



Faculty Employment Handbook

*Prepared by
Human Resources and Instructional Staff
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Introduction

Welcome to Edmonds Community College

We're pleased that you accepted a teaching, counseling, or library assignment here at Edmonds Community College and hope that this is the beginning of a long and satisfying professional relationship.

Learning the procedures and policies of a college can be a daunting task. Fortunately, we anticipated some questions and provided guidance for you in this handbook. Please feel invited to ask questions of your dean, division staff, colleagues, and the Human Resources staff. You make a difference for our students, and we are committed to supporting your work!

About This Handbook

The information contained in this handbook is provided as a general resource and is not intended to create any contractual right, obligation, or covenant with Edmonds Community College. The college makes every effort to ensure the information is accurate and current, and is updated annually by the Edmonds Community College Human Resources staff with help from many other offices across the college. The handbook is not a substitute for the official policies and procedures of the college, and the college reserves the right to change its programs or policies at any time. Visit the [college's website](#) for the most current information regarding college policies and programs.

You may also visit the [Edmonds CC Human Resources web page](#) for helpful information for all college employees.

[The Faculty Negotiated Agreement](#) is another important source of information regarding your working conditions.

We hope you will find this handbook a useful tool and a good starting place for obtaining information to assist you with your work assignment.

To report inaccurate information, incorrect or non-working links, or to add/delete information to this handbook, email hr@edcc.edu or call the Human Resources Office at 425.640.1400.

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I. General Employment Information

Accidents and Emergencies

Any accident involving a student or employee that occurs in a class or is witnessed by an instructor or other employee outside of class must be reported on an [Injury and Illness Incident Report](#). The instructor should contact Safety, Security, and Emergency Preparedness (SSEP) if possible or call 911 if the situation is life threatening.

Employees are covered under the Department of Labor and Industries State Fund for any on-the-job injury or occupational disease. When seeking treatment, it is very important that the accident report form that your doctor or office staff fills out clearly indicates that the injury occurred as part of your work assignment.

Security Contact Hours and Phone Numbers:

The [SSEP Office](#) is located in WWY 214. SSEP response is available 24 hours a day, 7 days a week including holidays.

- The cell phone number for officers on duty is: 425.754.0154.
- Extreme or life threatening emergency: dial 911 then call Security.

Please use the [Addresses for Edmonds Community College Facilities \(Owned and Leased\)](#) table in Appendix B to refer to exact building addresses when calling.

Emergency Telephones (yellow boxes) are a direct line to SSEP and are located outside of the following buildings: Seaview Gym, Lynnwood, Snohomish, Meadowdale, Brier, Clearview, Monroe, Mill Creek, Gateway, and the Center for Families. Talk-A-Phone towers, commonly called “Blue Phones” are located across campus as well. By pressing the “Info” button you will be calling security directly 24/7. By pressing the emergency button you will be dialing 911 for Fire, Ambulance, and Police assistance.

Automated External Defibrillator Machines (AEDs)

The college has nineteen AEDs throughout the campus. Please familiarize yourself with the AED location closest to your office area or in buildings where you teach, these can typically be found next to your first floor elevators. For more information, contact the Security Office at 425.640.1501 during normal business hours.

Benefits

Full-time and associate faculty are eligible for medical, dental, and retirement benefits. Associate faculty, who are employed at least half time, as defined in [the Faculty Negotiated Agreement](#), on a quarter-to-quarter basis, are eligible for insurance benefits beginning with their second consecutive quarter of employment. Retirement plan eligibility will be established for faculty who are employed for at least 50% of the full-time faculty equivalent for two consecutive quarters, beginning with the second quarter of eligibility. Eligibility for insurance and retirement benefits may also be established through combining employment at

multiple institutions of higher education. Associate faculty must notify all employers, in writing, of multiple employment status to qualify for these benefits. The Edmonds Community College notification form is sent out quarterly with the associate faculty contract and is also available from the Human Resources Office at 425.640.1400.

Insurance benefits include medical, dental, basic long-term disability, and basic and optional life insurance. More in-depth information about insurance and retirement benefits for faculty can be found on the [Edmonds CC HR website](#), or by contacting HR at 425.640.1400.

More information about employee benefits and retirement options can be found at the following links:

[182-12-114 WAC - How do employees establish eligibility for public employees benefits board \(PEBB\) benefits?](#) AND [State Board for Community and Technical Colleges - Retirement](#).

Compliance Training Requirement

Every employee at Edmonds Community College is required to complete compliance training which consists of six courses:

- Sexual Harassment Prevention
- Diversity Basics
- State Ethics
- Family Educational Rights and Privacy Act (FERPA)
- Workplace Civility and Respect
- Alcohol and Drug-Free Work Policy

To access trainings please visit [Compliance Training](#). For more information, please contact Organizational Development and Employee Training Office (ODET) at 425.640.1085 or check the [ODET Google Site](#).

Each student club on campus has a faculty advisor, and every club advisor must complete Clery Compliance training. Contact the Clery Compliance Officer, [Jade Jeter-Hill](#), at 425.971.8887 to arrange for training.

Conflict of Interest/Ethics

College employees are subject to the Washington State Ethics in Public Service Act. The essence of that law is that public employees may not use their employment for personal gain. For example, state property such as telephones and computers should be used for personal needs only on a **very limited and infrequent basis (*de minimis use*)**. **The use of state resources to support or oppose political candidates or ballot measures or to operate a personal business are strictly forbidden.** In addition to the state law, the college has specific ethics provisions for employees. Please see the policy and regulations on Ethics and Conflict of Interest in [Appendix A](#) or [Conflict of Interest and Standards of Ethical Conduct Policy](#), and [Conflict of Interest and Standards of Ethical Conduct Regulation](#). For ethics questions, contact the college's Ethics Officer, Dennis Curran, at 425.640.1647 or dennis.curran@edcc.edu.

Degrees and Certificates

The Edmonds Community College [catalog](#) and [website](#) are the best sources of information about degrees and certificates that are offered at Edmonds CC. If you have specific questions, call the department or division which houses that program or contact the [Advising Center](#) at 425.640.1458.

[EdPass](#)

All college personnel are required to have an identification card. A college photo ID (EdPass) is available through the EdPass Office located in LYN 214, across from the Technology Resource Center (TRC) in LYN 207. The EdPass is used for entry into buildings on weekends (when authorized); entry into many of the classrooms and offices; entry to available facilities and use of equipment in Seaview Gymnasium; to check out materials from the Edmonds CC Library; to obtain a reduced bus fare pass on Community Transit; and as a FLEX debit account card that may be used at the bookstore, cafeteria, and espresso stands once money has been credited to it by the employee. The EdPass is also used for printing in the computer labs or the library. Don't miss out on FREE printing in the labs--please see full url: (<http://www.edcc.edu/acs/>) for free printing information for students. Faculty may also use their EdPass to print in campus computer labs and get 25 free pages before paying to print. After that, printing costs \$.05 per page. Visit [Faculty and Printing/Academic Computer Services](#) for more information, including tips to help students print less. We're working to reduce the number of pages printed on campus as part of the college's sustainability initiative. If employees need to gain access to a computer lab, additional paperwork may be needed, so please see your division administrative support staff. After initial paperwork is completed for special access, employees will need to have their EdPass re-encoded annually every fall quarter in the Security Office, WWY 214.

Family Medical Leave (FML)

The Family and Medical Leave Act (FMLA) is a federal law that provides eligible employees and /or covered employers with unpaid, job protected leave for up to 12 weeks of leave in a 12 month period for one or more of the following reasons:

- The birth of a child or placement of a child with the employee for adoption or foster care, and to bond with the newborn or newly-placed child.
- To care for a spouse, child or parent who has a serious health condition.
- For a serious health condition that makes the employee unable to work.
- For any qualifying emergency arising out of the fact that a spouse, child, or parent is a military member on covered active duty or call to covered active duty status.

Human Resources Employee Links

The Human Resources [website](#) offers helpful information for all employees. The site includes information on benefits, compensation, recruitment, forms and processes, and more.

[Organizational Development and Employee Training \(ODET\)](#)

ODET offers in-house, custom training and facilitation solutions for teams across the campus. This department supports employee recognition, compliance training, the Equity and Inclusion Division, and training initiatives across the college. ODET is located in the Center for Employee Learning in CLA 120.

[Parking](#) – See [Parking/Parking Permits](#)

Payroll/Paychecks

All state employees are on a "lagged" payroll, which means that employees are paid after the work is done. An associate faculty instructor teaching a typical full academic quarter will generally receive 6 paychecks for fall quarter, 5 paychecks for winter quarter, 5 paychecks for spring quarter, and 4 paychecks for summer quarter. Special assignments are paid after the work is completed.

Full-time faculty elect either a 19 or 24 paycheck schedule (with balloon payment in June) when signing a yearly contract.

Employees have the option of either direct deposit or a debit Focus Card. However, the initial check is mailed to the employee's home address. Contact the HR office at 425.640.1400 for more information or visit our website to learn more about [payment options](#).

On November 6, 1986, the Immigration Reform and Control Act of 1986 went into effect. This federal statute requires all employers to identify and verify employment eligibility for all new employees hired after November 6, 1986. **Providing identity and employment eligibility documentation is a condition of employment** for every employee at the college, and must be brought to the Human Resources Office as soon as possible after an employee's hire date, but **no later than three days after the employee's hire date**. (NOTE: For associate faculty, in order to gain timely access to Canvas, Instructor Briefcase, Earnings History, and other sites, you must provide all documentation to the Human Resources Office **no later than one week BEFORE the quarter begins**. Getting documentation turned in early prevents delays in accessing these sites as associate faculty prepare to start the quarter.) Additional details can be obtained by contacting your dean, division support staff, or the Human Resources Office at 425.640.1400.

Personnel Records

Under state and federal regulations, the college is required to keep and report certain pertinent information about its faculty. A college application and other documents related to your employment will be kept in a confidential personnel file. You may examine your personnel file, but it cannot be taken from the Human Resources Office. You may contact the Human Resources Office at 425.640.1400 to make an appointment to review your file with a Human Resources representative.

Print and Mail Center

- MLT 118 (See also [Mail Pickup](#))
- [Hours of Operation](#)
- **Mailroom:**

Please check your mailbox regularly for mail, messages, and any duplicated materials you have requested for your classes. Materials can be accessed by combination lock on evenings and weekends when the building is open for classes. Contact the Print and Mail

Center at 425.640.1587 for a combination number if you will need access during these times.

- **Duplicating:**

Our purpose is to provide quality printing and duplicating services for college administration, faculty, and staff at the lowest possible cost with the shortest turnaround time possible. We offer black and white or full-color copies on a wide array of paper stock, as well as a variety of other binding and finishing services. Staff are available to provide assistance, customer support for all our services, and to answer questions at 425.640.1692.

You can submit your job to [Digital Store Front](#), or email your request as an attachment to duplicatingoffice@email.edcc.edu. When submitting hard copy requests please remember to fill out a Duplicating Request Form with your budget number and all necessary information, available in your division office or the Print and Mail Center. Please clear large copy requests with your dean prior to submitting the request. Typical duplication requests will be ready in 24 hours with larger jobs requiring extra time. We invite you to utilize our services and experience what our customer commitment can do for you.

Travel and Off-Campus Activities

All travel is subject to Washington State law and Office of Financial Management regulations in addition to college procedures. The college will reimburse expenses where pre-approved and applicable for travel, only as provided in those laws and regulations.

Prior to travel, faculty are required to complete a Travel Authorization form, to be approved/signed by the dean; if out-of-state travel is included, pre-approval and signature by the Executive Vice President for Instruction is required as well. If travel is out-of-the-country, pre-approval and signatures are required from the Dean, the Executive Vice President for Instruction, and the President. **ALL air travel and car rentals must be booked through Linda Russell in the Hospitality/Tourism Department of the Business Division, phone 425.640.1137.** The steps listed above are necessary for faculty members to be reimbursed.

