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## The Office of Corporate & Continuing Education Center

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>John Bonner</td>
<td>Executive Director, Corporate &amp; Continuing Education Center</td>
<td>425-267-9520</td>
<td><a href="mailto:jbonner@everettcc.edu">jbonner@everettcc.edu</a></td>
</tr>
<tr>
<td>Lori Ginney</td>
<td>Executive Assistant</td>
<td>425-267-0170</td>
<td><a href="mailto:lginney@everettcc.edu">lginney@everettcc.edu</a></td>
</tr>
<tr>
<td>Buzz Loring</td>
<td>Employment Solutions Manager</td>
<td>425-267-0165</td>
<td><a href="mailto:bloring@everettcc.edu">bloring@everettcc.edu</a></td>
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## Marketing

<table>
<thead>
<tr>
<th>Name</th>
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<tbody>
<tr>
<td>Vacant (Kristen McConaha)</td>
<td>Program Manager</td>
</tr>
</tbody>
</table>

## Corporate Training, Aerospace, Manufacturing, & Technology

<table>
<thead>
<tr>
<th>Name</th>
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</thead>
<tbody>
<tr>
<td>Ray Kubista</td>
<td>Director of Regional Training</td>
<td>425-267-0162</td>
<td><a href="mailto:rkubista@everettcc.edu">rkubista@everettcc.edu</a></td>
</tr>
<tr>
<td>Lisa Jameson</td>
<td>Training Delivery Manager</td>
<td>425-267-0166</td>
<td><a href="mailto:ljameson@everettcc.edu">ljameson@everettcc.edu</a></td>
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## Business & Professional Programs

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
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</thead>
<tbody>
<tr>
<td>Kristen McConaha</td>
<td>Director of Business &amp; Professional Programs (including BAM, Personal Interest, Health &amp; Wellness)</td>
<td>425-267-0154</td>
<td><a href="mailto:kmcconaha@everettcc.edu">kmcconaha@everettcc.edu</a></td>
</tr>
<tr>
<td>Christine Jacobsen</td>
<td>Training Delivery Manager</td>
<td>425-267-0158</td>
<td><a href="mailto:cjacobsen@everettcc.edu">cjacobsen@everettcc.edu</a></td>
</tr>
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## Certifications and EvCC World Languages; CCEC Operations; College in the High School

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
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</thead>
<tbody>
<tr>
<td>Karen Landry</td>
<td>Director, College in the High School &amp; Continuing Education Operations</td>
<td>425-267-0153</td>
<td><a href="mailto:klandry@everettcc.edu">klandry@everettcc.edu</a></td>
</tr>
<tr>
<td>Maya Glancy</td>
<td>Program Specialist 2 (Fiscal Operations &amp; College in the High School)</td>
<td>425-267-0164</td>
<td><a href="mailto:mglancy@everettcc.edu">mglancy@everettcc.edu</a></td>
</tr>
<tr>
<td>Chris McKendrick</td>
<td>Custodian</td>
<td>425-210-8152</td>
<td><a href="mailto:cmckendrick@everettcc.edu">cmckendrick@everettcc.edu</a></td>
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## Customer Service & Instructor Support

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Heather Hill</td>
<td>Operations Manager</td>
<td>425-267-0851</td>
<td><a href="mailto:hehill@everettcc.edu">hehill@everettcc.edu</a></td>
</tr>
<tr>
<td>Michele Colyn</td>
<td>Program Specialist 2</td>
<td>425-267-0150</td>
<td><a href="mailto:mcolyn@everettcc.edu">mcolyn@everettcc.edu</a></td>
</tr>
<tr>
<td>Wendy Dyakanoff</td>
<td>Program Specialist 2</td>
<td>425-267-0150</td>
<td><a href="mailto:wdyakanoff@everettcc.edu">wdyakanoff@everettcc.edu</a></td>
</tr>
<tr>
<td>Laurie Eggleston</td>
<td>Program Assistant</td>
<td>425-267-0150</td>
<td><a href="mailto:leggleston@everettcc.edu">leggleston@everettcc.edu</a></td>
</tr>
</tbody>
</table>
Corporate and Continuing Education Center (CCEC)

Mission & Values

Serving Snohomish and North King Counties with:
- Career training, professional development, personal enrichment, and small business acceleration classes.
- Classes that begin every week and are offered during the day, evening, and weekends.
- Contract training programs for corporations, businesses, non-profits, and public agencies that can be customized and delivered at their location or ours.

