

WELCOME TO CIS

Computer Information Systems Frequently Asked Advising Questions (FAQs)

Revised 04/23/09

GENERAL:

1. **Where can I go to get more information about the CIS program, such as course descriptions, what degrees/certificates are available, etc?**

Our Web Site at <http://cis.edcc.edu> has lots of information to get you started. You can also email our program manager at cispa@edcc.edu.

2. **Which CIS faculty advisor should I see if I need help?**

Each one of our CIS instructors are happy to help you. If you're working towards a specific area of study, you might want to choose the advisor for that program.

Julie Jackson, Dept Chair (jjackson@edcc.edu)	Cisco Networking/Security/General
Marti Baker (mbaker@edcc.edu)	Web Development/General
Pete Farrar (peter.farrar@edcc.edu)	Database (through Spring 2009)
Judy Forth (jforth@edcc.edu)	General
Steve Hailey (shailey@edcc.edu)	Information Security/Forensics
Steve Higdon (shigdon@edcc.edu)	Desktop Support/General
Mustafa Rashid (mrashid@edcc.edu)	Networking/General
Eva Smith (esmith@edcc.edu)	Database/General

If you're still not sure who to talk to, please email our program manager; she will help you out. cispa@edcc.edu.

3. **I'm interested in testing the waters or want to take a class for personal development. How can I enroll for a single course?**

Enrolling for a single course is easy! If you have never taken a class at EdCC before, you'll first need to apply for admission. You can [complete an admission form online](#) or pick one up at Enrollment Services, located in Lynnwood Hall, first floor. (You'll also need to pay an [admissions fee](#)). After submitting your application, you should receive information from the college on assessment and registration within two business days.

Once you've done that, you'll want to register for your class. You can [register online or in person](#) at Enrollment Services. You'll need your student identification number (SID).

When can you register? New students can register the first day of registration. Current or returning students can go here to find out your registration date (you'll need your SID): <https://transact.edcc.edu/student/waci004.html>
Once you've registered, the next step is to pay your tuition and get any textbooks. You can [pay tuition online](#) or on the first floor of Lynnwood Hall using a credit card, check or cash.
[Buy your books online](#) or from the bookstore in Brier Hall.

4. **If I'm taking just a single course versus being enrolled in a certificate or degree program, do I need to take the Accuplacer?**

No. For more information go to: <http://es.edcc.edu/assessment/>

5. **Can I take a class if I do not have the prerequisites?**

It depends. Often times, yes. Stated in the prerequisite is "Instructor permission or equivalent experience". This allows you to talk to the instructor for the class you want to take to explain why you believe you may qualify to bypass a prerequisite. Instructors make their decision on an individual basis. In addition, many prerequisites for CIS courses have recently changed, but are not able to be updated in print until Summer 2010. Many classes can also be taken concurrently with the stated prerequisite. Please make sure that you contact a CIS faculty advisor before you eliminate taking a class based on not having the prerequisites.

6. **What if the class required for my certificate or degree doesn't run?**

We work with students on an individual basis to find alternate courses suitable to the certificate or degree. You'll need to talk with your faculty advisor and they will find an appropriate substitution. If a substitution is made, make sure your advisor fills out a course substitution form and submits it to the division office, as this will be needed when you apply for graduation with your certificate or degree.

7. **How do I apply for graduation?**

A completed Graduation Application form must be submitted to Enrollment Services by the 10th day of the quarter in which you plan to graduate. Forms are available at Enrollment Services in Lynnwood Hall. You will need an individual application for every certificate and degree you are planning on achieving.

8. **How do I find my grades?**

After each quarter, student grades are available online. Students may access their grades by the first Thursday after the last day of the final exam week. Grades are not mailed. Student transcripts record all courses and grades. You can find your unofficial transcript and grades here: <https://transact.edcc.edu/student/waci002.html>. You'll need your SID and PIN to access the information.

9. **How do I get an internship?**

An internship is required for the web development certificate, and may be used in many cases as an elective or course substitution on other degrees and certificates. Normally, students are responsible for finding their own internship position. However, the internship faculty advisor, Julie Jackson (jjackson@edcc.edu) should be contacted and can assist with your specific internship needs. Additionally, we have tech support internships available each quarter through Steve Higdon (shigdon@edcc.edu), and lab tech positions through Academic Computer Services. Contact Jessica Wallace (jessica.wallace@edcc.edu) for information. Students are also advised to go to the Career Action Center (<http://careeractioncenter.edcc.edu/>) to see all of the current internship postings that are available. Again, if you have trouble obtaining an internship position, please contact Julie Jackson. An internship code is required for registering in the internship class. Your internship position must be in place with the appropriate paperwork filled out prior to receiving the code. The paperwork can be downloaded at: http://cis.edcc.edu/Internship_Paperwork.pdf.

10. **I work and can only take classes at night, on weekends or online. Is your program flexible enough for me?**

Yes. We work hard to make sure our classes are attainable for both traditional and non traditional students. CIS degrees and certificates may be obtained either in the day or at night/weekends/online. Please see a CIS faculty advisor to help plan your schedule accordingly.