Once approved and signed, all forms and supporting documentation are forwarded to the college travel liaison in the Business Office at mail stop BUDACT. Travel Expense Vouchers must be turned in by the 10th day of the month following completion of your travel (at fiscal year end it may need to be turned in sooner). Contact your division office to assist with obtaining required approvals and signatures.

II. Instructional Resources for Faculty

[Academic Calendar](#)

The [academic calendar](#) provides you with quarterly information about holidays, advising, registration, grading deadlines, etc. An academic calendar for the school year can also be found on the U Drive under Enrollment Services.

Academic Integrity (Academic Dishonesty)

The Academic Integrity (Academic Dishonesty) Guidelines for students are included in the [Student Code of Conduct](#), which specifies cheating and plagiarism as grounds for disciplinary action. Some departments also have specific policies about how cheating and plagiarism are to be handled. The practice of the college is that a student who is responsible of cheating or plagiarism fails that test or assignment. If another incident occurs the student may fail the class.

If You See Something, Say Something. The college has implemented an [incident reporting process](#) for student conduct violations, and academic integrity violations. In every case of academic dishonesty, cheating, plagiarism, or unauthorized collaboration, faculty are asked to report the details using the [Academic Integrity Incident Reporting Form](#). In every case of student conduct violations, faculty are asked to report the details using the [Incident Reporting Form](#). Complete the form online, entering the details of the case as you know them, and follow the directions to submit the form. Your report will begin the process of formal review of the case. Student discipline records will be checked to verify if the student is responsible of similar infractions in other classes. If so, the student may receive a sanction ranging from a warning to a suspension and/or dismissal from the college. For more information, contact the Student Conduct Officer at 425.640.1125.

Announcements

Please read announcements that are in your mailbox and email regarding advising, registration, and program information/deadlines to your students. Faculty are required to have a college email and to check it regularly. Making these timely announcements to students, especially evening students, is often the only way they have of getting important information. Be aware that the information itself may not say "please announce to students." However, if it relates to advising, registration, or program information, please announce it to your students. If students have questions about procedures you cannot answer, have them contact your department head or the division office for clarification.

[Arts, Culture and Civic Engagement \(ACCE\) Program](#)

The Arts, Culture, and Civic Engagement (ACCE) program at Edmonds CC is a dynamic coalition of individuals and departments working together to provide diverse and enriching initiatives to our campus and global community through innovative programming, unique partnerships, and lifelong learning opportunities. ACCE serves as the coordinating body for the creation and promotion of initiatives aimed at enhancing community cultural development, social inclusion, active citizenship, and personal development.

The ACCE program values:

- Collaboration and Communication
- Responsibility and Accountability
- Innovation and Creativity
- Equity, Inclusion, and Respect

Annual grants for projects that fit these goals and mission are made in the spring. Contact the Equity and Inclusion Program Manager at 425.640.1538 for more information.

Assurance of Employment Contracts (AEC) for Associate Faculty

Departments may apply annually to the Executive Vice President for Instruction to have one or more of their associate faculty granted contracts that assure them a specific minimum amount of employment through a school year. Associate faculty who are granted these contracts receive certain benefits that are spelled out in the contract. Associate faculty may wish to discuss this with their department head or dean.

Attendance Policy - See [Instructor/Institution-Initiated Withdrawal Policy](#)

Attendance Record Keeping

You have the option of making student attendance a part of assigning grades. Regardless of your choice about whether or not attendance will affect students' grades, you must keep attendance records for all of your classes. Those records can be very important in student matters such as eligibility for financial aid, veterans benefits, Running Start and other specialized programs. Attendance records may also be needed in case of emergencies, and the need to account for students, staff, and faculty on campus as well as any visitors to the classroom.

Bookstore - See also [Textbooks](#)

The full service bookstore, the College Store, has a spacious, attractive home in BRI 106. Visit the [website](#) for College Store hours at the bottom of the home page, as well as information on textbooks, gifts, clothing, and other merchandise for sale.

The College Store is operated by Barnes and Noble College Booksellers LLC, providing retail services for the Edmonds CC community, students, faculty, and staff. Its mission is to support the educational experience of its customers by providing all the course materials and related resources necessary in a financially responsible manner by offering a variety of textbook options including new and used books, rental and digital titles, and price matching with select online competitors.

In addition to college textbooks and course materials, it offers:

- Computer Supplies
- School and Office Supplies
- Edmonds CC Clothing and Spirit Gifts
- Backpacks
- Calculators

- Art, Nursing, and Culinary Supplies
- Assorted Candy and Snacks
- Greeting Cards
- General Reading, Reference, and Bargain Books
- Staff and Faculty Discounts of 10% on personal purchases and 25% on Department Purchases

The College Store's professional staff is committed to customer satisfaction and welcomes faculty, staff, and students. You may reach [College Store](#) staff at 425.640.1672.

Campus Art Committee

Over the years, Edmonds CC has accumulated a collection of art from a variety of sources including commissions, purchases, and donations. [College policy](#) IN 4.0 and procedure IN 4.01pr, sets parameters for the establishment of a Campus Art Committee to provide structure and governance for the acquisition, installation, maintenance, and disposition of all works of art. All are evaluated relevant to the college mission and instructional program goals, relationship to the existing collection, exhibit requirements, maintenance needs, available funding, and cost. The Art Committee is an advisory committee to the college President. For more information, contact the Dean for Humanities and Social Sciences at 425.640.1856, or Executive Vice President for Instruction at 425.640.1557.

Canvas Classroom

Publishing your course in Canvas by 8:00 a.m. on the first day of the quarter is helpful to students. Students get worried when they don't see their course in Canvas and wonder if they are actually registered for the course. Students call the Help Desk and the Help Desk can only ask the student to email their instructor to ask about the course.

Please publish your course in Canvas based on the teaching modalities below.

- **Online** (arranged) courses need to be published in Canvas by 8:00 a.m. on the first day of the quarter.
- **Hybrid** courses need to be published no later than the day and time your course is scheduled to meet. However, students would benefit from these hybrid courses being published by 8:00 a.m. on the first day of the quarter with at minimum a home/front page explaining, "Come to class to learn more."
- **On-Ground (Face to Face)** courses are not required to be published in Canvas unless the instructor has chosen to use Canvas to enhance the course. However, students would benefit if all on-ground courses were published by the first day of the quarter with at minimum a home/front page explaining how Canvas will or will not be used for the course and how to contact the instructor.

Here is a [Home/Front Page](#) video (4 minutes) on how to create a home/front page in your course in Canvas.

Steps to Publish a Canvas Course to make it accessible for students.

1. Log into Canvas at full url: (<https://edcc.instructure.com>) using your regular college login credentials.

2. Open your Canvas course.
3. Locate the Course Status area in the right hand sidebar. The Unpublished button will be in red.
4. Click the Publish button. Publish will then be green. This completes the process and the course is published and visible to all students.

There is no need to unpublish your course at the end of the quarter. If you are interested in viewing the default access (and participation) dates for each role in Canvas this term (quarter) please see the [Canvas Supporting Information Page](#), under term dates.

Student Communications within Canvas

1. All students are given a Google email (EdMail) account within 48 hours after registering for a class greater than 0.0 credits.
2. Students manage their own EdMail accounts. If students need assistance they can contact [START](#) (Student Technology Advice and Resource Team) at start@edmail.edcc.edu or go to the START office located in LYN 305 for drop-in support.
3. Students manage their own communications and notifications settings in Canvas; help is available in the Canvas Guides or from START.

Behavioral Intervention Team ([BIT](#))

The college has developed a comprehensive behavior intervention process, identifying key resources and people trained to assist in handling potential crisis situations. The Behavioral Intervention Team ([BIT](#)) manages the intervention process and is available to assist. For more information or help, contact the Student Conduct Officer/BIT Case Manager, at 425.640.1125.

[Center for Learning Connections \(CLC\) - Community Education](#)

The Center for Learning Connections designs training and manages projects to help individuals and organizations respond to change and improve quality. It is especially effective in working with educators (at all levels and locations), welfare and workforce development professionals, and community based organizations. The CLC is a self-supporting office located at, and legally part of, Edmonds Community College. The CLC is located in the Maltby Building at North Campus Complex, 7020 – 196th Street S.W., Lynnwood. Visit the CLC website at full url: (<http://www.learningconnections.org/>)

Cheating - See [Academic Integrity \(Academic Dishonesty\)](#)

Class Cancellation and Contracts

Decisions about class cancellations are made by the division dean based on student enrollments.

Class Rosters - See also [Instructor Briefcase](#)

Your first day roster is available in your Instructor Briefcase, so please check Instructor Briefcase. However, instructors can print up-to-date rosters any time through Instructor

Briefcase (*see instructions below*). If you can't see your roster in Instructor Briefcase its because either there are no enrollments in the course OR your instructor information was scheduled incorrectly in the student database (SMS) to teach this course. Please go to the person in your division that schedules courses to ensure that you as the faculty member have been correctly scheduled as the primary instructor in SMS to teach this course.

Faculty members are responsible for checking [Instructor Briefcase](#) rosters to ensure students attending class are officially registered. If a student's name is not on a roster by the 10th day, he/she will not be counted in state MIS reporting for reimbursement purposes, and will not be on the grade sheet at the end of the quarter – CHECK ROSTERS ON A DAILY BASIS. If a student's name isn't there or it disappears, tell him/her to go to Enrollment Services. **NOTE: The people link in Canvas is not your official roster.**

[Enrollment Services](#) is located on the 1st floor of Lynnwood Hall. Regular business hours are Monday 9:00 a.m. to 6:00 p.m.; Tuesday, 9:00 a.m. to 7:00 p.m.; Wednesday and Thursday 9:00 a.m. to 6:00 a.m.; and Friday 10:00 a.m. to 5:00 p.m. For extended and special dates/hours, please visit the [Enrollment Services Website](#).

To view/print your class rosters in Instructor Briefcase: (*If you do not see a class you teach listed, it means there is no enrollment or you were not entered as the primary instructor for the class.*)

1. Open Instructor Briefcase and log in using your SID, PIN and select the correct quarter.
2. Locate the class roster you want under Class Rosters on the left-hand side of the screen. (Use the scroll bar if you are unable to see the listing.)
3. Double click on the class roster you want to view.
4. Use the scroll bar located on the right-hand side of the screen to view the entire roster.
5. To print, locate the print option in your web browser, then click **Print**.

[Instructor Briefcase](#) is maintained through the Information Technology Department. Email helpdesk@edcc.edu or call 425.640.1234.

[Class Schedule](#)

The class schedule contains a wealth of information about college procedures, contacts, deadlines, services, and classes, and is available [online](#).

[Class Syllabus](#)

Faculty are required to provide a written syllabus to their students at the first meeting of their class and to post a copy to the [syllabus upload website](#).

- A [syllabus template](#) is available for faculty reference, listing required elements. Class syllabi should include all required elements: course objectives as identified in the Official Course Syllabi (Official Syllabi) expectations, grading, and policies. You can also post your syllabus to a class website or class Canvas site.
- There is a standard process to submit your syllabus. First, create your syllabus and save it in any standard document format, such as .pdf, .doc, .xls. Go to the [Syllabus Upload website](#). Log in to the website using your usual college username and password and then upload your syllabus. Syllabi must be submitted by the third day of the quarter or by the first day of

a late start class.

College Committees/Participation for Full-time and Associate Faculty

Faculty have numerous opportunities to participate on college-wide and division committees. Full-time tenured faculty serve on contractual committees, such as Curriculum Committee, Academic Standards, and tenure committees. Associate faculty are welcome and encouraged to serve on college committees, though it is not an expectation of the position. For example, campus emergency preparedness planning and campus emergency response and recovery operations need faculty involvement and provide several training opportunities, including First Aid and Community Emergency Response Team training for Citizen Corps. Consult with your dean about committee work. Service may be voluntary or paid, depending upon the work and by arrangement with your dean.

Computer Resources

Computers and technology resources are available for all faculty.