Our Mission

We develop and deliver training programs that enrich lives and promote individual, corporate, and community prosperity.
- Customized Corporate Training Solutions
- Professional Development & Certification
- Small Business Acceleration
- Personal Enrichment
- College in the High School

Our Values

We commit to...
- Act with integrity in all things
- Work together to deliver excellence
- Respect, encourage and empower others
- Overcome problems with creative solutions
INSTRUCTOR

**Instructor Classification:**
Most CCEC instructors are hired and classified as employees of Everett Community College. In some cases an instructor is hired as an independent contractor and not considered an employee of EvCC.

**Instructor Contract (Employee):**
A contract is automatically generated once CCEC initiates compensation. Compensation is initiated after the first class date. See course confirmation below.

**Instructor Contract (Independent Contractor):**
CCEC will issue a standard Washington State Client Services Contract which outlines Scope of Work, Period of Performance, Rights and Obligations, and Compensation and Payment. Independent contractor will sign the contract and return to CCEC with a completed W-9 Request for Taxpayer Identification Number and Certification form.

**Course Scheduling Confirmation**
All teaching assignments will be confirmed via quarterly emails to the instructor from CCEC. Confirmation emails will include each course title the instructor has agreed to teach for the assigned quarter, pay rates for each course, as well as the dates, times, and locations for each course.

**Compensation**

**Travel/Prep Time**
CCEC does not compensate for travel.

CCEC does not compensate for course prep time unless CCEC requests the development of a course. All curriculum development will be contracted separate from instruction of any course. If an instructor owns curriculum they would like to teach through CCEC, CCEC may decide to list the course in the quarterly brochure and advertise the class, and will pay the instructor at an agreed rate to deliver the course.

*Any exceptions to these policies need the written approval of a CCEC Director (John, Karen, Ray, or Kristen)*
**Paycheck Distribution (Employee)**

The college distributes paychecks in two ways: 1) Direct deposit; 2) AccelaPay Card. With the AccelaPay Card, your pay will be deposited onto a prepaid Visa® card. The AccelaPay Card can be used to make purchases or get cash everywhere Visa debit cards are accepted worldwide. It’s not a credit card and there is no cost to enroll. You must pick up your AccelaPay Card in the Payroll office located in Olympus Hall, room 111.

All instructors will complete a Payment Authorization form and select either Direct Deposit or AccelaPay Card as part of the hiring document packet. Note: after enrolling in direct deposit, the first check will be mailed so that a test electronic funds transfer can be made; all subsequent checks will be directly deposited.

Paycheck amounts and pay dates are determined by the number of hours worked in the pay period. For hours worked from the 1st to the 15th of each month will be paid on the 25th of the month. Hours worked from the 16th through the last day of the month will be paid on the following 10th of the month.

**Check Distribution (Independent Contractor)**

For instructors who are independent contractors you must submit an invoice to CCEC after your course has finished. Your compensation is paid through the college’s accounts payable department. The college has 30 days from the receipt of the invoice to issue a check. Checks are mailed. A valid Washington State Client Services contract and W-9 must be on file to process your invoice.

**Instructor Unable to Teach**

In the event you are unable to facilitate your class, please notify both your department and the Corporate and Continuing Education Center (425-267-0150), providing as much notice as possible. Please do not simply email or leave a voice message. Make every attempt to speak directly with a staff member of the Corporate and Continuing Education Center to ensure adequate time needed to notify all participants of the session. If this is not possible, contact Campus Safety & Security for courses held on the main campus (425-388-9998) or Christopher McKendrick for courses held at the CCEC (425-210-8152). For courses held at Cascadia College contact CCEC at 425-267-0150. If you do not reach an employee please call the Cascadia non-emergency number at 425-352-5359 and ask them to post a sign on the classroom door.
COURSE

Access to your classroom

Main EvCC Campus: Your instructor packet will be placed in your room. Rooms are always kept locked when not in use. Be prepared to call Security to open your room at (425) 388-9998. In some instances the college will issue you a key – this is determined on a case-by-case basis. Contact your Director.

