

BACHELOR OF APPLIED SCIENCE

# IT: APPLICATION DEVELOPMENT

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## Introduction

Welcome to Centralia College and the Bachelor of Applied Science in Information Technology: Application Development (BAS-IT:AD) program. The BAS-IT:AD program has been designed to ensure graduates have a strong technical foundation in application and software development. Students are prepared to work in teams as application developers and designers, to manage IT projects, and to prepare software documentation.

A traditional bachelor degree requires general education classes from many disciplines and is designed to provide students a wide base of knowledge, allowing them to concentrate their education in the third or fourth year of their education. A BAS degree gives students the chance to focus their education on their specific educational and career goals early within your education and incorporates more practical and concentrated hands-on learning in a specific industry or the career of their choice.

### **Importance of your student handbook**

Your success is important to us. We have developed this handbook to guide you by providing you with specific information on curriculum, policies, and expectations of the program. ***Each student is responsible for studying this handbook and understanding its contents.*** In general, the BAS program follows policies and rules established by Centralia College. As this is a unique program offered by the College, please note that some BAS policies may differ from policies related to associate degrees and courses. You are responsible for complying with instructor syllabi and this handbook.

## About the Bachelor of Applied Science Programs

### **History**

In late 2005, the Washington State Legislature approved the development of applied baccalaureate degree programs to be offered at Washington Community and Technical Colleges. The purpose of this initiative was to expand access to bachelor degree education in order to better serve the State's workforce needs.

Due to strong community and business support and local demand, the College determined that it was best suited to start this new endeavor by offering a Bachelor of Applied Science degree in the area of Management. Enrollment in Centralia's first BAS program began in fall 2012 and in winter 2015 Centralia received accreditation as a four-year degree granting institution from the Northwest Commission on Colleges and Universities (NWCCU). In the fall of 2014, Centralia College launched their second BAS degree in Diesel Technology followed by the BAS in Information Technology Application Development in the fall of 2016. Centralia College is one of four colleges in the country to offer a bachelor's degree in diesel technology.

Since receiving accreditation from NWCCU, Centralia's staff have been working closely with community members and local businesses to create additional BAS programs.

## **Centralia College – Educational Outcomes**

Student learning is central to the college’s mission. All degrees offered by Centralia College are designed to provide experiences that lead to the attainment of general education outcomes as embodied in the following Learning Themes:

### **1. Reasoning**

The ability to extract information from data, develop ideas and solutions, establish logical progression in thinking, and problem solve using such procedures as literary analysis or the scientific method.

### **2. Written, Oral, and Visual Communication**

The ability to make oneself understood in public, interpersonal, professional, artistic, and technical arenas.

### **3. Exploration – Self and Others**

An awareness of the values, beliefs, customs, and contributions from one’s own and other traditions, ethnicities, classes and genders.

### **4. Resourcefulness**

The ability to adapt to change, such as technological innovations or environmental conditions.

### **5. Responsibility**

The ability to be accountable to self, society, and the natural world.

## **BAS – Information Technology: Application Development Program Outcomes**

### **Creativity and innovation**

Students demonstrate creative thinking, construct knowledge, and develop innovative products and processes using technology.

### **Communication and collaboration**

Students use digital media and environments to communicate and work collaboratively, including at a distance, to support individual learning and contribute to the learning of others.

### **Research and information fluency**

Students apply digital tools to gather, evaluate, and use information.

### **Critical thinking, problem solving, and decision making**

Students use critical thinking skills to plan and conduct research, manage projects, solve problems, and make informed decisions using appropriate digital tools and resources.

### **Digital citizenship**

Students understand human, cultural, and societal issues related to technology and practice legal and ethical behavior.

## **Technology operations and concepts**

Students demonstrate a sound understanding of technology concepts, systems, and operations.

## **People to Contact**

The BAS Programs Office is located in the Walton Science Center (WSC) room 120. The BAS – Program Specialist can be reached using the contact information below.

## **People to Contact**

The BAS Programs Office is located in the Walton Science Center (WSC) room 120. The BAS – Program Specialist can be reached using the contact information below. Each classroom instructor will provide their contact information in their course syllabus.

