed the paperwork. Students should always request a printed copy of their schedules after changes have been completed.

Withdrawal from Classes

Students may withdraw from classes using Web registration through the eighth week of the quarter for fall, winter, and spring and the sixth week for summer.

All important registration dates are listed in the quarterly class schedule.

Withdrawal from Green River

Students, who need to withdraw from school completely, must follow the same procedure they would to withdraw from classes.

Students, who want to begin classes again, must update their applications for admission by calling Enrollment Services.

Grades

Grades are available to students approximately one week after the last scheduled day of each quarter. Students who wish to view their grades have the following options:

- Print out an unofficial transcript using the "Online Services" portion of our Web site.
- Obtain an official transcript from Enrollment Services by submitting a written request. Request forms are available on the Web site.

Students with disabilities who need assistance retrieving their grades should call the Disability Support Services office at (253) 833-9111, ext. 2631 or TDD at (253) 288-3359.

Advising and Registration

Grade Changes

Students who believe they have incorrect grades must check with their instructors. Only instructors may submit grade changes to Enrollment Services.

Student Identification Number

The college requests a Social Security Number on its admissions application. This number is stored confidentially in each student's record and is used only for purposes authorized by state law SB 5509. Student SSN's will not be used as student identification numbers.

All students are assigned a student identification number when they apply for admission. This is the number students use for all their transactions at the college. Students who forget or lose their assigned SID should bring their photo ID to Enrollment Services to obtain their number.

Records

Enrollment Services maintains student records, going back to the application for admission. It is the student's responsibility to make sure the college has his or her most current information on file.

Keeping Information Current

It is important that Enrollment Services has each student's most current mailing address both at home and locally. Students who change their names must complete a "Student Information Change Request" form.

This form is available at the registration window, and can be turned in there as well. Students will be required to present legal documentation of a name change. They may also change their street or e-mail address and phone number using the "Online Services" menu at our Web site or in person.

Transfer Credit Evaluation

Students, who wish to apply credits they have earned at another college to their program of study at Green River, must have their official transcripts evaluated by an Enrollment Services credential evaluator. Students must be officially admitted to the college and have official transcripts sent to the records office to have this done. Students must also complete a "Transcript Evaluation Request" form, which is available at Enrollment Services and on the GRCC Web site.

Evaluation Letter

Student transcripts are evaluated to determine which credits will apply to the intended program of study. The results of the evaluation are mailed to students within two weeks of the date it is received. It is very important that students keep their evaluations for advising purposes. Transferred-in credits do not appear on Green River transcripts.

Food, Books and Supplies

Food, Books and Supplies

Green River offers its students support and assistance in their educational pursuits. This section lets students know where they can go on campus to get lockers, books, cash and much more.

Information Center

Lindbloom Student Center, Second Floor
(253) 833-9111, ext. 2400

Students can get information on programs and services the college offers, sign up for activities and use the Internet at computer kiosks in the Information Center.

Bookstore

The Paper Tree
Lindbloom Student Center, Room 104
(253) 833-9111, ext. 2069

In addition to carrying new and used textbooks, the Paper Tree stocks reference books, art and engineering supplies and computer software. Students can also order their textbooks online at www.greenriver.edu/bookstore.

The Paper Tree offers a variety of services — from faxing to movie rentals. Convenient overnight rental of current and classic movie releases on DVD is available for \$2.50 per rental. All movie rentals are due back on Mondays.

The textbook buy-back during final exams each quarter allows students to sell books they no longer need. Texts that the bookstore needs will be bought back at 50 percent of the current list price or 60 percent of the current list price if a student puts his or her refund on a Paper Tree gift card. Other texts might be bought back at wholesale prices. The bookstore offers a year-round wholesale buy.

The Paper Tree will issue refunds for texts during the first 15 days of each quarter, except summer quarter. Summer quarter refund procedures are based on the length of the class. Check the bookstore for current summer refund information. The store offers refunds for supplies and sundries up to 30 days after the original purchase date.

Unopened software may be returned for a refund up to five days after purchase. Items returned must be in their original purchase condition to receive a full refund. Students will receive a full refund of the purchase price if the college cancels the class or if they withdraw from the class and meet the refund requirements. Receipts are required for all refunds. The bookstore has the right to refuse any item for refund.

Check the GRCC Web site for the bookstore's hours of operation.

Food, Books and Supplies

Cafeteria

The Gator Grille

**Lindbloom Student Center, Room 148
(253) 833-9111, ext. 3366**

Conveniently situated across from the open dining areas in the Lindbloom Student Center, the Gator Grille offers a variety of food service options – from hot lunch specials, burgers, sandwiches and salads to hot and cold beverages and pastries.

Vending machines in the student center supply sodas and snacks anytime the building is open. An espresso cart, located just outside the cafeteria, is open during fall, winter and spring quarters. Another espresso cart is located in the lobby of the Technology Center.

Copiers

Communications and Program Marketing

**Rutkowski Learning Center, Room 148
(253) 833-9111, ext. 3318**

Self-service, coin-operated photocopiers are located in the Holman Library, on the second floor of the Lindbloom Student Center, in the Technology Center and on the Kent Campus. The cost is 10 cents per copy.

Fax

The Paper Tree

**Lindbloom Student Center, Room 104
(253) 833-9111, ext. 2069**

Library

Holman Library

(253) 833-9111, ext. 2090

In addition to traditional print materials, thousands of books, magazines and journals are available electronically both at the library and home. Librarians are available to help with research questions in person, over the phone, or via 24/7 online chat. The library also houses an 130-computer open lab for students, a student tutoring center, and the Helen S. Smith art gallery. Library services, hours, and information are available at www.greenriver.edu/library.

Insurance

Cashier's Office

**Lindbloom Student Center, Room 260
(253) 833-9111, ext. 2050**

Washington community colleges offer a Student Accident and Sickness Insurance Plan. Students are eligible if they are regularly enrolled student registered for six or more credits per quarter. In addition, certain dependants of eligible students may be insured. Application forms are available at the Cashier's Office.

Food, Books and Supplies

Lockers

The Paper Tree

Lindbloom Student Center, Room 104
(253) 833-9111, ext. 2069

Locker rental is \$5 per quarter and \$17 per year. Students must provide their own locks. Lockers are located outside of the Career and Advising Center.

Lost and Found

Campus Safety

Administration Building, Room 28
(253) 833-9111, ext. 3350

Found items are logged in and kept until two weeks after the end of each quarter at the Campus Safety desk. Campus Safety makes every effort to contact the owner. Items left behind after the holding period are donated to Goodwill Industries.

Student E-mail

Enrollment Services

(253) 833-9111, ext. 2500

Student e-mail accounts are here. Students may visit www.greenriver.edu/studentemail to activate their e-mail accounts. They will need their student identification number and birth date to get started. Students with a Green River e-mail account receive valuable information regarding campus updates and activities.

Student ID Cards

The Paper Tree

Lindbloom Student Center, Room 104
(253) 833-9111, ext. 2069

Each student's first student ID card is free. This card serves as an official identification card on and off-campus and as a college library card. It can also facilitate registration and give students access to special events. To receive a student ID card, students should bring proof of registration, along with photo identification and student ID number, to the Paper Tree ID card station or the Holman Library. There is a \$5 replacement fee for all lost cards.