CCEC: CCEC staff will unlock your room. Your instructor packet will be in your room. Please check the monitor in the lobby area for classroom assignment.

CCEC – Bothell (Cascadia College): Your instructor packet will be placed in your room. Classrooms are left unlocked during regular college hours. If your room is locked, please call UW Security at 425-352-5359 to gain access.

Instructor Packet/Course Materials:

On the day/evening of your class your instructor packet containing your course evaluations, class roster, certificates, name tents and any materials or handouts will be placed in your assigned room.

When your class is completed, please return your instructor packet with student roster and materials in the postage paid envelope provided. Please make sure to sign the class roster. When you teach at CCEC-Everett, please drop your completed packet off at the front desk. There is a bin on the counter labeled “Returned Instructor Packets.”

Course Evaluations:

Please make certain to provide an anonymous safe environment by leaving the room while students complete the course evaluations. Evaluations are included with your instructor packet. At the end of your course, please allow 5-10 minutes for students to complete their evaluations. Return the evaluations with your instructor packet.
Rosters:

Rosters are the only records the college retains that indicate whether or not a student successfully completed their course. You will issue an “S” grade for Satisfactory and a “U” grade for Unsatisfactory. Satisfactory completion is determined by a minimum of 70% attendance, active participation, and completion of learning objectives.

All roster information is confidential and is not to be shared or used for any purpose other than to show class attendance and completion.

If a student does not appear on the roster, they may or may not have registered and/or paid for the class.

Please collect student name, phone number, and email address and forward that information to us as soon as possible so that we may contact them to register or research registration issues.

Certificates of Achievement

Instructors are to distribute Certificates of Achievement to students who satisfactorily complete the course during the last session. Please return certificates that were not issued to students in your completed instructor packet.

Course “Go or Cancel”:

CCEC staff will monitor enrollment and send you an email approximately 4 days in advance of your course start date with an enrollment count or notification that the course is cancelled. It is our goal to run every class; however, we do cancel classes for low enrollment.

Please feel free to contact Heather Hill regarding enrollments in your course. hehill@everettcc.edu or 425-267-0851.
**Media and Printing Requests:**

Media needs and photocopying requests must be submitted each quarter and **at least two weeks prior to your class date.** Instructors will not be reimbursed for expenses for photocopying. All required materials, handouts, etc., previously approved for your class will be produced by CCEC staff provided materials are submitted two weeks prior to your class. Please email or call Heather Hill (425-267-0851 or hehill@everettcc.edu) to confirm and communicate your media or photocopy requirements.

For classes held on the main EvCC campus: each room is equipped with a teaching station that includes a desktop computer and data projector. However, not all classrooms have the same equipment. Please contact media services a week prior to your scheduled class to obtain training on use of the media equipment. Media services can be reached at media@everettcc.edu or 425-388-9350. In addition, the main campus technology requires a unique login and password. CCEC will set up your login and password and email it to you with your class enrollment. This will include a temporary password and you will be prompted to change the password on your initial login attempt. Please make a note of your login and password for future use.

For classes held at CCEC: each room is equipped with a teaching station that includes a desktop computer and data projector. For computer labs, login instructions are provided in your instructor packet. For lecture classrooms the login instructions are located at each teaching station.

**Book Requests**

If you have not taught a course for some time, and there is the possibility that the text had been revised, please check with your department to ensure you have the latest edition of the required text.

If you need a textbook for your course, please contact your department. If the edition has not changed, CCEC will expect that the instructor will arrive to class with their text. CCEC will not provide the instructor with a new text for each course.
Help Desk

CCEC-Everett
If you need assistance, please first attempt to contact the customer service staff. If they are not available, and no other CCEC staff can be located, contact the Help Desk by phone at 425.388.9333 or on campus extension at 9333. We also encourage you to email helpdesk@everettcc.edu for assistance from on or off campus. Google email users on campus can also use the Help Desk alias by typing Help Desk (with initial capital letters and a space between the words) in the "To" part of the email message.