### **Katie Dailey**

[katie.dailey@centralia.edu](mailto:katie.dailey@centralia.edu)

360-736-9391 ext. 608

### **Patrick Allison**

[patrick.allison@centralia.edu](mailto:patrick.allison@centralia.edu)

360-736-9391 ext. 705

### **Sam Small**

[samuel.small@centralia.edu](mailto:samuel.small@centralia.edu)

360-736-9391 ext. 363

## **Accreditation Status**

All BAS degrees are accredited by the regional accreditation body, the Northwest Commission on Colleges and Universities (NWCCU).

## **Getting Started (and Finished)**

### **Application Process**

Admission into our BAS programs is competitive and merit based. Meeting the minimum entrance requirements does not guarantee admission as the number of qualified applicants may exceed the number of amiable enrollment spaces.

In order to be placed into the admissions pool, applicants must complete and submit the following:

1. An earned associate's or higher degree from a regionally accredited college or university with a minimum cumulative GPA of 2.5.
2. Completion of the **Free CC online admission application**  
(<https://www.public.ctc.edu/ApplicantWebClient/Applicant/AppWelcome.aspx>)
3. **BAS Application form:** Page 3 of the application packet  
(<http://bachelors.centralia.edu/docs/ApplicationPacket.pdf>)
4. **Personal Statement:** Applicants are required to write a one-page minimum essay describing their interest in the BAS-IT:AD program. This essay is a critical element in the review of the applicant's qualifications. It should be typed, in a legible 12-point font size.
  - Include information about the following:
    - Previous career experience
    - Previous experience working in team settings
    - Career goals
    - Application of BAS degree to career advancement
5. **Resume:** Page 5 of application packet
  - Include information about the following:

- Any work experience (paid or volunteer) with dates and hours of involvement
  - Any special awards, achievements, or honors that you have earned (academic or professional)
6. **\$35 non-refundable application fee:** Check made payable to Centralia College (Include your name and Student ID) OR In person at the Cashier's Office.
  7. **Official transcripts from all previous colleges attended:** If degree or credits were earned at Centralia College, you do not need to request a CC transcript.
  8. **Optional – Letter of Recommendation** from previous or current employer

Acceptance decisions are based on the strength of the overall application. Incomplete applications will not be processed. All materials, must be submitted together via email, by mail, or delivered in person.

**Email:**

Katie Dailey  
 BAS Program Specialist  
[katie.dailey@centralia.edu](mailto:katie.dailey@centralia.edu)

**Mail:**

BAS Programs Office  
 Centralia College  
 600 Centralia College Blvd  
 Centralia, WA 98531

**In Person:**

Instruction Office  
 Centralia College  
 Walton Science Center, Room 120

**Admissions Requirements**

To be eligible for full admission into the BAS program, each student must meet the following requirements:

- Completion of the BAS application materials and
- Proof of an earned associate's or higher degree from a regionally accredited college or university with a minimum cumulative GPA of 2.5.
- Proof of completing 10 or more lower division credits in programing languages with a minimum 2.0 grade in each course

Priority will be given to students who apply during the priority application dates that typically start early February. These dates will be posted on the BAS-IT:AD webpage as well as in the application packet. A priority applicant is guaranteed to have their application reviewed in the first batch of students to be considered for the BAS-IT:AD program.

## **Degree Requirements**

The following courses must be completed prior to bachelor degree obtainment. The courses can be included in the two year degree or be completed during the bachelor's program in addition to the required courses. Students who have completed the requirements at the time of application will receive preferred entrance consideration.