Recreation Desk

Lindbloom Student Center, Second Floor
(253) 833-9111, ext. 2080

Students may buy candy, gum and juice at the Recreation Desk. They can also play video games from 8 a.m. to 9 p.m. Pool tables may be rented on an hourly basis.

Hours:

8 a.m. to 4 p.m. Monday – Thursday*
8 a.m. to 1 p.m. Friday*

*Hours are reduced during summer quarter

Finances and Money

Financial Assistance

Financial assistance is available to students in the form of grants, which do not have to be repaid, loans and student employment. If eligible, students will receive financial aid awards that include any combination of grants, low-interest loans and part-time work-study jobs. Additional resources are listed at www.greenriver.edu/moneyforcollege.

Financial Aid

Financial Aid Office
Lindbloom Student Center, Room 231
(253) 833-9111, ext. 2449

Students must apply for financial aid each year using the Free Application for Federal Student Aid (FAFSA) and the college's supplemental financial aid application. The Financial Aid Office's staff is available to assist students who need help completing financial aid forms.

Check the GRCC Web site for hours of operation.

Scholarships

Financial Aid Office
Lindbloom Student Center, Room 231
(253) 833-9111, ext. 2449

A variety of academic and merit scholarships are available. Application forms and additional information about the scholarship application process are available in the Financial Aid Office. The Green River Community College Foundation also provides many scholarships each year.

Scholarship awards range from \$500 to \$3,000. Foundation scholarship applications are available at the Financial Aid Office and online at www.greenriver.edu/moneyforcollege.

Green River Community College Foundation

Administration Building
(253) 833-9111, ext. 3330

The Green River Community College Foundation provides resources to assist Green River Community College in achieving educational excellence. It is a stand-alone, nonprofit organization. The foundation places emphasis on recognizing the success of Green River students and alumni, encouraging community partners to invest in college programs and establishing private contributions to fund scholarships and other worthwhile campus needs. Each spring, the foundation awards approximately 150 scholarships to students. The scholarship deadline for 2010-2011 is April 30, 2010.

Finances and Money

Special Programs and Outside Funding Sources

Financial Aid Office

**Lindbloom Student Center, Room 243
(253) 833-9111, ext. 2465**

Students who are working with agencies such as the Department of Labor and Industries, Division of Vocational Rehabilitation, WorkSource, Division of Vocational Rehabilitation-Veterans Administration (Chapter 31), King County Work Training, the Department of Social and Health Services, Employment Security, Services for the Blind, private insurance or other agencies, should come to Special Programs to turn in paperwork, contracts or vouchers. Green River's special programs coordinator serves as a liaison between the student, the faculty and the agencies that are providing education funding.

Veterans' Services

Financial Aid Office

**Lindbloom Student Center, Room 236
(253) 833-9111, ext. 2466**

Students who are eligible for the Montgomery GI Bill or the new Chapter 33 training benefits should stop by Veterans' Services. Veterans' Services can provide the necessary information to activate and maintain those benefits.

Workforce Education

Science, Math and Technology

Building, Room 204

(253) 833-9111, ext. 2211

The Workforce Education Department offers assistance with educational costs to those eligible for any of the department's four tuition assistance programs. These are the Worker Retraining Program, the WorkFirst Tuition Assistance Program, Opportunity Grant and the Food Stamp Employment and Training Program.

Approved training programs, available funds and eligibility criteria vary for each program. For more information, contact the Workforce Education department at (253) 833-9111, ext. 2211.

Student Life

Arts and Theater

Art Gallery

Helen S. Smith Gallery
Holman Library, First Floor
(253) 833-9111, ext. 4766

The college is proud to feature the Helen S. Smith Gallery on the main floor of the Holman Library. Art exhibits presented throughout the year are free. An art show featuring the works of Green River faculty has become a semi-annual gallery highlight. Painting, photography, ceramics, multimedia pieces and sculptures represent a cross-section of art media exhibited at the gallery.

Artist and Speakers Series

Lindbloom Student Center, Room 204
(253) 833-9111, ext. 2415

The Artist and Speakers Series is a popular community-oriented program. Well-known entertainers and speakers appear on the Main Campus throughout the year. Tickets and information are available in the Student Life office.

Heavier Than Air Family Theater Company

Lindbloom Student Center, Room 204
(253) 833-9111, ext. 2409

The Heavier Than Air Family Theatre Company is a resident children's community theater group sponsored by the Associated Students of Green River Community College and the Green River Community College Foundation.

Participation is open to all students and adult members of the community. Auditions for actors are held on the first Tuesday and Thursday of each quarter in the Performing Arts Center. Auditions for children are limited to participants of the HTA Summer Camp program.

Rehearsals are from 7:30 – 10 p.m. Tuesdays and Thursdays during each quarter.

Rendezvous Chamber Singers

Performing Arts Center, Room 136
(253) 833-9111, ext. 4207

Rendezvous Chamber Singers is Green River's premier vocal ensemble, consisting of 16 auditioned singers, backed by a three-piece combo and utilizing a full sound system.

The group performs at college events, area schools and performances, as hired, throughout the school year. Their repertoire includes madrigals and classical songs, show tunes and vocal jazz.

Student Life

Theatre Extemporé

Faculty advisor

(253) 833-9111, ext. 4277

Theatre Extemporé offers students the opportunity to participate in a variety of stage productions and receive credit for their participation. It allows experienced students to audition for challenging leading roles and less experienced or inexperienced students to make a start at acting or in-stage practice: Lighting, sound, sets, makeup or promotional activities. Theatre Extemporé produces a play each quarter, with auditions always taking place the first two days of the quarter, in the Performing Arts Center.

Volunteer Services Program

(253) 833-9111, ext. 3346

Both students and community volunteers are utilized throughout the college in positions that include: Student tutors, math tutors, science lab assistants, readers for court reporting, computer assistance, ceramic class assistance and office help. The hours are flexible, and the experiences are rewarding.

Intercollegiate Athletics and Fitness

Lindbloom Student Center, Room 204

Athletic director

(253) 833-9111, ext. 2481

Assistant athletic director

(253) 833-9111, ext. 2482

Program coordinator

(253) 833-9111, ext. 2480

Green River is a member of the Northwest Athletic Association of Community Colleges, competing in the following varsity sports: Men's and women's tennis and cross country, baseball, basketball and fastpitch, men's and women's basketball and golf, women's soccer and volleyball. With more than 130 dedicated student athletes representing Green River, opportunities to participate in and to support Gator athletics are available year-round. Each team will begin its orientation and organization efforts during the fall quarter. Interested participants should contact the athletic director.

For information related to Title IX, contact the dean of Student Services and Retention.

Fitness and Wellness Center and Weight Room

Fitness Center

(253) 833-9111, ext. 4971

Voice mail

(253) 833-9111, ext. 4577

Fitness and Wellness Center usage is free during posted open hours. The center is located next to the Physical Education building. Aerobic equipment includes StairMasters, stepmills, elliptical trainers, treadmills, rowing machines, arc trainers, a cardio wave, an ADA compliant upper-body bicycle, Cybex recumbent bicycles and stationary bicycles. The weight room, located in the gymnasium, offers a full array of Nautilus and Cybex equipment and free weights. Requirements: Students must sign-in as they enter the F&WC, wear athletic shoes and attire and use and clean

Student Life

equipment as directed. Classes for credit are also offered in the F&WC, weight room and the gymnasium.