- For associate faculty, computers are available in the associate faculty offices and the Technology Resource Center (TRC), LYN 207. Your division office can tell you where the associate faculty office spaces are located. (See also [Office Space for Associate Faculty](#).)
- **Citrix** is a web-based program that allows access to applications and resources normally available on campus servers. Through Citrix you can access the Microsoft Office applications, the U-Drive, and your campus My Documents folder. Please submit an email to itsupport@email.edcc.edu to request access to Citrix, or submit a [Service Request](#).
- The campus uses Google Drive and its associated applications for storage, sharing documents, email, and creating sites to store and share information. After logging into Gmail, those applications and storage locations can be accessed through the web-browser.
- **U-Drive:** The U-Drive was developed to address the need for campus-wide reference to a variety of general information. You can use the U-Drive to view, print, or save information to your own computer, thus saving the time and cost of hard-copy duplication and distribution. All campus employees can read the U-Drive contents. Files are arranged in folders "managed" by a department or division (i.e. Human Resources, Executive Vice President for Instruction, etc.). To access the U-Drive, if it is not already on your desktop, click on My Computer, then U-Drive under network drives. You can also access the U-Drive with your Edmonds CC login account from a web browser at full url:(<https://udrive.edcc.edu/>).

Contracts and Personnel Action Forms (PAF)

Associate Faculty: Contracts for associate faculty will be mailed from the Human Resources Office each quarter after a Personnel Action Form (PAF) has been initiated by your division office. You will receive two copies of your actual employment contract after the 10th day of the quarter. Sign and date one contract and return it to the Human Resources Office within 15 calendar days of receipt. This is your individual contract. Provisions relating to associate

faculty may also be found in the Faculty Negotiated Agreement between the Federation of Teachers and the Board of Trustees. Even if your class is canceled, return one signed contract form.

Full-time Faculty: Newly hired full-time faculty will receive an appointment letter, which includes a start date and salary placement, as well as a contract. Returning full-time faculty will receive a contract and their projected salary for the upcoming academic year by May 15th of each year.

The Human Resources Consultant for Compensation (425.640.1326) works with full-time and associate faculty contracts and PAFs and can answer questions about how pay is calculated. A copy of the most recent [Faculty Collective Bargaining Agreement \(CBA\)](#) is available on the HR website.

[Copyright Policies](#)

Edmonds CC has a copyright policy ([IN 9.0 - Copyright Policy](#)) that faculty are expected to follow when using copyrighted materials in their classroom. All published materials submitted for printing at the Print and Mail Center must include the copyright stamp with the request form. Without the copyright stamp, your duplicating request could be delayed. The copyright stamp is located in your division office.

When scanning, copying, and posting published material, it is important to comply with copyright legislation. The following are general guidelines to follow when duplicating and posting copyrighted materials for classroom use:

- Always include a notice that the materials are protected by copyright.
- Copy, scan, and post only the portions needed for the particular instructional session or assignment; a general guideline is no more than one article from a journal or one chapter from a book. The scanned materials should be available on your password protected Canvas class site, accessible only to students registered in your class.
- The scanned materials should be made available only for the period of time that is relevant to the context of the class session.
- Post a limited portion of an electronic textbook to your Canvas classroom. Consult with the textbook publisher's License or Terms of Use Agreement to ensure compliance. Always include a notice to your students that the posted material is protected by copyright.
- Duplicating works intended to be "consumable" does not meet copyright fair use criteria and these materials should not be copied or scanned. Consumable materials include workbooks, exercises, standardized tests, test booklets and answer sheets, and similar consumable material.
- Whenever possible, provide links to articles or electronic resources available on the internet or from a library database rather than copying, scanning, or posting the full article to your Canvas class site.

Additional information about copyright and fair use is available on the [Library's copyright webpage](#). Contact Associate Dean for Learning Resources and the Copyright

Officer, Jennifer Patterson, at 425.640.1522 or jennifer.patterson@edcc.edu for copyright consultations and questions.

[Counseling and Resource Center - Faculty and Staff](#)

The Counseling and Resource Center is available for faculty and staff to discuss, guide, and support you in assisting students in distress. We also provide referrals to mental health providers for staff and faculty. We are happy to stop by your classroom and share information about our resources or present on a special topic in your classroom related to wellness and health promotion. For more information please feel free to contact the Director of Counseling and Wellness Services, Jessica Burwell, at 425.640.1654, or jessica.e.burwell@edcc.edu. You can also stop by the Counseling and Resource Center located in MLT 145.

Dean's Role in Working with Associate Faculty

The dean of the division is the direct supervisor of all associate faculty. It is he/she who officially hires associate faculty, based on faculty expertise, past teaching experience, and the input of the Department Head. If you have questions or concerns about employment status, personnel matters, disruptive or problematic students, or anything else that calls for you to speak directly with your supervisor, please contact your dean through the division office, by email, or leave a voice message. For additional support in your teaching practice, contact the Associate Dean for Instruction, or visit the Faculty Teaching and Learning Center in SNH 103. ([Associate Faculty Position Description](#))

Associate Dean for Instruction

The Associate Dean for Instruction plays a primary role in supporting associate faculty and providing leadership for faculty professional development. He/she serves as a point of contact for new associate faculty and provides resources, coaching, and mentorship. The office of the Associate Dean for Instruction is located in the Faculty Teaching and Learning Center in SNH 103.

Department Head's Role in Working with Associate Faculty

Department Heads play an important role in the instructional program of Edmonds Community College. They are faculty members, not administrators, who take on defined responsibilities in department leadership, class scheduling, budget management, and recommendations regarding hiring of associate faculty. Department Heads have no supervisory responsibilities or authority, although they are very important in the scheduling of classes and the assistance that they provide for associate instructors. ([Department Head Core Responsibilities](#))

Desk Copies/Textbooks

A desk copy of your textbook may be requested through your Department Head or the division office. Check with your Department Head for the procedure to follow when ordering textbooks for your classes. Please review the college regulation ([C 6.3.104.R102](#)) on Resale of Desk Copy Textbooks. Faculty may accept complimentary textbooks and other publications from publishers and use these items to conduct official business. However, this policy

prohibits giving away these textbooks, or selling such textbooks and other publications for personal gain. Check with your division office about disposal of textbooks. Desk copies are **NOT** available through the College Store.

Division Office Support Services – See also [Email and Voicemail](#)

Please contact your division staff about any assistance you might need. The division staff, including the division Dean and support staff, are available to answer any questions.

Supplies: Office and instructional supplies are available for you in the division office. Please stop by to get the supplies you need. Keys to the supply room and associate faculty offices may be provided for those instructors who must have access at times other than 7:30 a.m. - 5:00 p.m. Please contact the division office for issuance of office keys.

Communicating: For new associate and full-time faculty, the division office will work with you to set up the following:

- **Email:** You will be issued an Edmonds CC email account which you'll use for conducting official communications with students and your division office.
 - [See a quick tutorial](#) on the difference between @email.edcc.edu and @edcc.edu, and when to use each one.
 - You'll use the same login credentials you use for email as you will to log in to Canvas to manage web grading. **DO NOT** use a personal email account. **NOTE: The College uses Google mail. Assistance with and training in basic Google based applications is available through the [Technology Resource Center \(TRC\)](#).**
- **Mailbox:** Once you have been hired, a mailbox will be set up for you in the Print and Mail Center. Instructors that teach only online classes may choose not to have a mailbox; please contact your division office.
- **Voicemail:** Please contact your division support staff about setting up your college telephone number and voicemail account. **DO NOT** use a personal phone number.
- Please be sure to set up your out of office greeting (email and voicemail) and provide an alternative contact within the division if you will be gone for an extended period of time.

Calendars, Room Assignments, Forms, etc.: The best source for general information about the quarterly academic calendar, forms, room assignments, and general "survival" information will be the division office staff, the division Dean, or the Department Head. The class schedule includes a [quarterly calendar](#). Many commonly-used employment forms may be found on the [Human Resources website](#).

Dropping No-Show Students

See [Instructor/Institution-Initiated Withdrawal Policy](#) and [the Financial Aid Services Web Site](#) for more information.

Duplicating Class Materials – See [Print and Mail Center](#)

eLearning - Online, Hybrid, and Enhanced Classes

Information about online, hybrid, enhanced courses and student resources is available on the eLearning website full url: (<http://www.edcc.edu/online/study/types-of-classes.html>) and full url: (<http://students.edcc.edu/support/default.html>).

The Technology Resource Center (TRC) provides training and support for faculty, and staff in the use of Canvas (Learning Management System), Google Apps for Education, MS Office, Adobe Acrobat, Panopto (Lecture Capture), and Zoom (Web Conferencing) and Accessible eContent. You can find a list of and sign up for the quarterly trainings at the Technology Resource Center website under [Education and Training for Employees](#). Canvas tutorials are available online and can be accessed at any time at the [Canvas guides](#). For instructional technology support contact the TRC at trc@email.edcc.edu or stop by Lynnwood Hall Room 207.

Email and Voicemail

In order for students and staff to contact faculty quickly, it is mandatory that faculty have and use an Edmonds CC email account. Voicemail may be required, and can be linked to your college email account. Human Resources initiates the creation of an email and the division supervisor submits a request to the Help Desk for voicemail. The information/confirmation is emailed back to the supervisor/requestor. Please check email and voicemail daily—voicemail will be automatically cleared every 30 days. Delete unnecessary voicemail message(s) to keep the lines of communication open.

Questions about your account or other technology issues can be discussed by calling 425.640.1234, emailing helpdesk@edcc.edu or submitting a [Service Request](#).

Emergencies - See [Security](#) and/or [Accidents and Emergencies](#)

[Emergency Preparedness](#)

Edmonds Community College continues to refine procedures and planning to address emergencies that may arise on campus. Employees also need to attend to some basic preparations to assist students and colleagues in the event of a natural disaster or an act of violence on campus. Following are some steps that you can take:

1. Sign up for emergency notifications through the [Triton Alert - Emergency Notification System](#). You will automatically receive emails in your campus email box; however, you must opt in to receive text messages on your personal devices and accounts.
2. Review and practice taking different exits from your office and the room(s) and building(s) where you teach.
3. Review the [campus map](#) to see Evacuation Assembly Points (EAPs) to direct others if clearing the building is necessary. Maps showing designated EAPs are posted in every classroom, major office area, and public areas.
4. Consider carrying a flashlight with classroom supplies; even in daylight hours corridors and stairways may be dimly lit if there is a power outage.
5. Review the location of telephones and/or carry a charged cell phone (in some instances

- cell phones will not be effective).
6. Consider storing food, water and any necessary medications for three days in case you are unable to leave campus. A survival kit can be placed in your office area and/or your vehicle.
 7. Discuss division planning with your dean.
 8. Have home and family plans for emergency communications and survival supplies for 10-14 days.
 9. Speak to your students about their preparedness at school, work, and home.
 10. Show the presentation "[Emergency Incidents on Campus](#)" during your syllabus review on the first day of class.
 11. If you [See Something, Say Something](#) to report behaviors of concern through our reporting system.

Evaluation of Instructor/Course

The Division Administrator will arrange for student evaluations of your courses at least once per year. Evaluations are administered online in Canvas and through EdMail with [EvaluationKIT](#). Instructions, survey samples, response rate tips, and more can be found on the [Edmonds CC Evaluations Google Site](#). Evaluations are normally done during the ninth through eleventh weeks of the quarter. *You may access the results in Canvas after grades are posted for that quarter.* [The Faculty Negotiated Agreement](#) spells out this process in greater detail.

All associate faculty have [job descriptions](#) for their teaching, library or counseling assignment. In their first quarter of teaching, new associate faculty will have student comment forms completed during their fifth week, will be observed by their administrator, and will meet with their administrator for review of the evaluation checklist. Normative and comment forms will be administered the second quarter of teaching. Continuing associate faculty will have student evaluations completed annually per the current process and will meet with the dean to review the evaluation checklist once every ninth quarter of teaching.

[Faculty Development](#)

The faculty development program provides opportunities and support for faculty in their pursuit to increase student learning. The web site is currently being updated and the link to the site will be available soon. The site will provide information about teaching resources, workshops, conferences, and professional development funds. [Scott Haddock](#) (425.640.1185) and [Kristina Jipson](#) are the Faculty Development Coordinators.