CCEC-Bothell (Cascadia College)
For hardware issues contact the Information Services Help Desk at 425-352-8228 (or 2-8228 from a campus phone). For software issues contact CCEC operations/customer service staff. If they are not available, and no other CCEC staff can be located, you can contact the EvCC Help Desk by phone at 425.388.9333.

Corporate and Continuing Education Center – Emergencies & Safety

Campus Closure
Our goal is to keep Everett Community College (EvCC) and the Corporate and Continuing Education Center (CCEC) operations open for classes as long as it is safe to do so. Unless EvCC and CCEC are unsafe or utility systems are malfunctioning, we will strive to be open. EvCC makes its weather-related schedule determination independent of local school districts.

Employees and students must judge for themselves the safety of traveling to EvCC or CCEC. We ask all of you to make good decisions.

Please check our main website at www.everettcc.edu for closure notification and/or sign up for text alerts as this is the best method to be informed about closures.

For EvCC main campus and CCEC Everett (Seaway Blvd. site):
http://www.everettcc.edu/emergency/

For CCEC Bothell (Cascadia College):
http://www.cascadia.edu/discover/about/campus/emergencyprep/alert.aspx

If you teach at both locations please sign up for both text message alerts. Remember that we don’t send messages when the College is going to remain open. Our goal as always is to make the decision in a timely manner based on the best information we can get about campus conditions. Some location specific information is below:
**CCEC – Everett** (Seaway Blvd) location: This location will be closed if the main campus is closed. If the campus needs to close during one of your sessions, please follow campus announcements as they are issued. Every effort will be made to post closure information by 6 a.m. for day classes and 4 p.m. for evening classes.

**CCEC – Bothell** (Cascadia College) location: If EvCC closes and Cascadia College is open, CCEC Bothell classes will be held. If Cascadia is closed, CCEC Bothell classes will be cancelled.

**Renton BAM** – Location: Should there be inclement weather, please plan for your class session to be held if CityU Renton and Everett Community College are open and also expect your class session to not be held if the college/university is closed. We need both CityU and EvCC to be open for Renton classes to be held.

**Contracts** - If a contracted course is scheduled at either CCEC-Everett or CCEC-Bothell, that course will be cancelled and rescheduled if the campus at which the class is scheduled is closed. If the class is scheduled at a company location, and college campuses are closed while the business remains open, the class will **not** be cancelled, and will be held as scheduled.

**Emergency Numbers**

For main EvCC campus or CCEC emergencies, contact Campus Safety at 425-388-9998, and for life threatening situations, please call 911. If using a campus phone, dial 911.

For Cascadia College campus emergencies, call 9-911 from a campus phone or Campus Security at 425-352-5222 and non-emergencies call 425-352-5359.

**Safety Equipment**

Be familiar with your building and identify the location for fire extinguisher, first aid kit, AED, and lift chair.

**CCEC**

**Fire Extinguishers:**
The first floor has one regular fire extinguisher between the elevator and room 108. The second floor has one regular fire extinguisher located at the far end of the office by the door going to the back stairs and classrooms.

**First Aid Kits:**
The first floor has one at the reception area and one in the student lounge/kitchen. The second floor has one in the staff kitchen area.

**AED:**
The AED for the building is located on the first floor in the reception area.
Lift Chair: CCEC – Everett has a lift chair outside of the door to the administrative offices on the second floor.

EvCC Main:
Each building is different. Generally, the fire extinguisher, first aid kits, and AED are centrally located by the building main entrance or near the elevator or restrooms. Lift Chairs are near the stairs on the second or third floors.

CCEC – Bothell (Cascadia College)
Generally, the fire extinguisher, first aid kits, and AED are centrally located by the building main entrance or near the elevator or restrooms.

Lock Down:
There are communication systems to notify occupants in an emergency to lock down the campus. Follow instructions given by the communication system.

All campuses: classrooms have doors that can be locked from the inside (push button). Additionally, classrooms have a phone for emergencies.