Intramurals and Recreational Sports

Lindbloom Student Center, Room 204
(253) 833-9111, ext. 2415 Or
(253) 833-9111, ext. 2482

Intramural sports are for students, staff and faculty who enjoy competition in a casual and fun atmosphere. Intramural sport teams meet at noon, as well as during various night and weekend hours and include sports such as badminton, basketball, indoor soccer, volleyball, aerobics, pickleball, dodgeball and more. The schedule is available at the Information Center each quarter.

Leadership

Community Leadership, Education and Outreach

Lindbloom Student Center, Room 204
(253) 833-9111, ext. 2415

GRCC's leadership program, Community Leadership, Education and Outreach, is a unique opportunity for self-motivated, hard-working students to challenge themselves and gain substantial work experience. Qualified students involved in CLEO learn valuable skills with hands-on, paid experience in program management. Students participate in workshops and training sessions that supplement their on-the-job training. Student coordinator

positions include: Artists and Speaker Series, special events/music and entertainment, clubs and organizations, outdoor programs/intramurals, office manager/publicity, diversity events, international activities, international student ambassadors, resident assistants for Campus Corner Apartments and student body president, vice president and chief justice.

Clubs and Organizations

Lindbloom Student Center, Room 204
(253) 833-9111, ext. 2415

Student clubs and organizations are open to all students, although a few clubs have membership criteria. Clubs offer a comfortable atmosphere for students to meet others and have fun. The college offers more than 20 clubs each year that focus on academics, multicultural issues and social opportunities. Students who are interested in learning more or starting a new club, should visit Student Life or talk to the Club and Organizations coordinator for more information.

Committees

(253) 833-9111, ext. 2410

Students may participate on college committees such as those for environmental concerns, health services, the Multicultural and Equity Council, the President's Commission on Diversity, instructional, technology fee, tenure, transportation and Women's Programs. Contact the Student Government office for more information.

Student Life

Student Government

**Lindbloom Student Center, Room 204
(253) 833-9111, ext. 2415**

The Associated Students of Green River Community College is the officially recognized student voice in the governance of the college. As an integral part of the college structure, the ASGRCC handles student complaints, provides funding for campus clubs, athletics and activities and reports on student needs and welfare directly to the administration and college's board of trustees.

Getting involved offers students a great opportunity to develop leadership skills and support the success of their college peers. Official selection of senators is done in the spring and the fall. However, there are openings on occasion during the school year. All meetings are open to anyone and are from noon – 1 p.m. Wednesdays and Thursdays in the Lindbloom Student Center, Rainier Room.

The ASGRCC Constitution is available at the end of this handbook.

Housing Information

Off Campus

Student Life office

**Lindbloom Student Center, Room 204
(253) 833-9111, ext. 2400**

A housing information list that contains ads for rooms to rent and roommates wanted is maintained in Student Life. A list is also posted on the housing bulletin board next to the entrance to the Gator Grille. The list is updated and printed at the beginning of each month.

On Campus

**Campus Corner Apartments
(253) 876-0700**

Student apartments are conveniently located on-campus for Green River students. This fully-functional residence life program includes apartments with four private bedrooms, a kitchen and living room. The apartments are fully furnished, and local phone, Internet and cable service is included in the monthly rent. Resident assistants offer support, resources and plan community building activities. Call the Campus Corner Apartments for more information on leasing.

Student Life

Student Media

The Current

Newsroom

(253) 833-9111, ext. 2375

Advertising

(253) 833-9111, ext. 2376

Faculty advisor

(253) 833-9111, ext. 4201

The Current is an award-winning student newspaper that is published by and for students. Students can join the team of creative journalists who write, edit and produce the newspaper by enrolling in Journalism 100 classes; however, all students are welcome to participate. Students may also contribute story ideas or announcements.

KGRG 1–The Alternative Past– 1330 AM

Lindbloom Student Center, Room 200

Faculty advisor

(253) 833-9111, ext. 2190

Student-operated, all-digital KGRG 1, “The Alternative Past,” broadcasts the monster bands and hits from Seattle’s days as the center of alternative music. The station can be heard throughout southeastern King and northeastern Pierce counties and is active in the community with remote broadcasts, news, community information, sports broadcasts, plus advertising and marketing support. Students may get involved through the college’s broadcasting program.
Web site: www.kgrg1.com/kgrg1/.

KGRG–Today’s Rock–89.9 FM

Lindbloom Student Center, Room 201

Faculty advisor

(253) 833-9111, ext. 2190

Operated 24 hours a day by students enrolled in the college’s broadcasting program, KGRG is a noncommercial radio station. The station plays modern rock with a number of specialty shows featuring a wide variety of alternative music. Students may get involved through the college’s broadcasting program.

Web site: www.kgrg.com.

Student Support Services

Student Support Services

Academic Support Services

Green River Community College is dedicated to student success. In an effort to ensure that our students have all the resources they need to put their best academic foot forward, we offer three different centers on the Main Campus to help them with their studies.

Tutoring and Resource Center

Holman Library, Second Floor
(253) 833-9111, ext. 2658

Students who need help keeping up with their classes may receive free tutoring at the Tutoring and Resource Center. Faculty-approved students help others with English, science, computer science, business, philosophy, psychology, foreign language and basic skills. Tutors are trained and supervised by a member of the college's staff and work with students on special problems and organize study groups and skill-practice training sessions. The center also provides a computer lab, handouts and textbooks for checkout use and refers students to other college resources.

Math Learning Center

Science, Math and Technology
Building, Rooms 313 and 355
(253) 833-9111, ext. 4498
(253) 833-9111, ext. 2741

The Math Learning Center provides a variety of supplemental math resources for students, including videos, textbooks, math help sheets and a network of computers with math and

math-related software. Large study tables accommodate both individual and group study. Students may also use the MLC's math tutoring service. It is a free service, and students may drop-in as needed during the open hours.

In addition, those wishing to rent graphing calculators for a quarter may take advantage of the graphing calculator rental program. The MLC supervisor works with students on special problems, coordinates workshops and training sessions and refers students to other college resources as needed.

Writing Center

Rutkowski Learning Center, Room 173
(253) 833-9111, ext. 2166

The Writing Center provides support for students working on writing assignments, cover letters, scholarship or college application essays and other writing projects. The Writing Center offers drop-in tutoring, along with a range of other resources such as writing skills modules. The center also provides a library of writing handbooks, and computer stations where students can work on their writing projects, conduct research and access Web sites that provide exercises for developing writing skills, documentation information and additional research tools.

Student Support Services

Child Development Center

**31715 124th Ave. S.E.
Auburn, WA 98092-3622
(253) 939-7400**

Green River's Child Development Center welcomes children ages 6 weeks to 5 years. The Children's Home Society of Washington operates the center, which can serve 64 children in its five classrooms. Childcare subsidies are accepted and scholarship assistance is available. Early Head Start and Head Start services are available for families meeting enrollment qualifications. The center has an open door policy, and families are welcome to visit at any time. The center is open from 6:30 a.m.– 5:30 p.m. Monday – Friday.

Computer Access

**Holman Library, Second Floor
(253) 833-9111, ext. 2091
Technology Center, Second Floor
(253) 833-9111, ext. 2115**

The college's open computer labs are in the Holman Library and the Technology Center. Open hours are posted at www.greenriver.edu/hoursofoperation.htm. Students and community members using Green River technology and computer resources are bound by and should read the Acceptable Use Policy at www.greenriver.edu/library/libinfo/accusepol.htm.