Successful completion of each of these required courses with a minimum 2.0 grade:

- English 101 – English Composition (5 credits).
- Social science course (5 credits).
- CMST& 220 – Public Speaking (5 credits).
- Natural science course (5 credits).
- MATH& 141 – Pre-Calculus I (5 credits)
  - OR
  - MATH 118 Linear Algebra
  - OR
  - Discrete Structures (MATH)
- Five additional credits in general education requirements

To qualify for a Bachelor of Applied Science – Information Technology: Application Development degree, students must complete a minimum of 180 credits in courses numbered 100 and above of which 65 credits must be BAS courses all of which are numbered 300 or above. Students must have a cumulative grade point average (GPA) of at least a 2.0 (“C” average) for the BAS courses and all credits at the 300 or above levels must have been earned with a minimum grade of 2.0 in each course. The 180 credits must include the following general education requirements

### **Foundation Coursework from Associate Degree**

- English 101 – English Composition (5 credits).
- Social science course (5 credits).
- CMST& 220 – Public Speaking (5 credits).
- Natural science course (5 credits).
- MATH& 141 – Pre-Calculus I (5 credits)
  - OR
  - MATH 118 Linear Algebra
  - OR
  - Discrete Structures (MATH)
- Five additional credits in general education requirements

### **General Education Requirements**

- General Education Elective (5 credits)

#### *Communications*

- CMST& 330 Professional and Organizational Communications

#### *Humanities*

- HUM 315 Ethics

#### *Social Science*

- Social Science Elective (5 credits)



### *Mathematical*

- MATH& 146 Introduction to Statistics
- MATH 228 Discrete Mathematics

### *Natural Science*

- Natural Science Elective (5 credits)

### **BAS-IT:AD Core Coursework**

- IT 310 Advanced Web Applications
- IT 320 Application Dev. Methodologies
- IT 330 Application/Software Engineering I
- IT 340 Application/Software Engineering II
- IT 350 Adv. Database Design & Implem.
- IT 410 Adv. Data Access Techniques
- IT 440 BAS-IT:AD Internship I
- IT 420 Business Intelligence App.
- IT 450 BAS-IT:AD Internship II
- IT 430 Information Security for Developers
- IT 460 BAS-IT:AD Capstone

### **Admissions Status**

Students may be admitted to the BAS-IT:AD program under one of the following conditions:

1. **Full Acceptance:** Students will be fully admitted to the program.
2. **Conditional Acceptance:** Student will be admitted to the program once the admission requirements have been met. These requirements will be listed in the acceptance letter for any students who have been conditionally accepted into the program.
3. **Non-matriculated students:** The BAS programs are designed for student cohorts who are committed to the attainment of the Bachelor of Applied Science degree. Non-matriculated students may be enrolled in specific courses on a space available basis at the discretion of the respective faculty member and with the concurrence of the applicable dean. A maximum of three courses may be taken by any non-matriculated student. Non-matriculated students must meet all of the normal BAS entrance requirements with the exception of the requirement to have an associate degree. Centralia College will consider non-matriculated students for enrollment in 300/400 level courses including:
  - Community members employed in the occupation who could benefit from the specific course as an educational or skills upgrade
  - Students with deferred admission status
  - Students seeking future admission interested in trying an upper division course before applying to the program
  - Students in related lower division programs who use the 300 or 400 level courses as electives or substitutes for required courses in the associate degree

### **Cohort/Course Delivery**

Centralia College's Bachelor of Applied Science in Information Technology: Application Development (BAS-IT:AD) builds on an existing Associate in technical Arts, Associate in Applied Science, or Associate in Applied Science Transfer degrees adding upper division coursework to complete a four year degree. Applicants are

accepted for the fall quarter of each year. The BAS-IT:AD program operates as a cohort-based program with all students starting in fall quarter and completing the program in two years (six quarters).

### **Advising and Registration**

Students will be contacted by Sam Small, BAS-IT:AD Faculty Advisor, with registration information. This information is usually relayed via email. For this reason, it is extremely important that BAS-IT:AD students ensure that the program office has their most up-to-date email address.

If a student needs to take any of the lower-level degree required courses, an academic plan will need to be developed with the Program Specialist and/or the Faculty Advisor to ensure that all courses are completed by time of graduation.

Changes in pathways, assistance in selecting electives, or other advising related concerns will be addressed by Sam Small, BAS-IT:AD faculty advisor.