[FERPA \(Family Educational Rights and Privacy Act\)](#)

Student privacy rights prevent the posting of grades by name, social security numbers, or student ID numbers. Faculty are required to complete the FERPA training available online before having access to student information. Take online training at full url: (<http://employees.edcc.edu/training/compliance-training/>). For more information about FERPA in general, please see the FERPA [website](#).

[Final Exam Schedule](#)

The final exam schedule is posted on the college's calendar [website](#) and the [Executive Vice](#)

[President for Instruction Google site](#). Summer quarter classes, which begin at other times, will be examined on the last scheduled class meeting. Faculty must meet with their classes on the scheduled final exam date.

It is expected that all exams will be held according to this schedule. Requests for exceptions must be in writing and approved in advance by the Executive Vice President for Instruction. No regular day classes are held during the final exam period. Some final exams may be scheduled for a weekday on which the class does not normally meet.

The final exam days are contract work days for faculty and are considered instructional days during which teaching and learning activities continue to take place. Faculty should be available to confer with students as appropriate. It is suggested that faculty who are assigning final papers or projects may choose to collect them at the time of the scheduled final exam. If not, be clear with your students (and any college staff involved) as to exactly where and when any such final assignments are to be submitted.

If students request their finals be returned to them, please ask them to provide a self-addressed, stamped envelope. Intensive ESL and ABE ESL programs have a modified exam week schedule; please check with the department head or division office.

[Food Services](#)

There are currently two restaurants open on the Edmonds CC campus, and one espresso location:

- **The Brier Grill** is located on the first floor of Brier Hall. The Brier Grill serves made-to-order hot entrees, soups, salads, sandwiches, pizza, beverages, and snacks. Please see the [Food Services](#) website for hours of operation.
- **The College Cafe** is located in BRI 105; hours are 11:30 a.m. to 1:00 p.m. Tuesday through Thursday (most weeks). The Cafe is a quality, full-service restaurant. Menus, cooking, and service are all provided by students in the Culinary Arts program.
- **Triton Espresso** is in the lobby of MLT Hall. Please see the [Food Services](#) website for hours of operation.

In addition, catering services are exclusively provided by Campus Food Services. Please contact Jennifer Roeter at 425.640.1305 or email jennifer.roeter@edcc.edu to arrange for catering for special campus or community events, small meetings, parties or gatherings, official Advisory Committee meetings, take home platters, or for any questions.

[General Education Learning Outcomes](#)

Edmonds Community College offers multiple opportunities to integrate knowledge and skills throughout its degrees and certificates. Specifically, the college emphasizes this integration through its General Education Learning Outcomes:

- **Communication Skills:** *Communicate* and interact effectively through a variety of methods appropriate to audience, context, purpose, and field/discipline.
- **Human Relations and Professional Development Skills:** *Act* responsibly in applying

professional and academic standards associated with personal wellness; sustainable management of resources; and/or with success in educational, workplace, community, and group settings.

- **Quantitative Analysis/Symbolic Reasoning Skills:** *Reason* clearly using academic or professional modes of inquiry; using quantitative or symbolic reasoning; and/or using other discipline/field specific methods to explore and create ideas; identify information needs; process, evaluate, and use information; and recognize, analyze, and solve problems.
- **Cultural Diversity Skills:** *Explore* and apply multiple perspectives in order to examine cultural differences and influences; maintain effective professional/working relationships; and/or interact effectively in multicultural settings.

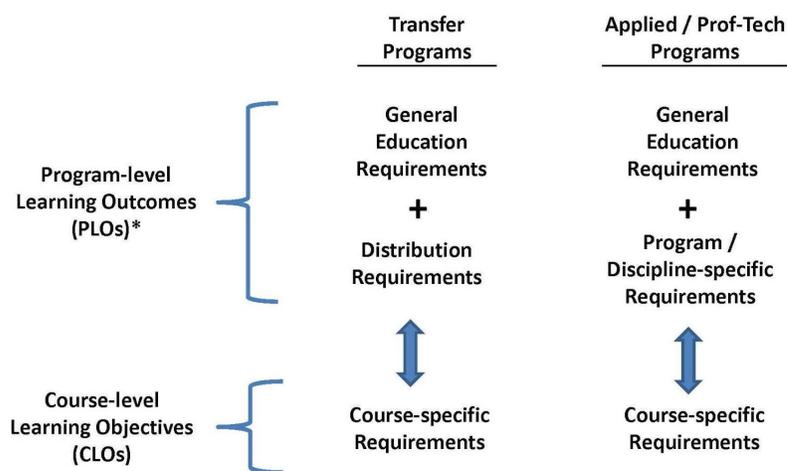
Students who earn any of our degrees or certificates of 45 or more credits have opportunities to develop and apply these General Education Learning Outcomes, along with discipline specific learning Program-level Learning Outcomes (PLOs) and Course-level Learning Objectives (CLOs).

The college's General Education component serves a number of purposes, including the following:

- Encouraging students to develop knowledge, habits, and skills for lifelong learning, productive work, and citizenship.
- Demonstrating, for students who intend to transfer, basic knowledge that helps prepare them to develop breadth and depth in the areas of humanities, mathematical and natural sciences, social sciences, human relations, cultural diversity, and/or discipline-specific requirements.
- Providing professional-technical students with a recognizable core of related instruction including identified outcomes in the areas of communication, computation, and human relations that align with and support program goals and outcomes.
- Representing identifiable and assessable student learning outcomes that support the college's educational mission.

Please be prepared to discuss and explain to students the General Education outcomes and identify how these skills are being addressed and assessed in their programs of study. See the college's [Teaching and Learning Assessment Plan](#) and the diagram below for more details.

Diagram of Edmonds CC's Student Learning Outcomes



*Edmonds CC defines programs as degrees and certificates. This diagram refers to programs of 45 or more credits.

Grade Submission/[Instructor Briefcase](#)

The Instructor Briefcase contains the official class roster. Faculty members are responsible for checking [Instructor Briefcase](#) rosters to ensure students attending class are officially registered. If a student's name is not on a roster by the 10th day, he/she will not be counted in state MIS reporting for reimbursement purposes, and will not be on the grade sheet at the end of the quarter – CHECK ROSTERS ON A DAILY BASIS. If a student's name isn't there or it disappears, tell him/her to go to Enrollment Services. NOTE: The people link in Canvas is not your official roster.

Instructors access class rosters and submit grades electronically via Instructor Briefcase. Electronic grading is mandatory at Edmonds Community College. You will need an Edmonds CC email address, your instructor SID number, and your PIN number to log into Instructor Briefcase. The Instructor Briefcase website is available Monday through Friday, 4:00 a.m. to 11:00 p.m., and 24 hours a day most weekends and holidays (exceptions will be posted). If you have any questions, contact the [Helpdesk](#) at 425.640.1234 during regular business hours. See [Instructor Briefcase](#) for more information.

Electronic Grading

To submit your grades electronically through Instructor Briefcase, you will need your college email account, instructor SID number, and PIN number. See [Faculty Grading Guidelines Google site](#) for complete instructions.

Students may access final grade information through the college website. If students request assignments to be returned to them, please ask them to leave a stamped, self-addressed envelope with you for this purpose. Division staff do not give out grades and they are not posted in the division office, faculty offices, or classrooms, per FERPA requirements.

Decimal Grading

Edmonds Community College assigns decimal grades. The following scale to establish equivalence between decimal and letter grades has been adopted as a standard.

A	4.0 - 3.9	B-	2.8 - 2.5	D+	1.4 - 1.2
A-	3.8 - 3.5	C+	2.4 - 2.2	D	1.1 - 1.0
B+	3.4 - 3.2	C	2.1 - 1.9	E	0.0
B	3.1 - 2.9	C-	1.8 - 1.5		

This scale is one option faculty can use. Check with your department head for the grading scale used in your department.

Audits and Satisfactory/Unsatisfactory (S/U) Grades

Students may audit classes. Changes to or from audit status must be processed by Enrollment Services by the date noted in the quarterly class schedule. Satisfactory/Unsatisfactory grades are not allowed in all courses. Check with your Department Head or the division office to determine if your course has this option before informing your students of the possibility.

Incompletes

If you assign a grade of incomplete (I) to a student, make sure that you have completed a contract with the student that stipulates what work must be completed and the date for completion. This form is available in the division office. If the contract is not completed, the grade will change to one listed on the contract.

- An “I” grade may be given only at the instructor’s discretion when “the student has done satisfactory work but could not, for some unavoidable reason, complete part of the course work or take the final examination”. To receive an incomplete, the student must develop a contract with the instructor that sets deadlines and quality standards for the work that needs to be completed. Students must complete the work by the deadline set by the instructor. This deadline is not to exceed one year. If the contract is not satisfactorily completed by the deadline established by the instructor, the “I” grade will be changed to the grade listed on the contract.
- **Please do not** give a student an “I” and suggest he/she take the same course again in a future quarter. The “I” sits on the transcript and some transferring institutions now transfer it as a 0.0. You could do more harm than good.
- **Please do** use a contract if a student is receiving financial aid--not having an “I” contract could jeopardize the aid. A contract also makes clear to both parties what the expectations are and avoids disputes in the future.
- **“I” Grade Contracts are available in the division offices. Do not use “V” (instructor initiated withdrawal) and “I” grades interchangeably.**
- **Do not use** the “I” grade if the student stopped attending but did not withdraw, or never attended your class. Use a “V”, 0.0, or whatever grade he/she earned prior to disappearing.
- **Do not** request that a student’s grade be changed from an “I” to a “V” or from “V” to “I”

as they have very different meanings. An “I” needs to be agreed upon and a contract written.

Retention of Grading Records

Per [College Policy IN 2.0](#) the college’s faculty members will maintain student grade records for 1 (one) year from the end of each class section. Records documenting the basis for the individual student’s final grades must be available for explanation, justification, or review by appropriate college officials and, when necessary, by the Grade Change Committee as provided for in the negotiated contract.

The following provisions apply to all college instructors:

1. Grading records must be retained for one full year (four quarters).
2. Records will be kept in such a way that college officials can determine from the class syllabus, the grade record, and other pertinent information the process used in assigning the final grade.
3. Associate faculty members who are not returning the following quarter to teach at the college are required to submit necessary grading records to the Division Administrator at the end of the quarter in which they are employed.
4. Continuing associate faculty members are encouraged, though not required, to submit records quarterly for maintenance by the college. However, upon leaving the college they shall submit records for the prior four quarters.
5. Full-time instructors shall maintain grading records in their offices and, upon resignation or retirement, shall submit the past four quarters’ grade records to the division administrator for maintenance by the college.

Grade Changes

Grade changes, including late or missing grades, must be submitted through our campus GATE system by the instructor of record. If the instructor of record is unavailable, the department dean may submit the grade.

[Grading Information](#)

You will receive a detailed list of grading practices. Grading practices are contained in college [Procedure IN 1.01 pr Grades: Grading Practices](#). Copies are also available:

- in Instructor Briefcase under “Grading Practices”
- in the college catalog ([Student Grades](#))

Guest Speakers

Limited funds are available to pay guest speakers for your classes. Please contact the division office for deadlines and the guest speaker request form. **Prior approval by your dean is required.**

Hate-Free Zone Proclamation

In the college's continued efforts to provide quality opportunities for learning and service, and respond to the dynamic needs of our diverse community, a declaration of our commitment to condemn all discrimination and intolerance directed against people because of their age, color, disability, faith, genetic information, national origin, race, religion, sex, gender identity, sexual orientation; citizenship, marital status, or veteran status was approved. This resolution directs the college to continue its efforts to:

- Eliminate intolerance and bias acts and crimes.
- Provide educational programs, services and support to those in communities targeted by such crimes and incidents of intolerance.
- Work with students, employees, community groups and local organizations to assure that procedures for reporting such crimes and incidents of intolerance are in place and understood.
- Clarify and reinforce procedures to respond to discrimination and harassment in the workplace.
- Welcome and foster positive interactions among all people, and all cultures.
- Create and sustain a campus environment that honors the college's commitment to diversity, equity and inclusive excellence.