Computer User Fees

A quarterly technology fee is included in each student's registration fees. Community members may purchase a book checkout

card for \$10 or quarterly access to library computers for \$40. Call Continuing Education at (253) 833-9111, ext. 2535 for more information.

Computer Labs/Computer Classrooms

Computer classrooms are only for use by students taking classes in those classrooms, and classrooms are locked when a class is not in session.

Diversity Services

**Lindbloom Student Center,
Rooms 253 and 254
(253) 833-9111, ext. 2403**

Diversity Services is committed to the creation of a more welcoming, inclusive and supportive environment based on knowledge, acceptance and respect for all at Green River Community College. The office works to promote intellectual discourse, leadership and social justice among students, staff, faculty and our surrounding communities. Diversity Services is home to the Commencement Achievement Program (CAP), which works to ensure the academic and social success of historically underserved and underrepresented students. CAP is also the designated program for all Washington Achievers and Passport to College students.

Judicial Programs

**Lindbloom Student Center, Room 205
(253) 833-9111, ext. 3397**

The Office of Judicial Programs maintains and administers the Student Code of Conduct for Green River Community College. Green River Community College and the Office

Student Support Services

of Judicial Programs strive to engage our students to become civic minded citizens who positively contribute to society and achieve their educational goals. In keeping with this spirit Judicial Programs is committed to upholding the community standards of Green River through the utilization of the four core principles of the system:

1. Implement judicial actions as a step toward ensuring a safe and secure educational environment;
2. Foster community development through the application and perpetuation of the community standards and expectations;
3. Develop educational objectives that benefit the student throughout the judicial process;
4. Partner with faculty to engage students throughout their educational career at Green River Community College.

Running Start

**Career and Advising Center
Lindbloom Student Center, Room 126
(253) 833-9111, ext. 2643**

Running Start is a program for eligible high school juniors and seniors who are ready for and want to take college-level courses. Students receive both college and high school credit while attending college.

TRiO Student Support Services

**Lindbloom Student Center,
Second Floor
(253) 833-9111, ext. 2655**

TRiO is a federally-funded program offering intensive support for students who may be considering a transfer degree. Students who qualify for low income status, have disabilities or have parents who have not earned four-year degrees, may be eligible to join TRiO.

TRiO provides individualized assistance for those participants who may need additional support adjusting to college culture, transferring on to four-year institutions or who may need extra help in core classes.

TRiO is a great first step for eligible students because it offers: Academic planning and career exploration; peer tutoring; transfer planning and college visits; and workshops on scholarships, study skills, time management and more. Students should call TRiO to find out if they qualify for this federally-funded program.

Women's Programs

**Lindbloom Student Center, Room 230
(253) 833-9111, ext. 2547**

Women's Programs provides services and programs for new and returning students along with a variety of gender-equity activities and projects. Women's Programs offers information and referral to campus and community resources; financial assistance with books, calculators, emergency child

Student Support Services

care; cell phones, class supplies and emergency transportation. Services include education around topics of domestic violence, sexual assault, sexual harassment and displaced homemaker workshops.

Counseling, Health Services, Disability Support

The Counseling, Health Services Prevention Education and Disability Support Services offices provide programs and services that attend to the whole student.

Counseling Office Lindbloom Student Center, Room 231 (253) 833-9111, ext. 2460

Short-term personal counseling is available in the Counseling Office that focuses on personal growth and the development of coping skills related to a variety of concerns. The Counseling Office's staff also offers workshops on related topics each quarter. Counseling is confidential and available at no charge.

Health Services Prevention Education Lindbloom Student Center, Room 227 (253) 833-9111, ext. 2430

The Health Services Prevention Education staff provides programs that educate the campus about sexual health, fitness, depression, alcohol and other drugs and

more. Students may drop in for referrals, minor first aid and one-on-one consultations regarding self-care for problems ranging from headaches and colds to managing chronic illness.

Office drop-in hours are 8:30 a.m.– 3:30 p.m., Monday – Friday. For emergencies after regular hours or when the Health Services Prevention Education coordinator is not available, call Campus Safety at (253) 833-9111, ext. 2250.

Disability Support Services Lindbloom Student Center, Room 271A (253) 833-9111, ext. 2631 TDD: (253) 288-3359

Green River is committed to providing equal access to all college programs and activities. Disability Support Services offers accommodation-access services on a case-by-case basis to qualified students with documented disabilities. Accommodations may include campus orientation, sign language interpreters, note takers, test scribes, readers, alternatively formatted textbooks, use of assistive technology or FM systems. DSS can also refer students to other programs or community agencies as appropriate.

Security and Related Services

Security and Related Services

The college's Campus Safety office, located at the main entrance of the Administration Building, provides service to students and college employees.

Campus Safety assists with emergency aid and parking lot patrol, takes the lead in campus-related crime prevention and investigations, performs security checks of college buildings and oversees after-hours facility access. Campus Safety will also render assistance to jump-start vehicles, help with locked vehicles and escort people to their vehicles.

Since the college is located within Auburn's city limits, it relies on the Auburn Police Department for police services and the Valley Regional Fire Authority for fire protection. Campus Safety works closely with both agencies. Please see below for information on dealing with emergencies, parking and transportation, lost and found and more. Campus Safety's business hours are from 8 a.m.– 5 p.m.

Campus Safety personnel are available 24 hours a day. Also, all Main Campus pay telephones are equipped with a security button, which when pushed, directly calls Campus Safety at no cost. There are blue poles at the Campus Corner Apartments for emergency calls. Push the button to be connected with Campus Safety personnel.

Skateboarding and inline skating are not allowed on campus. Bicyclists are required to wear helmets while riding.

Campus Safety Ride Program

Campus Safety
Administration Building, Room 28
(253) 833-9111, ext. 3350

The Campus Safety Ride program is for students residing in Green River's Campus Corner Apartments or nearby apartments. Campus Safety personnel will provide rides from the CCA, GRCC campus, local apartments and local convenient stores to the college campus or the aforementioned locations. Students requesting a ride should allow a 5 – 10 minute response time by the Campus Safety staff.

Emergencies

Campus Safety
Administration Building, Room 28
Emergency Line
(253) 833-9111, ext. 2250
Business Line
(253) 833-9111, ext. 3350

To summon help from a:

- College phone: Dial 9, then 9-1-1.
- Pay phone: Dial 9-1-1, and then call Campus Safety at (253) 288-2250.
- Campus Safety will direct emergency vehicles to the appropriate site.
- For a non-life threatening situation, call Campus Safety at (253) 833-9111, ext. 3350.

Security and Related Services

Emergency School Closures

Classes may be cancelled or delayed due to snow, power outages or other emergencies. Announcements regarding emergency school closures are updated regularly at www.schoolreport.org and www.greenriver.edu. Students may sign-up for immediate GRCC safety alerts by text or e-mail emergency at www.greenriver.edu/alerts/status.shtm.

Facility After-Hours Passes

Campus Safety
Administration Building, Room 28
(253) 833-9111, ext. 3350

Instructors may authorize after-hours facility passes for students. Passes are issued at the Campus Safety office. Photo identification is required. If Campus Safety's staff is not immediately available, use the phone just outside the main door of the Administration Building.