### **Financial Aid**

Financial aid is available to all eligible students, including Federal, State and institutional grant funds, such as the Pell Grant, WA State Need Grant or Work Study. To determine whether you are eligible for financial aid, you will need to complete the Free Application for Federal Student Aid (FAFSA).

To find out more information about financial aid, please visit the Centralia College financial aid webpage at <http://www.centralia.edu/admissions/finaid/> and check with the Financial Aid office in the student center building located on the second floor. Financial aid can also be reached at 360-736-9391 ext. 234.

### **Scholarships**

Scholarships are available for BAS students through the Centralia College Foundation Office. Typically the application for this scholarship will be aligned with priority application dates that start in early February. For more information, visit the BAS-IT:AD webpage at <http://bachelors.centralia.edu/it/index.html>. Specific information will be under the "Tuition and Fees" drop down menu.

### **Veteran Services**

Our Program Coordinator for Veterans Services helps those who are eligible to apply and register for classes at Centralia College, and obtain Veterans Educational Benefits through the Department of Veterans Affairs (VA). Contact Kelly Worthey in the Enrollment Services Office for more information.

#### **Kelly Worthey**

Veteran Services – Program Coordinator  
360-736-9391 ext. 684  
kelly.worthey@centralia.edu

### **Tuition Waivers**

Students enrolled in the BAS-IT:AD program are not eligible to receive a Washington State tuition waiver.

## **Program Costs**

The State Board for Community and Technical Colleges (SBCTC) sets the tuition rate. For the current year's tuition rate for the Applied Baccalaureate Degree Programs, see <http://www.centralia.edu/admissions/tuition.html>

The cost of room and board would be additional.

## **Policies**

For more College Policies, Procedures, & Practices visit <http://www.centralia.edu/students/policies.html>

### **Attendance Policy**

Students are expected to attend all classes for which they enroll. Students who do not attend during the first week of class will be dropped from their classes unless they have received prior approval from their faculty.

### **Leave of Absence**

Our goal is to have you complete your bachelor degree in a timely and efficient manner. Every admitted student is required to progress through BAS-IT:AD classes as illustrated in the Educational Plans (*page 11*) in order to maintain active status in the program.

If there is an extenuating circumstance that prohibits you from meeting this obligation, you must notify the BAS Programs Office as soon as possible.

On a space available basis, students will be able to resume their studies after submitting a written request to rejoin the BAS-IT:AD program. Students will have to work with the Program Specialist and/or their faculty advisor to map out an academic plan for the remaining courses.

### **Minimum Grade**

The student must achieve a grade of 2.0 or better in each of the upper division courses (300 or 400 level) that comprise the BAS program. No credit is given for any grade lower than 2.0, and if the course is a prerequisite for another BAS course, that prerequisite is not met. A student who earns a grade lower than 2.0 in a BAS course may repeat that course only once. A student who earns grades lower than 2.0 in two or more courses is subject to removal from the program. The applicable dean in consultation with the VP Instruction will determine the feasibility of a student repeating more than one BAS course due to a grade less than 2.0

### **Student Rights and Responsibilities**

The college has established policies providing for the rights and responsibilities of students. Copies of this code (WAC 132L-120) are available from the SLIC or the Vice President of Student Services Office. More information can be found in the Centralia College Course Catalog (<http://www.centralia.edu/academics/catalog.html>).

### **Grievances**

If you have a concern or complaint about a faculty member or an instructional program, use the process outlined below.

If the complaint is about sexual harassment or illegal discrimination, there is a process that is different from this one. To get more information about the discrimination/sexual harassment process contact the Human Resource Office, the Counseling Office, or any administrative office.

*Step 1 – Informal Meeting*

Talk directly to the faculty member involved. If this is hard for you, you may bring someone with you. Make an appointment, and if you are bringing someone with you, let the faculty member know this.