Help Desk

The Help Desk is your single point of contact for requesting a service, or asking for advice or assistance from the IT and eLearning division. The [Help Desk](#) can provide quick resolution with logging in, password reset or unlocks, advice and/or tips in using different applications, assistance with printing or connecting to network resources, and other hardware or software questions. Staff and faculty can contact the Help Desk by emailing ITsupport@email.edcc.edu or calling 425.640.1234 during [Help Desk hours](#) or submitting a [Service Request](#).

Instructor Absence from a Class/Leave

If you have to miss class FOR ANY REASON, it is imperative that you call your division office (specific offices may have different procedures - please check in with your division office).

An official notice will be posted to alert students of your absence, give special instructions, and date of return. If you know you are going to be absent for a planned reason, please discuss coverage of your class with your department head and dean. Leave Request forms must be submitted through the [Liquid Office](#) system. All leave requests are logged by division staff and need to be signed by the division dean.

- Given sufficient time and availability of funds (subject to the pre-approval of your division dean), it may be possible to arrange for a substitute for your class. On very short notice, it probably will be necessary to cancel the class meeting.
- When you know that you will miss a class for illness, inclement weather, or other reason, please leave a message for your students on your voicemail and/or on whatever electronic announcement means (website, Canvas, etc.) you normally use for class communications. Tell your students how they can check to find out if your class will be meeting. This is recommended even when you realize only a short time before the start of the class that you will be absent. Students can often be saved the inconvenience and expense of a trip to campus if they know that your class will not meet.

- If you realize that you must cancel an evening or weekend class and the division office has closed for the day, leave a message about your absence on the office telephone and/or email according to your division procedure, then notify the Campus Security Office at 425.640.1501, or the cell phone for the officer on duty at 425.754.0154 and ask them to post a cancellation notice on the door of your classroom. They may also be available to meet with your class to discuss safety issues.

Associate faculty accrue compensable sick leave at a rate of FTEF × 8 hrs/month. During the first quarter of employment, an employee will be credited with the total quarterly accrual effective the first contract day. Subsequent quarter accruals will be based on earned monthly accruals, and employees will not be permitted to use sick leave before it has been earned.

Permission for any leaves, other than Sick Leave/Emergency Leave or Personal Leave (available to associate faculty with Annual Assurance of Employment Guarantees), must be granted by the dean prior to the leave.

Leave for Suspended Operations

See “*Emergency Communications—How we decide*” | www.edcc.edu/alert

In emergency conditions, notices will be posted as soon as possible to the [college website](#), the college’s [Facebook](#) and [Twitter](#) pages, sent to local media outlets, and at full url: <http://flashalert.net/id/EdmondsCC>.

The [Triton Alert - Emergency Notification System](#) will also be used to send notifications regarding campus closures, emergency situations, or evacuation orders in the event of an emergency or inclement weather. Edmonds CC students and employees are automatically enrolled to receive Triton Alerts through their college email addresses. In addition, **sign up** to receive text and voice messages on your mobile or home phones and/or additional email notifications to personal email addresses.

In inclement weather, Edmonds CC typically makes decisions regarding emergency closures or class cancellations by 5:00 a.m. for day classes, and 3:00 p.m. for evening classes (or as early as circumstances allow). The college seeks to stay open to fulfill its mission whenever possible; however, individuals should protect their own health and safety. Work with your supervisor if you need to make other arrangements in an emergency. Students are to work with their instructors if they need to make other arrangements. **Take care of yourself and be safe!**

Refer to college procedure HR 5.07pr, Suspended Operations, for information on reporting to work in different suspended operations situations.

PLEASE NOTE: WE ARE NOT PART OF THE EDMONDS SCHOOL DISTRICT, AND OUR CLOSURES MAY DIFFER.

[Instructor Briefcase](#) (IBC)

The IBC process requires the use of your System Identification Number (SID) and a Personal Identification Number (PIN.)

The following two steps must be completed prior to a **PIN** being assigned:

1. The instructor information must be input and set to “active” in the employee database (PPMS) in Human Resources. This requirement also applies to volunteer positions.
2. The instructor must have an active Edmonds CC email account.

The Human Resources Office will request an email address. Once the email is assigned, the faculty member will be provided with a temporary password. IT will send a notification to the supervisor with the temporary password.

To access Instructor Briefcase:

The faculty member must have their **PIN** and **SID** to gain access to the IBC. These numbers are generated within 24 hours of the faculty member’s activation in the PPMS database. Faculty may find both the **PIN** and **SID** numbers by logging onto the following website:

<http://www.edcc.edu/earnhist>:

- To access a **SID** number, the employee only needs to enter his/her social security number, last name, and birth date (in the correct format) into the form.
- To access a **PIN**, use the assigned email ID (do not include “@edcc.edu”) and password. Once that login is accepted, the birth date will be required for secondary validation. You may change your **PIN** from within the IBC and/or earnings history sites. You can change your email password at full url: (<https://emppass.edcc.edu/showLogin.cc>).

The document entitled “Instructor Briefcase” is a step-by-step instruction guide and can be found on the Edmonds CC website for reference at [Instructor Briefcase Instructions](#). This document will assist you with accessing IBC, changing your PIN, or viewing your class rosters when you wish. IBC is accessible from any computer, PC or MAC, with the appropriate version of Google Chrome, Mozilla Firefox, or Safari.

The grading memos, instructions, and regulations that you received in the past with the grade sheets are now located in the Instructor Briefcase (underneath the globe). These should be reviewed each quarter for possible changes. Rosters may be viewed once the students have started to register. If there is no one registered for your class the item number will not show on your list of classes.

Help is Available - If you have lost or forgotten your PIN, you can access it at the [PIN/SID Lookup Tool](#). (NOTE: The Lookup Tool is not available on normal business days between 11:30 p.m. and 4:00 a.m.) If you need help with learning how to enter your grades or having someone there in case you need to ask a question, assistance is available in Enrollment Services, the [TRC](#), and from other faculty.

Instructor/Institution-Initiated Withdrawal Policy (Formerly Attendance Policy)

Instructors may initiate a withdrawal for students who do not attend 60% (three days) of on-ground classes, or participate in 60% of online classes during the first five instructional days of the quarter. Instructors may extend this option through the tenth day of the quarter (eight days for summer) for students who initially attended/participated in class, but by the

tenth day have achieved less than 60% attendance/participation.

Please note that this is done at the discretion of individual instructors. Students cannot rely on instructors to initiate a withdrawal, nor can they expect automatic withdrawal because they fail to attend or participate in a class.

Refund of Tuition and Fees

Students enrolled in state-support classes who are withdrawn during the first five days of the quarter receive a full refund of tuition and fees. Students who are withdrawn between the sixth day and the tenth day of the quarter receive a 50% refund of tuition and fees.

Self-support classes have different refund policies: No refund is given for online self-support classes after the first day of the quarter, and no refund is given for all other self-support classes after the first day of class. The class schedule indicates which classes are designated as self-support.

Because instructor-initiated withdrawals are discretionary, students remain responsible for officially withdrawing from classes within the specified deadlines published in the official academic calendar to be eligible for a refund.

Institution-Initiated Withdrawal

The college may withdraw a student from a class or classes if the student has been suspended for lack of academic achievement, has not paid tuition, or whose conduct has resulted in a disciplinary suspension/termination. A tuition refund may not be provided under these circumstances.

Please follow the procedures listed below:

- Faculty are not required to drop students from their classes for non-attendance/participation. These types of drops are discretionary.
- To drop a student from your class(es) for non-attendance/participation or for failing to meet prerequisite requirements, email [Faculty Drops](#) in Enrollment Services. **On the subject line put "Instructor Withdrawal."** In the body of the email include the name and section of the course, and the item number and the student's full name and ID number. More than one student may be included in the email.
- For students who did not attend/participate in at least 60% of the first week of the quarter, the drop list must be received by [Faculty Drops](#) **no later than 3:00 p.m. on the fifth instructional day of the quarter.** This is the last day we can give students a 100% refund (see the academic calendar).
- For faculty who wish to extend the drop period through the second week, email [Faculty Drops](#) **no later than 3:00 p.m. on the tenth instructional day of the quarter (eighth day for summer).** This is the last day we can drop a student without a transcript entry (see the academic calendar). Please also follow the email instructions given above.

Online Classes:

Instructors determine what constitutes 60% participation in online classes, and are

responsible for making sure students are given this information.

Publishing your course in Canvas by 8:00 a.m. on the first day of the quarter is helpful to students. Students get worried when they don't see their course in Canvas and wonder if they are actually registered for the course. Students call the Help Desk and the Help Desk can only ask the student to email their instructor to ask about the course.

Based on the teaching modalities below, please publish your course in Canvas.

- **Online** (arranged) courses need to be published in Canvas by 8:00 a.m. on the first day of the quarter.
- **Hybrid** courses need to be published no later than the day and time your course is scheduled to meet. However, students would be grateful if these hybrid courses were published by 8:00 a.m. on the first day of the quarter with at minimum a home/front page explaining, "Come to class to learn more."
- **On-Ground (Face to Face)** courses are not required to be published in Canvas unless the instructor has chosen to use Canvas to enhance the course. However, once again, students would be grateful if all on-ground courses were published by the first day of the quarter with at minimum a home/front page explaining how Canvas will or will not be used for the course and how to contact the instructor.

Here is a [Home/Front Page](#) video (4 minutes) you can watch on how to create a home/front page in your course in Canvas.

Steps to Publish a Canvas Course to make it accessible for students

- Log into Canvas at full url: (<https://edcc.instructure.com>) using your regular college login credentials.
- Open your Canvas course
- Locate the Course Status area in the right-hand sidebar. The Unpublished button will be in red.
- Click the Publish button. Publish will then be green. This completes the process and the course is published and visible to students.

There is no need to unpublish your course at the end of the quarter. If you are interested in viewing the default access (and participation) dates for each role in Canvas this term (quarter) please see the [Canvas Supporting Information Page](#), under Term Dates.

Classes that meet less than daily:

The attendance standard does not specifically address the many variables of when and how often classes meet. However, we no longer count the number of days students attend class before dropping them, rather the new standard looks at the percentage of attendance/participation. If your class meets anytime during the first week of the quarter, use the 60% standard and follow the process listed above for drops during the first five days of the quarter, and for extending drops through the tenth day of the quarter.

- **Saturday Classes:** If your class meets on Saturdays, please follow the process listed

above, but email no later than 10:00 AM on the Monday following your Saturday class.

- **Late Start Classes:** Please email directly regarding drops for non-attendance/participation for any class that starts after the tenth day of classes. Approval of drops is based on the established "tenth day" of your class, and state requirements regarding transcript entries and refunds.

The attendance standard is found at full url:

(<http://www.edcc.edu/es/register/drop-policy.html>)

Keys/Access

If you have need for a key, please work with your division support staff to complete the appropriate forms. If you need access to a room for some reason at other than your regular class meeting time, request this from your division office. Security can also unlock rooms when needed. [Your EdPass is your key](#) to many/most classrooms or associate offices.

[Learning Resources Division](#) **[Library Services](#)**

The Edmonds CC Library is a valuable resource for faculty and students. The Library has excellent print and electronic resources to support instruction and student learning. The [Library's website](#) provides access to over thirty-five research databases with full-text journal articles, e-books, and images; the Library catalog containing a description and location for all library print and audio-visual materials; links to selected academic resources that support information research; and information about Library hours, services, and contacts.

The Library also provides an active instructional program, a learning commons with 150+ computers, and reference and research assistance. Faculty may schedule customized instructional sessions for their classes, and an [Information Literacy resource guide](#) is also available through the Library's website. To help faculty receive the best service possible, each academic division has been assigned a [librarian liaison](#) who works with instructors to make sure appropriate library materials are purchased to support their classes. For questions or suggestions regarding the Library, please contact the reference desk at 425.640.1472 or the Associate Dean of Learning Resources at jennifer.patterson@edcc.edu. Further information about Library Services for Faculty is available at [Faculty Services](#).