Lost and Found

Campus Safety
Administration Building, Room 28
(253) 833-9111, ext. 3350

See page 10 for more information.

Campus Shuttle Service

Campus Safety
Administration Building, Room 28
(253) 833-9111, ext. 3350

Shuttle buses run from 7:30 a.m. to 5 p.m. daily from Pacific Raceways to the Holman Library and back. There is free parking at Pacific Raceways, and Campus Safety personnel are on site. Pacific Raceways is located just east of the 304th / 312th Avenue exit off of Highway 18. Shuttle service to the Main Campus is not available summer quarter.

Parking and Transportation

Campus Safety
Administration Building, Room 28
(253) 833-9111, ext. 3350

Parking lots are located on the east and west sides of campus. We encourage students to ride the bus or carpool to campus.

Students may park their vehicles on campus in any general unmarked stall. Students are required to register their cars with Campus Safety. The college has designated parking spaces for carpool, motorcycles, staff and vehicles with state-issued disability hang tags. Additional off-campus parking is available a few blocks north of the college at the Family of Grace Lutheran church.

Security and Related Services

Bus Passes (Metro)

Cashier's Office

**Lindbloom Student Center, Room 260
(253) 833-9111, ext. 2050**

**Transportation Coordinator
(253) 833-9111, ext. 2566**

Metro offers two hourly service routes to the Main Campus. Bus Route 164 runs from downtown Kent to the East Hill on its way to GRCC. Bus Route 181 runs from Federal Way, through downtown Auburn and on to the college. A transportation board, posted with bus route maps, transportation guides and bus schedules, is located on the first floor of the Lindbloom Student Center.

To purchase a monthly Metro Bus Pass or Metro Coupon Book with individual bus tickets, visit the Cashier's Office.

Carpool Information

Campus Safety

**Administration Building, Room 28
(253) 833-9111, ext. 3350**

Pick up a carpool pass on the Main Campus at the Campus Safety booths at either the east or west entrance or visit the Campus Safety office. At least two people must be in the vehicle to receive a carpool pass, and the vehicle must be registered with the Campus Safety office. Carpool spaces are reserved until 10:30 a.m. Reserved parking is not guaranteed.

Reporting Crimes

Report all on-campus non-life threatening crimes to Campus Safety at (253) 833-9111, ext. 3350 or ext. 2250.

Campus Safety will then notify the proper authorities. All criminal actions and other emergencies that occur on campus are part of the public record and are compiled by the Campus Safety office.

Campus Safety works with the Public Information office to ensure that correct information is released through the proper channels, which include all-campus bulletins, e-mails, fliers, student publications, The Current and the community media.

Preventive Programs

Resources on the prevention and reporting of sexual offenses are available in the Health Services Education Prevention office. Like other on-campus crimes, sexual offenses are to be reported to Campus Safety, which in turn will contact the Auburn Police Department. Other campus professionals, including the health services coordinator and Counseling Services, may be contacted for the benefit of the victim.

Phones

**Administration Building, Room 22
(253) 833-9111, ext. 3355**

For International Students

For International Students

International Programs

**International Village, Building D
(253) 833-9111, ext. 3300**

The International Programs office staff offers a variety of services, such as international admissions, orientation, assistance with immigration issues, academic, cultural and individual university transfer advising, housing assistance and help getting involved on campus.

We offer the following information to help students get familiar with living in the United States.

Banking

There are many local banks to choose from. Green River has a no-fee School Employees Credit Union of Washington ATM on campus. In order to open an individual banking account, a student must be at least 17 years old and present two types of identification containing his or her photograph. For example, a student may use his or her passport and a Washington state ID card.

Bookstore

The college bookstore sells the textbooks required for each student's classes. Students may pay with a check, credit card or cash. Textbooks are usually listed under the course name and number. See page 9 for more information.

Culture Shock

Most students require several months to adjust to a new culture. During this time they may feel excited, sad, homesick, depressed or that U.S. culture is not what student expected. This is not unusual. This is called "culture shock." Stress is common for students who are far from home. Signs of stress include feeling anxious, tired, depressed or angry.

Students who feel overwhelmed should talk to an advisor in International Programs or make an appointment to talk with a counselor. The Counseling and Health Services Prevention Education offices are located on the second floor of the Lindbloom Student Center. See page 22 for more information.

Here are some suggestions to help students adjust to their new surroundings:

- Set realistic goals (don't try to do too much);
- Have patience with yourself;
- Find out as much as you can about your new culture;
- Try to have a sense of humor;
- Practice English daily;
- Learn to manage your time;
- Eat healthy food, get enough sleep, exercise and try to relax.

E-mail/Internet

Students may access the Internet and their e-mail accounts on campus at the library and at computer stations in the International Programs and Student Life offices, as well as in the Technology Center. Some useful Web sites:

For International Students

- Directions to anywhere in the United States:
www.mapquest.com
- Green River information:
www.greenriver.edu
- Local events:
www.seattleinsider.com
- Bus information:
www.transit.metrokc.gov

Employment

On-campus jobs are available on a limited basis to international students holding F-1 visas. Government-funded work-study positions on campus are not available to international students. Those interested in working on campus should make an appointment with an International Programs advisor to determine his or her eligibility, then visit the Career and Advising Center in the Lindbloom Student Center. The staff will assist students with resumé writing and interview tips. If there are any on-campus jobs open to international students, we will send the information to you via e-mail. International students also receive the International Programs newsletter via e-mail.

Off-campus jobs are available only under certain conditions set by immigration. Practical training is a category that allows international students to work in the U.S. in jobs related to their majors. It is normally taken after graduation for a period of up to one year. It can also be taken before graduation if it is a required part of an academic program or with permission from

immigration. International students facing unexpected financial emergencies may be allowed to work part-time under certain circumstances. International student work regulations are complicated, so students should contact an advisor in International Programs for details. International students should not work without written permission from immigration!

A Social Security card must be obtained to work in the United States. Currently, Social Security cards are only issued to international students who have verification of employment. This means a student must first have a job offer in order to apply for a card. The Social Security office closest to campus is located at 1019 W. James St., Suite 200, Kent, WA 98032. Phone: (253) 520-4340. The toll-free number for Social Security is 1-(800) 772-1213.

Grades

Instructors award grades on a point system ranging from 4.0= superior to 0.0= fail. A student's grade point average (GPA) is calculated each quarter. A cumulative GPA is also calculated, which is a combined total of all a student's grades. At the beginning of each quarter, students receive a syllabus from each class instructor that provides details about class requirements and grading. The syllabus is very important, so students should keep it safe at least until the class has ended. For completed classes, students may access their grades online by going to www.greenriver.edu, clicking on "Online Services," and "Unofficial Transcripts."

For International Students

Health Care and Insurance

Green River requires all international students to enroll in a health insurance plan. Students may enroll in the Lower Insurance Plan through GRCC or they must provide proof of insurance purchased through another company that meets minimum coverage requirements. Students who do not provide proof of their own insurance will be charged for the Lower Insurance. Students who have questions about health insurance or to find out the minimum coverage requirements should visit the International Programs office.

Students, who have health problems that need immediate care, should go to the emergency room at the nearest hospital or call 9-1-1 so an ambulance can rush them to the hospital. Those with minor injuries or minor health problem should not go to the emergency room; they should call their local doctor instead.