*Step 2 – Formal Letter*

In the unlikely event that your meeting does not solve your concern, write a letter to the faculty member’s immediate administrator. This will be the dean listed in the chart below. In your letter describe the situation, provide dates and times, give examples, and provide documents. The administrator that receives your letter will send a copy of your letter to the faculty member. The administrator will send you and the faculty member a written response within 15 contract days after receiving your letter. (The administrator may request to meet with you, first)

*Step 3 – Appeal to Vice President*

If you wish to appeal the decision of the first administrator, you have five contract days after you receive your written response. Write a formal letter of appeal to the appropriate vice president (listed in the chart below). Include all the materials you sent and received in step 2. The vice president will send you and the faculty member a written response within 15 contract days after receiving your letter.

*Step 4 – Appeal to President*

If you wish to appeal the decisions of the vice president, you have five contract days after you receive your written response. Write a formal letter of appeal to the president. Include all the materials you sent and received in Step 3. The president will send you and the faculty member a written response within 15 contract days after receiving your letter. The decision of the president is final.

Who to contact:

Step:	BAS-IT:AD/Centralia College Resource
1	<b>Faculty Member</b> - please see course syllabus for contact information
2	<b>Workforce Dean – Durelle Sullivan</b> 360-736-9391 ext. 378 <a href="mailto:durelle.sullivan@centralia.edu">durelle.sullivan@centralia.edu</a>
3	<b>Vice President Instruction – John Martens</b> 360-736-9391 ext. 411, <a href="mailto:john.martens@centralia.edu">john.martens@centralia.edu</a>
4	<b>President – Dr. Bob Mohrbacher</b> 360-736-9391 ext. 200, <a href="mailto:bob.mohrbacher@centralia.edu">bob.mohrbacher@centralia.edu</a>

*Some Important Ideas:*

- Teaching and learning are complex processes. The expectations for each may not always be communicated clearly or understood completely.
- Most people try to do the best job they can. Assume people have the best intentions.
- It is natural for people to have different ideas, opinions, or expectations.
- Most differences are resolved by in-person communications that are courteous and respectful.
- Think about what would be a reasonable solution for all parties.
- If you have questions about this process, talk to someone like a counselor, advisor or other faculty or staff members.
- Most differences are resolvable at Step 1.
- Be open to alternate solutions.

## **Equal Opportunity Statement and Accommodations**

It is the policy of Washington's community and technical college to provide equal opportunity in education regardless of race or ethnicity, creed, color, national origin, sex, marital status, sexual orientation, age, religion, genetic information, gender identity, veteran status, or the presence of any sensory, mental, or physical disability.

Centralia College does not discriminate in admission or access to, or treatment or employment in, its program or activities. Designated Title II, VI, VII, IX, Section 504, ADA compliance officer: Julie Ledford, Vice President for Human Resources and legal Affairs, Hanson Hall Room 101, Centralia College, 600 Centralia College Blvd, Centralia WA 98531-4099, 360-736-9391, extension 285.

## **Disability Statement**

Students with disabilities may contact the Director of Disability Services to determine their eligibility for reasonable accommodation. Disability Services is located on the 2nd floor of the Student Center in the Student Services Department. Their phone number is 360-736-9391, extension 320.

## **Course of Study Information**

A complete list of courses offered can be found in the Centralia College Catalog: <http://www.centralia.edu/academics/catalog.html>

## **Curriculum Sequence**

*Subject to change at any time.*

### **Required course schedule**

<u>Fall Quarter, First Year</u>			<u>Credits</u>
IT	310	Advanced Web Applications	5
IT	320	Application Dev. Methodologies	5
CMST&	330	Prof & Org Communication	5
			<u>15</u>

<u>Winter Quarter, First Year</u>			<u>Credits</u>
MATH	146	Intro to Statistics	5
IT	330	Application Software Engineering I	5
Social Science Elective			5
			<u>20</u>

<u>Spring Quarter, First Year</u>			<u>Credits</u>
IT	340	Application/Software Engineering II	5
IT	350	Power Generation & Maintenance	5
HUM	315	Ethics	5
			<u>20</u>

### **Required course schedule**

<u>Fall Quarter, Second Year</u>			<u>Credits</u>
IT	410	Adv. Data Access Techniques	5
IT	440	BAS-IT: AD Internship II	5
MATH	228	Discrete Mathematics	5
			<u>15</u>

<u>Winter Quarter, Second Year</u>			<u>Credits</u>
IT	420	Business Intelligence App.	5
IT	450	BAS-IT: AD Internship II	5
Natural Science Elective			5
			<u>15</u>

<u>Spring Quarter, Second Year</u>			<u>Credits</u>
IT	430	Information Security for Developers	5
IT	460	BAS-IT AD Internship II	5
General Education Elective**			5
			<u>20</u>

\*\*Must meet GUR's (General University Requirements/Distribution Requirements) as listed under the Associate in Arts Degree (DTA).

