

Canvas and Syllabi Language suggestions

Reasonable Accommodations for Religion/Conscience

Students who will be absent from course activities due to reasons of faith or conscience may seek reasonable accommodations so that grades are not impacted. Such requests must be made *in writing* within the first **two** weeks of the quarter and should follow the procedures listed in the Student Rights & Responsibilities section of the Academic Catalog (Seattle Colleges Policy 336).

(<http://seattlecolleges.edu/district/catalog/ccrights.aspx>)

Land Acknowledgement

On behalf of Seattle Central College, I acknowledge the land on which we stand today as the traditional home of the Coast Salish people, the traditional home of all tribes and bands within the Duwamish, Suquamish, Tulalip and Muckleshoot nations. Without them, we would not have access to this gathering and to this dialogue. I ask that we take this opportunity to thank the original caretakers of this land who are still here."

This statement was adapted from land acknowledgement statements from the University of Washington, the National Conference on Race in Higher Education (NCORE), and with help from Dr. Victoria Gardner, Chief Diversity Officer at the UW School of Public Health.

Title IX

Seattle College District has a zero-tolerance policy on sexual harassment, discrimination, sexual violence, rape, bullying, or hazing. Please see District Policy and Procedure 419 for our process on investigating and responding to reports of sexual harassment and sexual discrimination. If you have experienced sexual harassment or discrimination, sexual violence, or bullying, or are aware of an incident involving these violations, report it immediately to the Human Resources Department at Seattle Central (BE 4180) or to the District Compliance Officer (Jennie Chen at 206.934.3873, jennie.chen@seattlecolleges.edu). All Seattle Colleges faculty and staff are required to report incidents of sexual misconduct to the Title IX Coordinator.

Equal & Equitable Opportunity

Seattle Central College is committed to the concept and practice of **equal & equitable opportunity** for all its students and employees in education and employment, and does not discriminate on the basis of race or ethnicity, color, age, national origin, religion, marital status, sex, gender, sexual orientation, veteran status, political affiliation or belief, citizenship/immigrant status, or presence of any physical, sensory, or mental disability.

Statement from the President & Civic Engagement Resources:

<https://www.seattlecentral.edu/about/leadership/campus-civic-engagement>

Emergency Preparedness

This link provides information about workplace and classroom emergencies:

<http://www.seattlecolleges.edu/district/emergencies/workplace911.aspx>

Building Evacuation: In the event of an emergency that requires evacuation, all persons should observe the following procedures:

1. Begin the evacuation process when a verbal or alarm notice is given.
2. All persons shall move towards the nearest marked exit. Wheelchair occupants or persons with mobility impairments have first priority for the building elevators, but elevators should never be used in a fire or earthquake. Time permitting, take book bags, purses and personal belongings with you.

3. Please familiarize yourself with the closest exit to this classroom. Use that exit in the event of evacuation. Assist physically impaired students.

Please contact Shiro Vance at Campus Security for more information. 206.934.5437 or in BE1108

(Included to remind/encourage students to inform faculty of specific possible needs)

If you have emergency medical information or if you need special arrangements in case the building must be evacuated, please make an appointment with me as soon as possible.

Americans with Disability Act (ADA) (BE1112)

Students with documented disabilities requesting class accommodations, requiring special arrangements in case of building evacuation, or have emergency medical information the instructor should know about, are asked to contact the disability support services office (DSS) in BE1112. Once the disability is verified with DSS the student will be given a letter of accommodation (LOA) to be handed to the instructor.

Accommodation Process:

- If a student contacts the instructor about an accommodation request, the instructor will refer the student to the Disability Support Service office in BE1112 for an appointment to discuss accommodation needs.
- If the DSS office determines that the student does indeed have a disability, the student will be given a letter of accommodation (LOA) that will state the accommodation to be implemented.
- The student's responsibility is to hand the LOA to the instructor. The instructor will sign the letter (if there is agreement with the accommodation) and give it back to the student. Student will return the LOA to DSS.

Student Complaint process

The Dean of Student Development is the designated campus complaints officer and is available to meet with students to discuss issues, devise problem-solving strategies, and if necessary, guide them through the formal complaints process. Make an appointment (206.934.3840) to meet for assistance, support and advice. *For more information:* <https://www.seattlecentral.edu/campus-life/student-support-and-services/student-rights-and-responsibilities/complaint-process>

All Gender Restrooms

There are three (3) locations for all gender restrooms on the Seattle Central campuses. Two single stalled restrooms are available on the 3rd floor of the Main Broadway Edison (BE) building. These are located across from room 3216, and open daily until the close of the building (10pm Mon-Thurs; 6pm Fri & Sat) for anyone affiliated with Seattle Central College. Additionally, there is an all-gender restroom located on the 3rd floor of the BE building, on the north end, near IT Services. The third is located in the Mitchell Activity Center (MAC) building, Level 1 next to the weight room.

For more information: <http://www.seattlecentral.edu/maps/be/3rd-floor.php>

Reflection Room (BE 3215B)

The purpose of the room is to support self-reflective practice for developing a healthy campus community by providing a safe and accessible space for meditation and reflection for students, staff and faculty. The Reflection Room is open from 8:00 a.m. – 5:00 p.m., Monday through Friday on a first come, first served basis. Please view the Reflection Room - Community Expectations.

For more information: Lyall Rudenskjold at lyall.rudenskjold@seattlecolleges.edu

Undocumented Student Support (BE1103)

The Multicultural Services (MCS) office in BE1103 offers support for undocumented students at Seattle Central College. Students may contact DREAMer Support Navigator, Sahira Barajas, for more information at 206.934.4005 or by visiting the MCS office.

For more information: <https://seattlecentral.edu/campus-life/student-support-and-services/dreamers>

Veteran Support Services & Center (BE3201C)

As a veteran, member of active duty military personnel or dependent, you may qualify for a variety of resources to help you pay for your education as well as other services that may help you to achieve your educational goals. Students may go to the Veteran's Support Center or visit the VetCorp Navigator in BE3204 to learn more information. This center assists veteran students, their dependents and partners with the tools and resources to successfully navigate the transition from military to college life.

Re-Entry Support Program (BE3215)

The Re-Entry support program welcomes, supports, and creates a responsive learning environment for all currently and formerly incarcerated students. This center offers a peer mentoring program for re-entry students, advocates for racial equity to address institutional racism within higher education, educates the campus community regarding the unique challenges faced by currently and formerly incarcerated students, and creates community through a student-led, organized club for re-entry students who experience barriers associated with having been in prison or jail. *For more information:* Nick Rankin at 206.934.4018 or Nicholas.Rankin@seattlecolleges.edu

Faculty Essentials

The following Canvas site is intended to provide essential information for new and returning faculty.

[Faculty Essentials](#)

MESA Center (BE3221)

MESA offers academic and professional support services to qualifying students who intend to transfer to 4-year universities in pursuit of STEM majors. Our overriding aim is to diversify the STEM workforce by addressing the challenges underserved students face in their educational and career development. Resources available for students include: online orientation, career advising, transfer assistance, professional development & academic excellence workshops, and a study center.

For more information: <https://seattlecentral.edu/campus-life/student-support-and-services/mesa>