International students, who need to see a doctor and have Lower Insurance, should visit to the Web site: www.greatwesthealthcare.com. To select a doctor, click on "Providers" and "Directory." On the next page, select "Physicians, Dentists and Hospitals." Enter Plan Type: "PPO" and follow the prompts for type of care and location. When calling for an appointment, international students should identify themselves as holders of "Lower Private Health Care Systems Insurance."

Housing

International students requesting housing have three options: Campus Corner Apartments, Homestay or Homeshare.

Campus Corner Apartments have four private bedrooms in each unit and are fully furnished. The cost is based on the type of lease selected. Students, who would like detailed information about move-in costs and monthly rental charges, should visit the International Programs office and ask to meet with the housing staff.

Homestays offer experience living with a U.S. family and an opportunity to share customs and culture, participate in household activities and practice English skills.

Homeshares allow students to share a home with other students and provide their own meals. Homeshares require a minimum three-month commitment.

Identification Cards

International students can receive a GRCC identification card from the bookstore. Individual Tax Identification Numbers can be used in place of Social Security Numbers to open bank accounts and apply for major purchases, cell phone accounts and apartment leases. ITIN applications are available in International Programs.

Intensive English Program

The students in the Intensive English as a Second Language program are supported in their learning by a variety of services: Computer access, tutoring, resource materials, writing assistance and other resources. The IESL office staff's is available to assist students from 9 a.m.– 5 p.m. Monday through Friday. Summer hours vary.

For International Students

Grades in Levels 1 – 4:

Students will be given one total percentage score or grade for all classes taken within one level. They must receive a combined percentage of 80 percent to pass and proceed to the next level. Each student's total grade is made up of the following: Integrated Skills: Listening/Speaking focus = 37.5 percent; Integrated Skills: Writing/Reading focus = 37.5 percent; Support class = 25 percent.

Grades in Level 5:

Course grades are treated independently and are not combined. To pass, students must receive an 80 percent in each course.

Immigration

As a holder of a student visa in the U.S., it is the student's responsibility to understand and comply with immigration regulations. The most important regulation that applies is that a student must remain "In Status." This means each student must: Register for at least 12 academic credits or three IESL classes each quarter; take only one quarter as a vacation in the U.S. per year; and work only when permission is granted by immigration.

Being "Out of Status" can cause international students problems when trying to transfer to another U.S. school. Out of Status students might have to leave the United States without finishing their studies, have difficulty renewing their student visas in their home country and be unable to apply for permission to work.

Student visa (F-1 and M-1) renewals can only be done outside of the United States. There

is no problem if a student's visa expires while he or she is studying in the U.S., as long as his or her I-20 is current and he or she is "In Status." Students may also travel to Canada or Mexico under these same conditions. However, when travelling anywhere else outside the United States, they must make sure their visa is valid or get a new one if they return to their home country. Current immigration regulations require students to have many documents, including a current transcript, to renew their student visas in their countries. Students should contact the U.S. consulate in their home country to find out the latest visa renewal requirements and timelines.

International Programs

The International Programs staff is here to assist international students and to help make their experiences positive and enjoyable. Office hours are from 9 a.m.– 5 p.m. Monday – Friday. Summer office hours vary. Telephone: (253) 288-3300; Fax: (253) 931-6346.

Mail

The U.S. Postal Service is the main provider of mail service in the United States. The post office is open Monday through Saturday for service. Stamps are available at all times if there is a stamp machine in the post office lobby. Stamps may also be purchased at the bookstore in the Lindbloom Student Center. Students should never send cash through the mail for any reason. The post office in Auburn is located at 11 3rd St., with two in Kent at 10612 SE 240th St. and 216 W. Gowe St. There is also a postal drop box near the Administration Building flag circle.

For International Students

Registration/Tuition

Registration occurs when a student enrolls in classes at GRCC. Continuing academic students will have the option of registering online. Registration time is determined by the number of completed credits. The more credits a student has earned, the earlier his or her registration time. Tuition for international students is due by the first day of each quarter.

Rules and Regulations

Purchasing and drinking alcohol in the U.S. is illegal before the age of 21. Driving a vehicle under the influence of alcohol is a crime. There is a penalty of up to \$8,125, which can also include a 90-day license suspension or 30 days in jail.

Smoking in the United States also has restrictions. Many public buildings and restaurants are “smoke free,” meaning that students cannot smoke in any part of the building. At GRCC, smoking is only permitted in designated areas. It is always courteous to ask if anyone objects before smoking.

Class expectations are described in the course syllabus, which instructors usually hand out on the first day of class. It is very important that students read and understand the class syllabus. The syllabus includes information about grades, attendance expectations, and what is required for success in the class. All instructors set their own point scale for awarding grades. It is wise to keep the syllabus and graded tests and papers that the instructor returns, even after completing the class. The information may be useful in the future. International

students should talk to their instructors regarding any difficulties they have with the class material, such as homework, lectures, exams and textbooks. Remember that cell phones and pagers need to be turned off in the classroom.

Each instructor has individual attendance rules. Those who do not attend class during the first three class meetings may be dropped from the class. In order to learn the required materials to pass exams and receive a grade, students must study and attend class regularly. Instructors are eager to help their students; Students should find time to communicate with their instructors if they have any concerns.

Plagiarism is copying the work of another student or copying from a book without identifying the source. It is a serious academic violation and in some cases, a crime. It may lead to failure of the course and possible dismissal from the class or from the college.

Behavior that is disruptive is not allowed. No alcohol or illegal drug consumption is permitted on any of our campuses.

Safety

The Auburn area is considered safe and secure. However, there are some precautions one may take to avoid dangerous and risky situations:

- Don't visibly carry a large amount of cash or valuables (cameras, laptops, jewelry).
- When going out at night, travel in groups rather than alone;
- Don't leave a party without a friend or

For International Students

with a stranger;

- Don't drink alcohol with someone you don't know;
- Don't drink alcohol if you are under the age of 21;
- Tell your host family or friends where you are going and when you expect to return;
- Never leave personal items unattended anywhere on campus.

Call 9-1-1 for fire, police and ambulance in any emergency where there is a life-threatening situation. From a pay phone 9-1-1 is free.

Campus Safety provides 24-hour service on our Main Campus. Please see Emergencies or Safety and Related Services on page 17.

Telephone Service

Domestic telephone companies provide local telephone services and long distance companies provide national and international services. Students must arrange their own local and long-distance service, unless they are living in the Campus Corner Apartments, which provides a local phone plan. For local telephone service contact Qwest at 1-(800) 860-1020.

Students who share long-distance service with roommates should ensure everyone understands how the bill is to be paid.

Instructions for using public telephones or pay phones can usually be found in the telephone booth.

Calling cards come in two types: One acts like a credit card, and bills are sent each month for all calls made with this card. The

other is a pre-paid calling card and can be purchased at the Paper Tree on campus, at stores such as Target, Kmart and Wal-Mart and at local post offices. These cards come in any amount (\$5, \$10, \$25, etc.). In either case, make sure the rates or cost per minute of the card is understood.

Transportation

Bus service is provided by Metro Transit. There is a 24-hour information line for bus fares, scheduled times and routes. Students may find out which bus to take if they tell the operator where they are leaving from, where they want to go and what time they want to arrive. The Metro info number is (206) 553-3000.