11. **How much math do I need to have to begin the CIS program?**

You must either place at the Math 80 (Fundamentals of Algebra) level or complete the courses to get up to Math 80. Placement is the result of taking the Accuplacer test in Enrollment Services. You do not have to take Math 80, just place at the level to enter Math 80.

12. **How much math do I have to have to complete the CIS program?**

The Math requirement for our program is completion of either CIS 114, Math and Problem Solving, or Math 131 Pre- Calculus I or Math 140 Intro to Finite Math (or any Math number higher). You may complete one of the following tracks to meet the Math requirements for our program:

- Take Math 60, then CIS 114
- Place in Math 80, then take CIS 114
- Take Math 80, then Math 90, then Math 131, or Math 140

13. Is there a course substitution for CMPSC 115 that will meet the graduation requirements for the CIS program?

No, please see an advisor.

14. Do any of your courses transfer to a University?

Yes. We have an articulation agreement for all of our ATA degrees with CWU for the Bachelor's of Applied Science in Information Technology and Administrative Management (BAS-ITAM). If you are intending to transfer to CWU, you should contact Shani Watkins, (WatkinsSh@cwu.EDU) the advisor for the program, as soon as possible to clarify your individual situation and classes. CWU has a FAQ page to help you get started: <http://cis.edcc.edu/documents/CWUFAQ.pdf>. You'll need to make sure you're taking the transfer English (English 105 and 205) and an appropriate math class.

Additionally, any course numbered 100 or above may transfer as an elective towards EdCC's AA degree, up to 15 credits. They do not usually transfer individually although some private schools may make exceptions. Other than that, they have to be a part of the AA "package" to transfer as general electives. Some additional CIS courses may transfer depending on the University, and some Universities transfer most, if not all of our courses as part of an upside down degree.

Some of the colleges known to accept the majority of CIS credits are:

- Western Washington University
- Central Washington University
- Phoenix University
- Evergreen State College

Contact the college you plan to attend to see if additional CIS courses transfer.

15. The planning sheets state that you must have a 2.8 GPA in order to graduate. Does this mean that you must earn at least a 2.8 in every course you take?

No. GPA stands for Grade Point AVERAGE. You must average 2.8 in the program requirements.

2-YEAR ATA DEGREE QUESTIONS:

1. Are there any substitutions for CIS 233 and CIS 234, Systems Design and Development?

It depends. CIS 233 and 234 are HIGHLY recommended, however if you take a high level three quarter series such as: Web Development, Java, C, Unix, Cisco or Digital Forensics, etc, you may substitute the **last** two courses in the series for the Systems Analysis and Design series in the main ATA (514T). If you are planning

to use any of the series classes towards your elective credits you cannot use them in place of Systems Analysis and Design.

In other words, once you use classes towards satisfying the Program Requirements credits, you cannot then use them again towards the elective credits, otherwise, the total number of credits you have upon graduation will be less than 90 and you will not graduate. You must pick a different set of elective credits in order to be awarded the degree. Contact a CIS faculty advisor if you need more information.

2. **Do any of the courses offered at the Business Technology Center transfer to the CIS program?**

Yes up to 20 credits. Here is the current agreement:
The credits are applied towards the CIS elective requirement.

The CIS department will waive graduation requirements for the appropriate courses, and students will have to replace the credits with CIS/CS/CEN electives approved by an advisor.

Example: If a student took the CCNA 4-course series at BTC, we would give them the number of credits awarded by BTC towards the CIS electives, and then waive CIS 171, 172 and 173 and they would have to take additional CIS/CS/CEN courses to make up those credits

CISCO QUESTIONS:

1. **Do you offer the Cisco courses at night on the main campus?**

No. However, there is an online hybrid Saturday series that begins Winter quarter. The other option for the CISCO series starts fall quarter and is hybrid and the on ground portion of the class is 3 pm Wednesdays. In addition, you can take Cisco networking courses through the Business Technology Center. Though more expensive, they may offer a more flexible schedule.

2. **Why is there a larger lab fee on the Cisco courses?**

The Cisco courses include many hands-on exercises requiring specialized lab equipment (routers, hubs and switches). The lab fee is used to cover the maintenance and support of this equipment and to pay for a Cisco Intern, which allows us to have open lab time.

WEB DEVELOPMENT QUESTIONS:

1. **How is Web development different from Web design?**

Web development is the programming used to make the 'back end' of a website. This includes database driven pages using dynamic scripting languages such as PHP, ASP and ASP.Net, as well as client-side scripting such as JavaScript or Java. Web design is the process of designing a site using graphical elements for a web page layout.

2. **Can I just take the 3-quarter series in Web Development, without taking the entire Web certificate or CIS ATA degree?**

Yes. However remember that CIS 241 has a prerequisite of CIS 100, and CIS 241 has a prerequisite of CMPSC 115 or concurrent enrollment. Make sure you see a CIS faculty advisor in these areas if you want to waive these prerequisites.

3. **Is the CIS Web Development series (241, 242, 243) a set of programming courses?**

Basically yes. If you are interested in the artistic/design side of web sites, you should check into the Visual Communication department on campus.