[Visual Media Services](#)

The Visual Media Services Department in the Learning Resources Division provides full service multimedia production services, dedicated to professionally producing and delivering content to support teaching, learning, and community. If you are interested in producing multimedia content for your classes please contact us at ddootson@edcc.edu, call 425.640.1533 or drop by MDL 206.

Visual Media Services operates and maintains Comcast (South Snohomish County) Ch. 21/26

and Frontier Ch. 38, running 150 hours of programming per week. In addition, we offer online on-demand and live streaming programming through our Vimeo and YouTube Channels - please visit our [web page](#) for more information.

Mail Pick-Up (See also [Print and Mail Center](#))

Each instructor is assigned a mailbox, located in MLT 118. Instructors are expected to pick up their mail regularly because important communications from the Office of the Executive Vice President for Instruction and the registrar are distributed through the campus mail service. Full-time and associate faculty should check their mailboxes each day they are on campus. Associate faculty members teaching off campus should make arrangements with their division office to obtain mail on a regular basis. Your mailbox has a combination lock for after-hours access (evening/weekend) contact Print and Mail Center staff to receive your combination.

Mediated Classroom Design and Support (MCDS)

MCDS provides support for all mediated classrooms. If you need immediate assistance in your classroom, there is a phone in the classroom--call ext. 1234 (Helpdesk) before 5:00 p.m. or ext. 1446 after 5:00 p.m. If you would like a walkthrough of the features in a mediated classroom, please contact us at media@edcc.edu or 425.640.1446 to schedule an appointment.

Meeting Attendance for Associate Faculty

Associate faculty members are encouraged, but not required, to attend department and division meetings. In some cases, your dean may be able to authorize additional pay for attendance. Associate faculty should contact their department head for details and meeting times for departmental meetings. Division meetings are usually scheduled the first and third Fridays of the month.

Office Space for Associate Faculty

Please consult with division staff for more information, and to locate associate faculty office space and available computers and telephones. Each division is responsible for assigning and keeping track of the space assigned to the associate faculty teaching in their division.

Associate faculty office spaces are currently coordinated by the following divisions, and are designated in the following locations until further notice:

- STEM and Humanities and Social Sciences Divisions:
 - SQL 301
 - MDL 234
 - MLT 107 (has two private consultation areas)
 - BRI 206 (Science faculty)
 - MIC 203 (Music faculty)
- Business and Health and Human Services Divisions:
 - SNH 252 (all associate faculty welcome)
 - HRT 105 (Horticulture faculty)
 - BRI 110 (Culinary faculty)
 - SEA 103 (PE faculty)

- WWY 120 (AHE/NURS faculty)
- GWY 205 (AHE/CATCH faculty)
- Pre-College Division:
 - MUK 414
- International Education Division:
 - MUK 314-315 (shared space)

Department heads and deans should work with division staff to make sure that every associate faculty member knows that desk space, computers, and file space are available in their appropriate areas. Division staff will assign file space to an associate faculty member and help locate desk space, if he/she so desires, in one of the areas coordinated by that division. If another division needs to find file or desk space in an area not coordinated by that division, the staff should work with the appropriate division staff in another area to help locate available space.

Private Consultation Areas

Please note that MLT 107 and MUK 414 have some unreserved areas that can be used for private consultation with students. Other campus rooms may also be occasionally available to consult with students privately. Associate faculty should contact their division staff for more information.

Associate Dean for Instruction

The Associate Dean for Instruction plays a primary role in supporting associate faculty and providing leadership for faculty professional development. They serve as a point of contact for new associate faculty and provide resources, coaching, and mentorship. The office of the Associate Dean for Instruction is located in the Faculty Teaching and Learning Center in SNH 103.

Ownership of Materials and Intellectual Property

This policy is part of the negotiated agreement between the college and the faculty. [The Faculty Negotiated Agreement](#) (sections 3.5.1, 3.5.2, and 3.5.3) has very specific provisions regarding the ownership of material you prepare for your contract assignment. If you need further information about materials and ownership, contact the Vice President for Human Resources, at 425.640.1647.

Overload of Class

If a class reaches its capacity (ranging from 20-50 students), and additional students ask to enroll, please consult your department head regarding the department's class overload policy. Students need a signature to register after the third day of the quarter with the exception of late start classes.

[Parking/Parking Permits](#)

Faculty/staff parking permits are free for the first permit issued, and can be obtained from the Security Office (WWY 218), Cashier's Office (LYN 1st floor), or the EdPASS Office (LYN 214). The second permit or any other additional/lost permits are \$15, and can be obtained at the

Cashier's Office. Employee parking permits are issued to permanent faculty and staff annually. Permits are valid from the beginning of fall quarter through the end of the following summer quarter, and must be adhered to the lower corner of the driver's side windshield.

To obtain a parking permit please bring your current employee ID (EdPass/CWU Connections Card) to the Safety, Security, and Emergency Preparedness Office in WWY 218.

See the [parking page](#) to keep updated. For a more complete look at the rules governing parking on campus, please see the [security website](#).

Plagiarism - See [Academic Integrity \(Academic Dishonesty\)](#)
and [IN 9.0 - Copyright Policy](#)

Professional Development Funds for Faculty

Professional development funding is available for both full-time and associate faculty. Application forms are available through division offices and requests for funds to attend conferences or workshops must be submitted to your department head and approved by your dean, in advance. See [the Faculty Negotiated Agreement](#) for a description of how this funding can be used. Associate faculty interested in receiving staff development funds may contact their department head or division office.

Professional/Technical Certification

The [Washington Administrative Code](#) (WAC) requires certification for full-time and associate professional-technical instructors who teach $\frac{2}{3}$ load or .666 FTEF for more than three consecutive quarters. An online certification process is used. The Workforce Development and Training (WDT) Office establishes instructor accounts and is in charge of ensuring compliance with the WAC. If you have questions about certification, call the Vice President of WDT at 425.640.1967.

Registration/Rosters – See [Class Rosters](#) and/or [Instructor Briefcase](#)

Requests for Leave

Any non-emergency leave, including professional development leave, must be approved by your division dean prior to the leave. See [Instructor Absence from a Class/Leave](#) for more information.

[Room Scheduling](#)

Generally, our facilities are fully scheduled; thus, any change in time or location of a class must be coordinated through the appropriate division. Any change of classroom furniture during a class needs to be reset at the end of same class.

To schedule a meeting or special event, see the [campus scheduling website](#). Go to "[Simple Campus Request](#)" to check out the online schedule process.

See also the reference to online Google site for more information. To request space, go to:

[25Live](#).

Sale of Reproduced Material

To assist the college in providing adequate instructional materials, the Edmonds CC Bookstore sells duplicates of needed information not available in textbooks. These materials are printed at the Print and Mail Center on campus, then sold to the students at the Bookstore. Please review college regulation, [C 5.5.100 R102](#), for details about this process.

SCANTRON Machine for Faculty Use

SCANTRON machines are available outside SNH 239 and on the 1st floor of MLT outside the Print and Mail Center. See your division staff for technical issues.

[Security](#) (See [Accidents and Emergencies](#) and [Triton Alert Emergency Notification System](#))

The Security Office is located in WWY 214 (see the [Edmonds CC campus map](#)). Personnel are on duty to provide services related to safety and security for all campus users, including the following: assistance with locked classroom doors, first aid responses, emergency response for major emergencies, Safety, Security, and Emergency Preparedness escorts, battery assists, building patrol, door unlocks, traffic enforcement, emergency preparedness, and safety and crime prevention training.

Use the [Addresses for Edmonds Community College Facilities \(Owned and Leased\)](#) list in Appendix B to refer to exact building addresses when calling.

SGID: Small Group Instructional Diagnosis

Faculty who wish to get detailed input from their students about any classes they teach may arrange to have a trained facilitator come to the classroom to meet with the students. Students work in small groups and full class configurations to provide feedback to the facilitator. This process usually gives much more diagnostic feedback to the instructor than the pencil and paper student evaluations that are used as part of the administrative review of faculty performance.

Following the classroom visit, the facilitator provides the information that was collected from the students to the instructor in a private, confidential meeting. The information gleaned from the SGID is not intended for administrative use; it is for the instructor's use only. To arrange for an SGID, contact your Faculty Professional Development Coordinators at faculty.development@email.edcc.edu. Typically, faculty receive an email with an SGID request form at the start of week three each quarter. After completing that form, faculty will be matched with a trained facilitator who will coordinate the process. No record of the SGID is kept by anyone other than the instructor.

[Student Code of Conduct/Student Discipline](#)

Enrollment in Edmonds CC carries with it the obligation that the student will be a responsible citizen of the college. At the same time, the college has the responsibility of informing students of their rights and responsibilities, defining reasonable standards of behavior, and ensuring substantive procedural due process. Please see the [Student Code of Conduct](#) and the [Student](#)

[Code of Conduct hearing procedures.](#)

If You See Something, Say Something. The college has implemented an [incident reporting process](#) for student conduct violations, and for academic integrity violations (see also [Academic Integrity/Academic Dishonesty](#)). If you are having difficulty with a student because of a potential student misconduct issue or you become aware of a potentially troublesome situation involving a student or students, you are asked to report the details using the student conduct [Incident Reporting Form](#). This form should be used to report any issues related to the following:

- any situations of concern
- threat and suicide assessment
- behavior intervention
- bias-related incidents and responses
- student conduct
- Use this [form to report any Title IX](#) issues

Complete the forms online, entering the details of the situation as you know them, and following the directions to submit the form. Your report will begin the process of a formal review of the case. Student discipline records will be checked to verify if the student is guilty of similar infractions in other classes. If so, the student may be put on probation or suspended from the college. For more information, contact Student Conduct Officer/BIT Case Manager [Ross Villegas](#) at 425.640.1125.

Student Complaints

A complaint is any expression of dissatisfaction with the performance of a college employee or procedure. Students who have a complaint are advised to consult with the Office of the Vice President for Student Services for advice in proceeding with the complaint process. The Director of the Center for Student Engagement and Leadership (CSEL) or designee or a person that the student chooses will act as an advocate who can assist the student in the completion of the complaint process. The student may waive the right to an advocate. The college regulation covering [Student General and Grade Complaint Procedures](#) explains this process. Complaints of discrimination or harassment, including sexual harassment, should be filed with the Title IX Coordinator, Edmonds Community College, 20000 68th Ave. W., Clearview Building, Room 122C, Lynnwood, WA 98036, as per the college's [Nondiscrimination and Harassment Policy](#). The college takes all discrimination complaints seriously and in compliance with state and federal laws, and has a process for investigation and resolution of all types of complaints. Classroom/instructional complaints involving the teacher and instruction are first directed to the appropriate dean, and that the dean will communicate with the faculty member.

Student Discipline – Emergency

Faculty members or administrators may take reasonable summary action necessary to maintain order when they have reason to believe that such action is necessary for the physical safety and well-being of the student or the safety and protection of other students or of college property or where the student's conduct materially and substantially disrupts the

educational process. Faculty members can ask a student to leave class for the day. The student will be able to return the following day unless they have been placed on summary suspension by the student conduct officer. For an emergency situation, call 425.754.0154 for immediate contact with an on duty security officer. Follow up with your division dean and Student Conduct Officer/BIT Case Manager [Ross Villegas](#) for appropriate action.

In addition, the college has developed a comprehensive behavior intervention process, identifying key resources and people trained to assist in handling potential crisis situations, known as BIT (Behavioral Intervention Team). BIT is available to assist. For more information, contact Student Conduct Officer/BIT Case Manager [Ross Villegas](#) at 425.640.1125.

Syllabus/Course Outlines – See [Class Syllabus](#)

[Technology Resource Center \(TRC\)](#)

The TRC offers technology education and training for employees working with Canvas. Faculty and staff can contact the TRC staff for one-on-one training. The TRC has an instructional designer that can assist you in designing your Canvas course. Please click on the TRC link above to view scheduled workshops, contact information, and hours for the TRC.