CCEC – Everett – exterior doors must be locked using an allen wrench/hex key. An allen wrench is located on each door frame, right side, eye level with blue tape.

Cascadia College classrooms also have an emergency button on each phone. If that button is pressed security is notified and a security guard is immediately dispatched to your classroom. Also, when the button is pressed your conversation will be heard at security but the security office can’t be heard on your phone.

CC1-CC2 and CC3 have a digital signage system. Hallway digital signs and classroom e-podiums are tied to the building alarm system and will switch to emergency information when activated.
STUDENTS

Refund/Class Change of Schedule Policy

Direct all questions from students regarding refunds or change of schedule to CCEC customer service.

Disability Support Services:

The Center for Disability Services (CDS) office provides qualified students with documented disabilities an equal opportunity to participate in the variety of educational, recreational, and social opportunities available at Everett Community College. CDS provides academic accommodations for students with a documented permanent or temporary physical, mental, or sensory disability; resource and referral information; and advocacy support as necessary and appropriate.

Request for disability services will be coordinated by customer service staff.

EvCC Policies

Student Conduct Codes

Everett Community College follows a number of guidelines that support a civil and respectful environment and provide procedures to assure fair treatment.

EvCC’s Student Activities Office publishes an annual Student Handbook which outlines many of the policies and procedures that support student conduct and institutional responsibilities. The Student Handbook includes Student Rights and Responsibilities and the Student Code of Conduct. All instructors should be familiar with the Statement of Student Rights and Responsibilities. The handbook is available online at

http://www.everettcc.edu/students/sa/policies-handbook
Guidelines for Dealing with a Disruptive Student

Instructors who experience a disruptive student should contact a CCEC Director as soon as possible. You may ask a student to leave the room and your CCEC Director will work with you to develop a corrective action plan. However, if you need assistance call Security at 425-388-9998.

Definition:

Disruptive behavior is behavior that interferes with the learning and teaching environment and/or administrative or student services functions of the College.

Examples:
- Verbally intimidating, threatening or abusing any person or persons.
- Physically intimidating, threatening, abusing or assaulting others.
- Theft or damage to college property.
- Use, possession, distribution of illegal or controlled substances on college grounds.
- Interfering with the learning and/or environment by disruptive behavior or lewd or indecent expressions or conduct as defined by law.
- Making inappropriate demands for time and attention from faculty, staff and/or students.

Recommended Procedures:

A. Take student aside, describe the inappropriate behavior, being specific about expected behavior, and tell him/her it must stop. If the unacceptable behavior does not stop, the student should be asked to leave by the instructor if in a classroom or by administrator or security personnel if elsewhere on campus.

B. Immediately write an anecdotal description including date, time, specific description of the behavior, and your conversation with the student. The description should include what was observed and what was said. Your opinion or perceived conclusion should not be included. If you have contacted the student by email, attach a copy of that message to your description of the incident. This documentation is necessary should the behavior continue and disciplinary action be needed.

C. Make contact with CCEC Director so that a Behavior Intervention Incident report can be made.
Instructor Conduct Codes

- Arrive to class with enough time to ensure that your required setup is complete prior to the scheduled time for your class to start, generally 15-30 minutes. This also allows you to greet students as they enter the room.

- Always start and end class at the scheduled times. Please do not wait for students to arrive.

- Always dress in business casual attire unless the class requires specific clothing (welding, pottery, dance...). Please do not wear shorts, t-shirts, or other attire that would not be appropriate for a professional setting.

- Leave the classroom in the same condition it was for the start of your class (erase white boards, turn off computers, turn off lights, return tables and chairs to their original configuration, etc.). If you are scheduled in a room that is not in good standing when you arrive, please inform the CCEC staff immediately so we can correct the problem.

- Please keep your personal and political views private.

- Please direct all course concerns (text, allowed time, days of scheduling, location) either using the Instructor Feedback form included in your instructor packet or directly to the program Director.

- If you are teaching at one of CCEC’s satellite locations, please respect that locations supplies and materials. Please request all necessary supplies from the CCEC program, and do not use the locations supplies unless instructed.