## Student Services & Resources

As a student at Centralia College, you are eligible for all services offered by the college. The fees you pay entitle you access to student computer labs, the library, disability resource center, student clubs and programs, reading and writing labs, the career center, and all other Centralia College services.

### **Disability Support Services**

Student Center Building, Student Services Department – Second Floor

Phone: 360-736-9391 ext. 320

Hearing Impaired: 800-833-6388

Centralia College offers support services for students with disabilities to help you access programs and services. They are here to help you succeed. If you are a student or prospective student with a disability, their webpage will help answer any questions you may have: <http://www.centralia.edu/students/disabilities/>

### **Bookstore**

Student Center Building, Bottom Floor next to the counseling center

Phone: 360-736-9391 ext. 310

Webpage: <http://www.centraliabookstore.com/>

### **Tutoring Center**

Walton Science Center, Room 309

Phone: 360-736-9391 ext. 205

Webpage: <http://www.centralia.edu/students/tutoring.html>

You can access tutoring services by either calling, emailing, or visiting the tutoring center. You can also access eTutoring as a free online student resource. For more information please visit their webpage listed above.

### **Writing Center**

Kemp Hall, Room 105

Phone: 360-736-9391

Webpage: <http://www.centralia.edu/academics/writingcenter/>

The writing center offers free drop-in or appointment-based assistance for all Centralia students. They also offer free workshops every quarter on topics such as APA citation, formatting a paper in word, and resume workshops. Some of their other offerings include:

- Computer Stations
- Friendly Staff
- Group Work Areas
- Coffee/Reading Areas
- Reference Materials
- Online Resources

BAS-IT:AD students can also submit their papers for review via the online classroom in Canvas.

## **Computer Labs**

Computer labs for Centralia College students are located in Washington Hall on the second floor as well as in the library. Users must have student ID with them while in the computer lab. Printing cards can be purchased at the Centralia College bookstore. Hours are posted in the computer commons quarterly.

## **Library**

Kirk Library, located across the Aadland Esplanade from the student center.

Phone: 360-736-9391 ext. 241

Webpage: <http://library.centralia.edu/index.html>

During fall, winter, and spring quarters the library is open Mon – Thurs. 7:30am – 9:00pm and Fridays 7:30am – 4:00pm. The library is closed Saturday and Sunday. Kirk library is also closed on holidays and on quarter breaks.

Students can access research databases from the Kirk Library home page.

## **eLearning Center**

eLearning is located within the Kirk Library

Phone: 360-736-9391 ext. 672

Webpage: <https://www.centralia.edu/elearning/>

The eLearning office is your resource for online, hybrid, web-enhanced, and face-to-face classes, Canvas help, Microsoft IT Academy, online tutoring, web conferencing and instructional design.

## **Counseling & Advising Center**

Student Center building, bottom floor (next to the bookstore)

Phone: 360-736-9391 ext.265

Webpage: <http://www.centralia.edu/students/advising/>

## **BAS – Program Specialist**

Walton Science Center, room 120

Katie Dailey

Phone: 360-736-9391 ext. 608

Email: [katie.dailey@centralia.edu](mailto:katie.dailey@centralia.edu)

Centralia College does not discriminate against any person on the basis of race, color, national origin, disability, sex, genetic information, or age in admission, treatment, or participation in its programs, services and activities, or in employment. All inquiries regarding compliance with access, equal opportunity and/or grievance procedures should be directed to the Vice President of Human Resources and Legal Affairs, Centralia College, 600 Centralia College Blvd, Centralia, WA 98531, or call 360-736-9391, ext. 671