Testing and Assessment Services (TAS)

TAS is located in MLT 152 and offers a variety of placement and testing services including: Accuplacer for English and math; correspondence; placement tests for non-native English speakers; TOEFL; GED; make-up exams (for **extenuating** circumstances only). If you have a student who needs to take a make-up test, fill out the [appropriate form](#) and submit it to TAS for approval (please allow for one business day). For online courses: before arranging times for tests with students, please call the office to make sure there is not a group test being conducted at that time. Please do not send students to TAS unannounced. Students must bring photo ID to take a test. GED testing occurs on Monday and Wednesdays, from 10:00 a.m. to 2:00 p.m. There is no GED testing on Tuesdays, Thursdays, or Fridays.

You may call TAS at 425.640.1546, OR visit the [TAS website](#) for more information. TAS hours may be found at full url: (<http://www.edcc.edu/testing/schedule.php>).

Textbooks – See also [Desk Copies/Textbooks](#)

In July 2010, Congress enacted a new law called “The Higher Education Opportunity Act.” One of the provisions of this Act requires that “institutions of higher education, to the maximum extent possible, make accurate required and recommended textbook information including ISBN and retail price available on its internet course schedule used for pre-registration and registration purposes.” In plain English, students need to be able to determine the price of their course materials when they register for class. This necessitates that our instructors submit their textbook adoptions in a timely manner. For the 2018-2019 school year, the dates associated with these deadlines are:

Winter 2019

*November 1, 2018

Spring 2019	*February 12, 2019
Summer 2019	*May 14, 2019
Fall 2019	*May 14, 2019

***Approximate—Dates Subject to Change**

For questions about textbooks or suggestions that could improve how the College Store supports the educational experience, contact:

[Bookstore](#)
amber.mercer@edcc.edu
425.640.1575

[Director of Auxiliary Services](#)
425.640.1586

[Textbooks - Placing Your Textbook\(s\) on Reserve in the Library](#)

Title IX Responsibilities

Title IX responsibilities, definitions and procedures are covered under the college Nondiscrimination and Harassment Policy ([WAC 132Y-300](#)). All faculty members are “Responsible Officials”, which means they have a duty to report any violations of Title IX or the Nondiscrimination and Harassment Policy. Alleged violations should be reported through a [Title IX incident report form](#). For additional information, consult the college’s [Title IX website](#).

Training and Development – See [Professional Development](#)

[Triton Alert Emergency Notification System](#) - Emergency Communications

The Triton Alert system will be used to send notifications regarding campus closures, emergency situations, or evacuation orders in the event of an emergency or inclement weather. Edmonds CC students and employees are automatically enrolled to receive Triton Alerts through their college email addresses. Sign up to receive text and voice messages on any of your mobile or home phones and/or additional email notifications to personal email addresses. Visit [Triton Alert Emergency Notification System](#) for information on how to setup text and voice notifications, and add additional email addresses to your contact information.

[Veterans Resource Center](#)

Reintegration from military to civilian life and the transition to college is an adjustment and can be a challenge for veterans. The goal of the Veterans Resource Center (VRC) is to support veterans in their journey from boots to books. Students may contact the VRC to learn about the many resources available to them and their family as they work toward their academic and professional goals. Visit the [Veterans Resource Center](#) in LYNI 215 or call 425.640.1175.

Video Production – See [Learning Resources Division/Visual Media Services](#)

Visual Media Services – See [Learning Resources Division/Visual Media Services](#)

[Waitlisted Classes](#)

The college has implemented a campus-wide waitlist system for classes that reach capacity during the enrollment period. Most courses are included in the waitlist system. Exceptions include ABE, GED, ESL, EAP, EdCAP, High School Completion courses, and any linked or clustered courses, which do not do well in the waitlist environment.

Please note the following in regards to managing waitlisted courses:

- Instructor permission to enroll a student in a waitlisted class is not accepted in Enrollment Services prior to the first day of the quarter.
- Day 1 of the quarter through day 3 of the quarter as students drop classes, other students on the waitlists are moved into open slots automatically throughout the day.
- On Day 4 of the quarter, waitlists are closed and faculty manage the enrollment for their classes.
- Faculty must check their rosters located in Instructor Briefcase if there are questions about how many students are actually enrolled for a class(es).
- Faculty are expected to use the waitlist when making decisions as to who is given permission to register. Waitlists are viewed in Instructor Briefcase. Note: faculty may need to scroll down to see the waitlist link.
- Waitlisted students are instructed to go to the first class session, or contact the instructor on the first day of the quarter for online classes. This indicates the student is still interested in registering for the class.
- If a student does not contact faculty, or come to the first class session, faculty may skip that student on the waitlist.

Weather and Other Emergency Class Cancellations

If weather or other short term hazardous conditions prevent an academic employee from coming to work, the faculty member is granted the right to work at home if classes are canceled. He/she may take Emergency Leave if classes are not canceled. See also [Instructor Absence from a Class/Leave](#), [Leave for Suspended Operations](#) and [Leave Request form](#) in Liquid Office.

[Workforce Development](#)

Many students in your classes are receiving funding either directly or indirectly through the numerous worker retraining programs we have on campus. The website at full url: (<http://www.edcc.edu/workforce/>) provides information and resources.

[Workplace Civility and Respect Policy](#)

Edmonds CC is committed to providing a friendly and supportive environment characterized by civility, mutual respect, and inclusiveness where students, faculty, and staff are helped to achieve their goals. Please review our policy [HR 6.0 - Workplace Civility and Respect](#).

III. Student Resources

Advising

Academic Advising educates students as they navigate the world of higher education; providing support for articulation and achievement of their educational and career goals, and by creating an environment for personal transformation, lifelong learning, and success. The Advising Resource Center (ARC) is located on the first floor of Lynnwood Hall. For hours and contact information visit the [ARC website](#).

Faculty advisors bring valuable expertise related to programs of study, courses, university programs, and the job market. They are invaluable as mentors for students and they can provide insight into course content and course selection.

New students are welcomed to Edmonds CC with a [New Student Advising \(NSA\)](#) session. During NSA, an advisor will help students to understand placements, connect strengths and goals with Edmonds CC programs of study, and teach students how to register for classes online.

Walk-In advising is best suited for students with quick questions and immediate needs. Walk-In is on a first come first serve basis in 30 minute increments.

Basic Food Employment Training (BFET)

If a student is eligible for federal food stamps, they may also get help with childcare, books, and some emergency support services while attending Edmonds CC. Tuition assistance is available if a student is ineligible for federal financial aid. In addition, a student will receive job search assistance while completing his or her program. [See the FAQ](#) for more information.

The BFET office is located in GWY 106. Office hours are weekdays from 8:00 a.m. - 5:00 p.m. Please call the BFET information line at 425.640.1727 for inquiries.

Career Action Center

The Career Action Center is located in MLT 130 and may be reached at 425.640.1256 or by email at careeractioncenter@edcc.edu. Students can access information about jobs and internships. Staff offer help with job searches, resumes, and interviewing skills.

I-CATCH (Innovations in Creating Access to Careers in Health Care)

The I-CATCH program provides tuition assistance and other supports for a career pathway into select health care professions to low-income adults in Snohomish County to fill critical jobs in Allied Healthcare (patient care, pharmacy and laboratory, medical office and information, and social and human services).

Center for Student Engagement and Leadership

The Center for Student Engagement and Leadership (CSEL), located in the student center in

Brier Hall, offers a wide range of student activities. It provides events, trips, [lectures](#), [intramurals](#), concerts, [clubs](#), multicultural programs, service learning, [leadership opportunities](#) and more. The Associated Students of Edmonds Community College (ASEdCC) funds over 60 programs and services across campus. A list of these programs and services is found in the [Student Handbook](#). Staff members encourage students to have a voice in how their Services and Activities (S&A) Fees are spent. Currently, ASEdCC funding supports [child care](#), performing arts, clubs, lectures, trips, athletics, Triton Talk Lectures, [Services for Students with Disabilities](#), and many other programs and services. For a complete listing, visit the [website](#).

Computer Resources

Open computer labs are available in Alderwood Hall and Lynnwood Hall. Wireless access is available in most areas of campus. For additional computer help available to students, see the link to the Edmonds CC website for the [Student Technology Advice and Resource Team \(START\)](#).

[Counseling and Resource Center](#)

The Counseling and Resource Center provides free, confidential, and professional counseling services, resources and referral to support the academic and personal success, health, and well-being of our students. For more information and/or to schedule an appointment with a professional counselor, please call our front desk at 425.640.1358 or visit our office, MLT 145.

[Center for Student Cultural Diversity & Inclusion](#)

The Center for Student Cultural Diversity & Inclusion, located in BRI 154, serves all students, with a focus on ethnically diverse, homeless, female, gay, lesbian, and gender-diverse students. In addition to promoting diverse events, it also provides resource assistance to help students understand college life; connections to a conversation partner program to help second-language speakers with English (in a friendly, conversational setting); a resource library with items for loan for a full quarter; assistance to club members; and a computer lab with internet access for students.

[International Student Services](#)

The International Student Services (ISS) office, located in SNH 301, is committed to the academic success of students in Edmonds CC's international program. ISS provides comprehensive information, services, advising, and programs for current international students, as well as prospective students, their families, and agencies. Detailed information is available at the [International Student Services website](#).

[Learning Resources Division/Library Services](#)

[Learning Support Center - Tutoring and Writing Center](#)

The Learning Support Center (LSC) provides free one-on-one academic support for students currently enrolled at Edmonds CC in most all subject areas. In addition to free drop-in tutoring and study skills support, students may visit Grammar Corner to work with faculty for support in grammar, and sign up for Write 095/101, a supplemental support course for students with

heavy writing loads. Faculty play a key role in helping the LSC assist over 2,400 students each year. The LSC is located in Mukilteo Hall, 1st floor, Room 113. It provides academic support for students in writing and tutorial services, as well as student support for Canvas. Schedules are normally available by the second week of the quarter. For more information, call 425.640.1750 or email tutoring@edcc.edu.

[Math, Engineering, Science Achievement \(MESA\)](#)

The Mathematics, Engineering, Science Achievement (MESA) Program focuses on initiatives to improve diversity and retention of historically underrepresented students in the STEM fields, including African American, Latinx/Hispanic, American Indian/Alaska Native, Native Hawaiian/Pacific Islander and women students.

MESA Students have a number of resources such as:

- Professional development, internship, scholarship, and fellowship opportunities.
- Academic advising, transfer assistance, and mentorship.
- Exposure to a wide variety of STEM careers and role models.
- Field trips to universities, research centers, and companies.
- Access to the MESA Student Center in MUK 206 and specialized STEM tutoring.

Email: mesa@edcc.edu

[Edmonds CC MESA Website](#)

[Edmonds CC MESA Google Site](#)

[Services for Students with Disabilities](#)

The college provides assistance to students and instructors through the Services for Students with Disabilities (SSD) center located in the MLT 159. SSD ensures that all educational experiences at Edmonds CC are accessible and usable by students with disabilities.

SSD supports students with a variety of conditions:

- Deaf or Hard of Hearing, Blind or Visually impaired
- Learning, Mobility, or Physical Disability
- Chronic Health, Neurological, or Mental Health Condition
- Injured students who are returning to school for retraining

The SSD staff works with each student individually to determine reasonable [accommodations](#). SSD can be reached at 425.640.1320.

[STEM Study Room](#)

Supported by the STEM Division, SNH 126 has been designated as the STEM Study Room during the afternoons Monday-Friday when classes are in session. The room provides a place for STEM faculty to hold office hours, tutors for higher level STEM classes to offer assistance, and students to meet and engage with other STEM students. The room has Chromebooks available for checkout, four large monitors, and whiteboard tables. For the full schedule of faculty and tutors, see the [STEM web page](#).

[Student Housing and Residence Life-Residence Halls and Homestay](#)

We serve a diverse community of more than 800 US and international students each year in residence halls and home stays, which provides educational experiences for both Edmonds CC students, Central Washington University students, and families in our community. Rainier Place is our on campus residence hall. The college also offers housing at Sophie Court, north of the main campus and Spencer Court, just one bus stop away from campus. In addition, a new residence hall is being built next to Rainier Place and it will open fall 2019. The Residential Life program facilitates a living/learning community, which promotes the holistic growth and development of Edmonds CC's resident students. For more information about all student housing options, please visit our website at www.edcc.edu/housing or email housing@edcc.edu.