- In all interactions with students, please maintain professional and ethical boundaries, refraining from promoting personal or business interests to students.

- Instructors may not sell any materials to participants nor collect any funds.

- Students registered in a CCEC course should be referred to other CCEC courses or to the CCEC staff for additional training. Your private training or tutoring services should not be advertised verbally, in print, or any other method to any CCEC students. If a student approaches you requesting services to be provided at their company or for any additional training, the instructor is to refer the student to CCEC to contact and possibly contract the requested training.
**Ethical Conduct Policy**

All Everett Community College employees serve the public interest and hold a special public trust to strive to achieve the highest ethical standards, demonstrating honesty and integrity in all aspects of their work, with the goal of avoiding even the appearance of impropriety. If questions arise as to whether a particular action is ethical, employees are expected to take personal responsibility, making choices that maintain the public trust. Each employee’s actions reflect on the employee, but also on the entire college community.

The State of Washington established the Ethics in Public Service Law, Revised Code of Washington, Chapter 42.52, to help state employees understand their ethical obligations. This law directs the actions of all Everett Community College employees. Employees are expected to understand and must comply with the state ethics law. For more information please visit the website at [http://www.everettcc.edu/files/administration/policies/evcc3080-ethics-policy.pdf](http://www.everettcc.edu/files/administration/policies/evcc3080-ethics-policy.pdf)

**Tobacco Free Campus**

EvCC is a tobacco-free campus. Smoking, chewing tobacco, and electronic cigarettes are prohibited on college property including in any vehicle parked on college property. Smoking is a violation of the Student Conduct Code and subject to fines and/or disciplinary action.

**Drug-Free Campus Policy**

The unlawful use, possession, delivery, dispensation, distribution, manufacture or sale of drugs on College property is prohibited. Documented evidence of illegal drug involvement will be given to law enforcement agencies. The possession of alcohol by an employee or student is prohibited on college property and in state vehicles.

Any employee or student found in violation of this policy will be subject to formal disciplinary action, which could include dismissal/expulsion.

If you suspect a student is under the influence please contact CCEC staff as soon as possible.

**Copyright Infringement and Peer-to-Peer File Sharing Policies and Sanctions**

The following link provides information about EvCC policies and sanctions related to copyright infringement and unauthorized data file sharing, including disciplinary action taken against students who engage in illegal downloading or unauthorized distribution of copyrighted materials using EvCC’s information technology systems. The information also includes a notice that informs students that unauthorized distribution of copyrighted material may subject the student to civil and criminal liabilities. A summary of the penalties for violation of federal copyright laws is also provided.

[http://www.everettcc.edu/administration/policy/copyright](http://www.everettcc.edu/administration/policy/copyright)
Privacy of Student Records – FERPA (Family Educational Rights and Privacy Act)

The Family Educational Rights and Privacy Act (FERPA) is a federal law that gives students the right to review their education records, to request amendment of their records, to consent to disclosures of personally identifiable information, and to file complaints with the U.S. Department of Education. Additional information regarding student rights under FERPA is available at http://www.everettcc.edu/enrollment/ferpa/ferpa-policy

If you have any questions about rights under FERPA, please contact the Registrar at 425-388-9210.

Parking at Everett Community College

**Main Campus Students & Instructors:**

You must have a valid parking permit properly displayed in your vehicle to park on the main campus Monday – Friday (no permits required on Saturday or Sunday). Students are provided a parking permit with their registration confirmation. Instructors are provided a parking permit via email when we confirm that the class is a “go.” CCEC parking permits are only valid in unmarked student parking. If you wish to park in staff parking you must purchase a permit.

**Corporate & Continuing Education Center Student & Instructors:**

No permits are required for parking at the Corporate and Continuing Education Center. Parking in handicapped spaces must have a WA State handicap permit.

**CCEC – Bothell (Cascadia College):**

You must have a valid parking permit properly displayed in your vehicle to park on the Cascadia Community College campus Monday – Saturday. Students are provided a parking permit with their registration confirmation. Instructors are provided a parking permit via email when we confirm that the class is a “go.” CCEC parking permits are NOT valid in reserved, carpool, visitor or metered spaces.