Students must have a valid driver's license to drive in the United States. Each state issues its own driver's license. An international driver's license is valid for a limited time.

Here is some helpful contact information. For more, consult the yellow pages of the phone book or search online.

For International Students

Driving Schools:

A Driving School: 1-(800) 268-1499

Cook's Driving School: (253) 850-8583

Diamond Driving Schools: (253) 931-1957

Driver's license examining offices: Kent: 25410 74th Ave., (253) 872-2782; Federal Way: 1414 S. 324th St., #105, (253) 931-3934.

Automobile insurance is required in Washington. Students must carry proof of insurance when they drive. Those who are stopped by the police might receive a ticket and a fine of up to \$500 if they cannot prove they have auto insurance.

Advice for driving in the U.S:

- Lock your car, and keep valuables out of sight.
- Observe posted speed limits.
- Report all accidents to the police; failure to do so is a crime.
- Always wear a seat belt. It's a Washington state law and can protect you from serious injury in the unfortunate event of an accident!

Airport shuttles are listed in the yellow pages of the phone book under "airport transportation." Be sure to make a reservation in advance. Here are some that provide door-to-door service: Emerald City Airport Shuttle (206) 622-3400; Shuttle Express (425) 981-7000; Express U.S. Shuttle Service, 1-(800) 357-1577.

Travel

International students may travel anywhere in the U.S. Students who are planning to travel outside the United States should ensure an advisor has signed the second page of their I-20. F-1 and M-1 students may also travel to Canada, Mexico and most of the islands of the Caribbean on a valid passport and valid I-20, even if the U.S. entry visa has expired. Students traveling to any other country must have valid entry visas to return to the United States. International Programs advises international students to carry their I-20 and passport when traveling outside of Washington state.

Graduation and Commencement

Graduation and Commencement

Graduation

Students who are close to completing their educational programs should submit an application for graduation to the Enrollment Services office. They may run an online degree audit, by accessing Online Services, to monitor their progress.

Applying for graduation

Use the following timelines when applying for graduation:

Apply by To graduate at the end of

January	Spring
April	Summer
April	Fall
October	Winter

Applications for graduation are available online and in Enrollment Services, on the second floor of the Lindbloom Student Center. Each degree or certificate requires a separate application form. There is a minimum of two weeks to process the application.

Eligibility

To be eligible for graduation, students must have accomplished the following:

- Completed all admissions requirements
- Earned a minimum grade point average of 2.0
- Completed 24 credits at Green River (doesn't pertain to high school diploma or professional technical certificate candidates)

- Completed their last quarter at Green River
- Filed an application for graduation with Enrollment Services
- Completed all degree requirements as specified by the Green River catalog

Students may graduate using the degree requirements in effect during their first quarter of enrollment at Green River for up to six years. After six years, students need to meet the requirements listed in the current catalog. They may petition the degree exception committee with proof of continuous enrollment to be exempt from this policy.

Students may graduate at the end of any quarter.

For information regarding the graduation application, call or e-mail:

A–L	Angie Brenner (253) 833-9111, ext. 2518
M–Z	Julia Nation (253) 833-9111, ext. 2633

Commencement

A commencement ceremony is held at the end of the academic year. Any student who has been approved for graduation during that year is eligible to participate in the June ceremony. Students who plan to complete their requirements during the following summer quarter may apply for graduation and participate in the ceremony. All diplomas and certificates will be mailed to students two months after the quarter ends.

Appendix A

Appendix A

Associated Students of Green River (ASGRCC) (March 2007)

PREAMBLE

This Constitution of the Associated Students of Green River Community College has been adopted for the purpose of fostering and developing student responsibility, interest, and participation in the activities and programs of the ASGRCC, and is dedicated to the furtherance of general student welfare.

ARTICLE I NAME

The name of this organization shall be the Associated Students of Green River Community College and the organization hereafter may be designated as ASGRCC.

ARTICLE II OBJECTIVES

The objectives of this organization shall be to provide the opportunity for student organization, for the growth of the academic and social life of the students, and to further student relations with faculty and community.

ARTICLE III MEMBERSHIP

All students of GRCC shall become members of this organization with the privilege of holding office and voting in elections. Full-time students may vote in all elections and hold any office, commensurate to their class standing. Part-time students can hold the office of Senator, and shall be permitted to vote for these offices. Part-time students cannot hold the offices of President and Vice President, but shall vote for these offices. Students registered for ten or more units of college class work at GRCC shall be considered full-time students.

ARTICLE IV ASGRCC ELECTED AND SELECTED OFFICERS

Section 1 - Membership

Elected officers of the ASGRCC shall be a President and Vice President. Selected officers will be: PUBLIC RELATIONS – Chairperson, FINANCE COMMITTEE – Chairperson, BY-LAWS – Chairperson, and JUDICIAL BOARD – Chairperson (Chief Justice). There will be an additional twelve senators selected by the Executive Committee, and the Director of Student Life to serve on these committees.

Section 2 - Term of Office

The terms of an elective or selected officer shall be for one academic year.

Section 3 - Vacancy in Office

The Vice President of the ASGRCC shall become President in case the Office of President is vacated. In the case of a vacancy in the Office of Vice-President, the President shall appoint a new Vice President subject to the approval by 2/3's of the ASGRCC Senate vote, within two weeks after the vacancy occurs. In the event of both offices being vacated, an election will be held by the ASGRCC Senate to fill these positions within two weeks of vacancies.

Section 4 - Presidential Powers

The powers of the President shall be to determine general executive policy; to appoint committees and boards, subject to the approval of the Student Senate; to appoint administrative assistants; to appoint students for faculty, administrative, and trustee committees with consent of the Student Senate; to fill all appointive officers positions with the consent of the Student Senate; to sign or to veto all legislation passed by the Student Senate within ten academic days of passage or they shall automatically take effect; to make and to sign contracts for ASGRCC, with the consent of the Director of Student Life; and to perform all duties necessary to carry out executive policy related to student interests.

Section 5 - Vice Presidential Powers

The Vice President shall be the chairperson of the Student Senate; does not vote unless the Senate is equally divided; serve as a student representative to the All College Council; shall insure all legislation passed by Student Senate is conveyed to the ASGRCC President within two academic days of passage; and perform all duties necessary to carry out legislative policy related to student interests.

Section 6 - Presidential and Vice-Presidential Duties

The ASGRCC President and Vice-President will present a state of the quarter address to the student body. The state of the quarter address will be presented within three weeks of the start of each quarter, excluding the summer quarter, in an open public format. The ASGRCC President and Vice President will also assist in the selection process of senators stated in Article IV, Section 1 of the ASGRCC Constitution.

Appendix A

ARTICLE V APPOINTED OFFICERS

Section 1 - The Appointed Officers

The Appointive Officers of the ASGRCC shall be defined and set forth in the by-laws.

Section 2 - Term of Office

The terms of all appointive officers shall be for one academic year.

Section 3 - Duties and Terms

The duties and terms of appointive officers shall be defined and set forth in the by-laws.

ARTICLE VI STUDENT SENATE

Section 1 - Jurisdiction

The ASGRCC Student Senate shall serve as the legislative body of the ASGRCC.