Student Privacy Issues

The college has established and enforces guidelines which are in accordance with the Family Educational Rights and Privacy Act of 1974 (Buckley Amendment or FERPA) for release of information about students. These guidelines delineate the information which becomes a part of a student's permanent educational records and govern the condition of its disclosure. In general, information about student educational records may not be released without express permission of the student. You may review the [Student Records-FERPA Policy - SS 4.0](#) and the [Student Records-FERPA : Release of Student Information Procedures SS 4.01pr](#) for the exact language.

Student Rights

Protection Against Improper Disclosure and of Confidentiality of Teacher-Student Relationships:

Information about student views, beliefs, and political associations that instructors acquire in the course of their work as advisors, teachers, and counselors is confidential, and protection against improper disclosure is a serious obligation. Judgments of ability and character may be provided only under appropriate circumstances, with the knowledge and consent of the student. Complaints should be filed with the Office of the Vice President for Student Services.

Academic Regulation Appeals: Students shall be provided an impartial hearing regarding requests to waive specific academic regulations. To initiate the process, students should request a petition to waive from the Enrollment Services Office and complete the process delineated on the form. If a student wishes to challenge the decision, the student must direct the request to the Academic Standards Committee.

START (Student Technology Advice and Resource Team)

START (Student Technology Advice and Resource Team), is a student-led resource focused on helping students understand and use available Edmonds CC technologies. These technologies include, but are not limited to, Canvas (Learning Management System), EdMail, Windows and Mac Operating Systems, and Google Apps. START hosts workshops, develops online tutorials, and provides phone, email, or drop-in support for students. START staff are available to provide individual classroom workshops. The START team is staffed by students from the Computer Science and Computer Information Systems programs. START staff are available

for one-on-one basic technology support in Lynnwood Hall 305, the Library Learning Commons area.

Phone Support - 425.640.1101 (same hours as drop-in support)

Email - start@edmail.edcc.edu

Web Site - www.edcc.edu/online/start

Drop-in Hours - Monday -Thursday 9:00 a.m.-5:00 p.m. and Friday 9:00 a.m.-12:00 p.m.

Location - LYN 305 (Library Learning Commons Area)

Veterans Resource Center

Reintegration from military to civilian life and the transition to college is an adjustment and can be a challenge for veterans. The goal of the Veterans Resource Center (VRC) is to support veterans in their journey from boots to books. Students may contact the VRC to learn about the many resources available to them and their family members as they work toward their academic and professional goals. The VRC offers VA Benefits certification and counseling, academic advising, campus and community resource referrals and information, a computer lab, quiet study spaces, and a lounge where Veterans can meet other Veterans. Visit the [Veterans Resource Center](#) in LYN 215 or call 425.640.1175.

Welcome Back Center

The Welcome Back Center offers targeted services to those who have been trained as a doctor, nurse, dentist, or other health care professional before coming to the US, and who need assistance pursuing their career. The Welcome Back Center provides information for obtaining their Washington State license, seeking guidance in reaching their health care career goals, or exploring other options in health care. Services provided include:

- Individual assessments
- Workshops
- Networking opportunities
- Resources
- Referrals

For more information or to refer someone, please contact Elizabeth Patterson by email elizabeth.patterson@edcc.edu or telephone 425.640.1061.

Wellness Center

The Wellness Center is a safe space for students and the entire campus community. Visitors to the center can enjoy a cup of tea/water/cider/hot chocolate, a quiet space to study or nap or relax, a cell phone charging station, a light therapy box, access to printed materials or resources, personal health items such as condoms or sanitary napkins, a microwave, and more!

Please stop by to visit us in LYN 236, or call 425.640.1986 for more information.

WorkFirst

WorkFirst financial aid is designed to help income-eligible students train for a specific career, gain better skills, and move into higher wage jobs. WorkFirst offers a variety of training programs. If eligible, a student may qualify for college classes or for short intensive vocational

training at the Business Training Center. WorkFirst pays for tuition, books, and fees for classes. To qualify, a student must be receiving Temporary Assistance for Needy Families (TANF). Students may call 425.640.1686 to schedule an appointment.

IV. Federation (AFT) Information

Agency Fee Requirement

Associate faculty who are under contract by the tenth (10th) day of the quarter for a period of time which spans 30 days or more are required to pay a representation fee to the Edmonds CC Federation of Teachers (Federation) as a condition of continuing employment. Details about the agency fee requirement are given out to all new and returning associate faculty at the beginning of their first quarter. For further information, contact the Federation President.

Faculty Bargaining Agent – Edmonds Community College Federation of Teachers

The [Faculty Collective Bargaining Agreement](#), which covers working conditions, salary, hiring, tenure, and other matters affecting the working lives of faculty, is negotiated between the District 23 Board of Trustees (Edmonds Community College) and the Edmonds Community College Federation of Teachers, Local 4254 (American Federation of Teachers, AFL-CIO). This bargaining agent has been elected by the faculty in accordance with Washington law and the regulations of the Public Employee Relations Commission.

The Federation is governed by elected officers from the college; some positions are shared. Members for 2018-2019 are:

Title	Name	Email
President	Kay Latimer	klatimer@email.edcc.edu
Vice President for Membership	Claudia Levi	claudia.levi@edcc.edu
Vice President for Communication	Jeremy Matthews	jeremy.matthews@edcc.edu
Vice President for Adjunct Faculty	Jody Bockheim Marcia Woodard	jody.bockheim@edcc.edu marcia.woodard@edcc.edu
Vice President for Faculty Outreach	Dusty Brannan Jeannie Nieman	dusty.brannan@edcc.edu jeannie.nieman@edcc.edu
Vice President for Grievance	Linda Carlson Margaret West	linda.carlson@edcc.edu mwest@edcc.edu
Vice President for Contracted Programs	DawnMoon Jaques Melissa McKay	dawnmoon.jaques@edcc.edu melissa.mckay@edcc.edu
Vice President for Finance and Operations	Peter VanderWeyst	pvanderw@edcc.edu

Meetings of the Federation Executive Council are held once a month. Full membership meetings and meetings for all faculty are held throughout the year as issues and needs dictate.

The Contract Administration Committee (CAC), comprised of up to five Federation

representatives and up to five administrators, deals primarily with contract compliance and interpretation, generally, and meets once a month.

The Federation works hard to be aware of and responsive to the needs of all full-time and associate faculty. Faculty are urged to communicate their questions and concerns to any member of the Executive Council.

APPENDIX A: College Policies and Regulations/Procedures Referenced

The college is guided by policies and regulations/procedures adopted by the President's Cabinet. The Board of Trustees has also adopted a set of policies related to the policy responsibilities specific to the Board. Below is a list of key policies and regulations/procedures referenced in this handbook and/or related to your employment. See the [online catalog](#).

Absence for Reasons of Faith or Conscience	SS 8.0
Absence for Reasons of Faith or Conscience : Student Requests for : Procedures	SS 8.01pr
Alcohol and Drug-Free Policy	HR 2.0
Alcohol and Drug-Free Campus : Procedures	HR 2.01pr
Appropriate Use of College Information Technology Resources	C 6.3.900 R102
Building Access	C 6.4.100 R103
Conflict of Interest and Standards of Ethical Conduct Policy	C 6.3.104
Conflict of Interest and Standards of Ethical Conflict Regulation	C 6.3.104 R101
Consumer Information and Student Right to Know Act	SS 2.0
Copyright Policy	IN 9.0 Copyright Policy
Equal Opportunity and Access for Persons with Disabilities	HR 1.0
Reasonable Accommodations for Students with Disabilities : Procedures	HR1.01pr
Grades	IN 1.0
Grades : Grading Practices : Procedures	IN 1.01pr
Grade Records (Policy)	IN 2.0
Guidelines and Procedures for Conflict of Interest and Standards of Ethical Conduct	C 6.3.104 R101
Minor Children on Campus	C 6.5.300
Nondiscrimination and Harassment Policy	132Y-300 WAC
Notification of Death/Missing Student	SS 9.0
Death/Missing Student : Procedures and Guidelines	SS 9.01pr
Procedures for Events Where Alcoholic Beverages are Served	C 6.3.113 R101
Procedures for Reporting State Employee Misconduct (Whistleblowers)	C 6.3.107
Promotional Material Posting and Distribution	C 6.3.800 R102
Reasonable Accommodations for Students with Disabilities	HR 1.01pr
Resale of Desk Copy Textbooks	C 6.3.104 R102
Sale of Reproduced Materials	C 5.5.100 R102
Software Protection and Licensure	C 6.3.901
Student Code of Conduct (132Y-125 WAC)	SS 1.0
Student Records-FERPA	SS 4.0
Student Records-FERPA : Release of Student Information : Procedures	SS 4.01pr
Student Grade and General Complaints	SS 5.0
Student Grade and General Complaints : Procedures	SS 5.01pr
Traffic Rules	132Y-100 WAC
Use of Electronic Messaging Systems	C 6.3.900
Workplace Civility and Respect	HR 6.0

APPENDIX B: Addresses for Edmonds Community College Facilities (Owned and Leased)

- Alderwood Hall (ALD) 20210 68th Ave. West, Lynnwood, WA 98036-5999
- Batting Cage 19828 196th St. SW, Lynnwood, WA 98036-5999
- Black Box Theatre 20310 68th Ave. West, Lynnwood, WA 98036-5999
- Boiler Room 20020 68th Ave. West, Lynnwood, WA 98036-5999
- Brier Hall (BRI) 20122 68th Ave. West, Lynnwood, WA 98036-5999
- Business Training Center (BTC) 9901 24th Pl. West, Everett, WA 98204
- Cedar Building (Warehouse) 7014 196th St. SW, Lynnwood, WA 98036-5999
- Center for Families (CFF) 20400 68th Ave. West, Lynnwood, WA 98036-5999
- Clearview Building (CLA) 7030 196th St. SW, Lynnwood, WA 98036-5999
- Firdale Hall (Horticulture) (FIR) 19810 68th Ave. West, Lynnwood, WA 98036-5999
- Gateway Building (GWY) 6600 196th St. SW, Lynnwood, WA 98036
- Horticulture Greenhouse 19806 68th Ave. West, Lynnwood, WA 98036-5999
- Lynnwood Hall (LYN) 20212 68th Ave. West, Lynnwood, WA 98036-5999
- Maltby Building (MAB) 7020 196th St. SW, Lynnwood, WA 98036-591n99
- Meadowdale Hall (MDL) 20128 68th Ave. West, Lynnwood, WA 98036-5999
- Mill Creek Hall (MIC) 20130 68th Ave. West, Lynnwood, WA 98036-5999
- Monroe Hall (MON) 6606 196th St. SW, Lynnwood, WA 98036-5999
- Mountlake Terrace Hall (MLT) 20124 68th Ave. West, Lynnwood, WA 98036-5999
- Mukilteo Hall (MUK) 2031 68th Ave. West, Lynnwood, WA 98036-5999
- Olympic Building (OLY) 7010 196th St. S.W., Lynnwood, WA 98036-5999
- Rainier Place (Dormitory) 19920 68th Ave. West, Lynnwood, WA 98036-5999
- Relocatable H (RLH) 19922 68th Ave. West, Lynnwood, WA 98036-5999
- Seaview Gymnasium (SEA) 19906 68th Ave. West, Lynnwood, WA 98036-5999
- Small Business Development Center 808 134th St. SW, Suite 101, Everett, WA 98204
- Snohomish Hall (SNH) 20226 68th Ave. West, Lynnwood, WA 98036-5999
- Snoqualmie Hall (SQL) 20022 68th Ave. West, Lynnwood, WA 98036-5999
- Sophie Court 7103, 7107, 7111 196th St. SW, Lynnwood WA 98036
- Washington Aerospace Training and Research Center (WATRC) 3008 100th St. SW, Everett, WA 98204
- Woodway Hall (WWY) 20200 68th Ave. West, Lynnwood, WA 98036-5999

[CAMPUS MAP](#)