Section 2 - Membership

The ASGRCC Vice President shall be the presiding officer of the Senate, but shall have no vote unless the Senate is equally divided. The ASGRCC President shall be an ex-officio member. Voting members shall be the Finance Committee Chairperson, Public Relations Committee Chairperson, Judicial Board Committee Chairperson (Chief Justice), and By-Laws Committee Chairperson, three Finance Committee Senators, three Public Relations Committee Senators, three Judicial Board Committee Senators, and three By-Laws Committee Senators, the Director of Student Life or his/her designee shall serve as an ex-officio member in an advisory capacity.

Section 3 - Senate Powers and Duties

The powers of the Student Senate shall be to review and approve general policy concerning activities of the ASGRCC; to make recommendations to the ASGRCC President and Vice President; to recommend constitutional amendments and approve by-laws for this association; to review and authorize expenditures of ASGRCC funds; to ratify all appointments to ASGRCC standing committees or boards; and to override the President's veto with a 2/3's vote of those voting.

ARTICLE VI STUDENT SENATE

Section 4 - Quorum

For purposes of legislative active membership, a quorum shall consist of 2/3s of the current Student Senate.

Section 5 - Meetings

The Student Senate shall meet once each week of the academic year except the finals week of each quarter.

ARTICLE VII ASGRCC SENATE COMMITTEES

Section 1-Public Relations Committee

The Public Relations Committee shall consist of a Public Relations Committee Chairperson and three committee members. These members shall be selected as stated in Article IV, Section 1 of the ASGRCC Constitution. The Public Relations Committee shall comply with Article VI, Section 1 of ASGRCC By-Laws. The Public Relations Committee shall also be responsible for the duties stated in Article IV, Section 6, Sub-Section 1c.

Section 2-Finance Committee

The Finance Committee shall consist of a Finance Committee Chairperson and three committee members. These members shall be selected as stated in Article IV, Section 1 of the ASGRCC Constitution. The Finance Committee duties shall comply with Article IV, Section 6, Sub-Section 1a in the ASGRCC By-Laws and shall also comply and enforce the policies of the ASGRCC Financial Code.

Section 3-By-Laws Committee

The By-Laws Committee shall consist of a By-Laws Committee Chairperson and three committee members. These members shall be selected as stated in Article IV, Section 1 of the ASGRCC Constitution. The By-Laws Committee shall comply and be responsible for the duties stated in Article IV, Section 6, Sub-Section 1b and Article IV, Section 7 in the ASGRCC By-Laws.

Section 4-Judicial Board Committee

The Judicial Board Committee shall consist of a Judicial Board Chairperson, herein referred to as Chief Justice and three committee members. These members shall be selected as stated Article IV, Section 1 of the ASGRCC Constitution. The Judicial Board Committee shall be responsible for all duties reflected in Article IV, Section 6, Sub-Section 1d and Article VII in the ASGRCC By-Laws.

ARTICLE VIII RULES OF ORDER

All ASGRCC Student Senate meetings shall be governed by Robert's Rules of Order, Revised.

ARTICLE IX BY-LAWS

Section 1 - Jurisdiction

By-Laws of the ASGRCC shall be made and amended by 2/3 vote of the Student Senate.

Section 2 - Notification of Intent

Any proposed By-laws or amendments to By-Laws must be presented in writing to each member of the Senate and read to Student Senate seven (7) calendar days before it can be voted upon. proposed By-laws and/or amendments shall be advertised around campus seven (7) calendar

Appendix A

days prior to the By-Law or amendment being voted upon. Locations of By-Law changes will include bulletin boards, in Student Programs, and other readily-seen-by-the-student-body settings. By-Laws require approval of 2/3 of the Student Senate.

ARTICLE X CONSTITUTIONAL AMENDMENTS

Constitutional amendments may be initiated by a petition from the student body or by action of 2/3's of the Senate. In the case of legislative action, the suggested amendment shall be submitted to each senator in writing and read in a Senate meeting which must precede the meeting at which it is voted upon by at least seven calendar days. The Constitution shall be amended by approval of a simple majority of students voting in a regular or special election, provided written notice of such amendment has been published and posted for ten instructional days before each election. In addition to this, the student congress will be required to provide information sessions at a set time where the Judicial Board Committee members and the Executive Committee will be present to explain the changes to the constitution. No voting will take place at such meetings.

ARTICLE XI INITIATIVE, REFERENDUM, AND RECALL

Section 1 - Initiative

A constitutional amendment or legislative action may be demanded by a petition signed by 5% of the Student Body.

Section 2 - Referendum

A referendum action of any legislative action may be demanded by a petition signed by 5% of the Student Body.

Section 3 - Recall

Any elected official may be subject to recall upon petition signed by 5% of the Student Body.

Section 4 - Adoption

Upon receiving a petition for an initiative, referendum, or recall measure, the Senate must call a special election in not more than 15 academic days. Initiative, referendum, or recall measures require a 51% favorable majority to pass in a special election.

ARTICLE XII INTERPRETATION

Section 1 - Student Interpretation

The interpretation of this constitution shall be the responsibility of the Judicial Board Committee and its By-Laws shall be the responsibility of the By-Laws Committee, subject ultimately to approval by the Board of Trustees of Green River Community College.

Section 2 - Guidelines for Interpretation

Any interpretation of this constitution shall be made with the view of its basic principles which are to increase and foster student responsibility, interest, and participation in the activities and programs of the Associated Students of Green River Community College.

ARTICLE XIII ADOPTION

This constitution shall become effective upon approval of the Student Body by a 51% simple majority vote of the ballots cast at a special election in which 5% of the student body cast ballots. This constitution upon adoption shall supersede all preceding ASGRCC Constitutions. This constitution shall become effective immediately upon adoption of the Student Body. This constitution will be presented by the President of the college. The final authority for approval of this constitution shall rest with the Board of Trustees of Green River Community College.

Appendix B

Appendix C

Appendix B

Academic Standards and Progress Policy

As part of the college's responsibility to each student and to the state that helps to fund each student's college education, Green River has established expectations of student progress and academic performance. These expectations are outlined in the Academic Standards and Progress Policy. The college monitors student progress and academic performance and intervenes when expectations are not being met. In such cases, the college may determine that a student is not benefiting from continued enrollment and may take steps to limit or deny future enrollment.

To review the **Academic Standards and Progress Policy**, visit www.greenriver.edu/Policies/policies/AcademicStandardsProgressPolicy.htm.

Appendix C

Student Rights and the Student Code of Conduct

Admission to Green River Community College carries with it the presumption that the student is a member of the college community. As a member of the college community one will engage in responsible conduct that models good citizenship.

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

To review the Student Code of Conduct, please visit www.greenriver.edu/Policies/policies/RulesOfStudentConduct.htm

Disclaimers

Green River Community College does not discriminate on the basis of race, color, national origin, sex, sexual orientation, disability, marital status, religion, age or any other unlawful basis in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies:

Vice President of Human Resources, 12401 SE 320th Street, Auburn, WA 98092,
(253) 288-3320

To receive this information in an alternative format, please contact Disability Support Services at (253) 833-9111, ext. 2631; TTY (253) 288-3359.

Green River Community College has made reasonable efforts to provide information that is accurate at the time of publication. However, the college reserves the right to make appropriate changes in procedures, policies, calendars, requirements, programs, courses, and fees. When feasible, changes will be announced prior to their effective dates, but the college assumes no responsibility for giving any particular notice of such changes. Nothing herein shall be construed to create any offer to contract or contractual rights.

