Hello and (CLICK) Welcome to North Seattle College! My name is YOUR NAME and I am YOUR TITLE.

And I want to thank you for attending New Student Orientation.

***If there is time, and a manageable size group, go around the room and have students introduce themselves (including program of study, hometown/state/country)***

Let’s talk about what orientation/the next two or so hours are going to look like.

(TRANSITION TO NEXT SLIDE)

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**SLIDE 2 → Orientation Agenda**

Part One consists of this presentation, over the next hour, to review the following:
- Programs and Funding Options
- Resources and Strategies for Success
- And then we’ll wrap up the presentation with a MyNorth Student Portal demonstration

After the presentation, we’ll go on a tour of campus and you’ll get a chance to work one-on-one with an advisor to discuss your educational goals and plan your schedule for next quarter.

***Include the following on a day when there is a Financial Aid Workshop***

After you meet with your advisor, you have the opportunity to get assistance with your Financial Aid application at the Financial Aid Workshop **TIME and LOCATION of WORKSHOP**.

If you think you will ever apply for Financial Aid and are interested in attending, write the letters "FA" at the top of the form you filled out.

***

Now let me pause so we can collect the PREPD Forms you completed when you signed in. Please be sure to write your email at the top of the form. Raise your hand when you're finished, so **ORNT ASSISTANT** can collect them.

(TRANSITION TO NEXT SLIDE)

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**SLIDE 3 → Seattle Colleges**

So who are we at North Seattle College?

**We are part of a District of colleges** that includes:
- Us (here at North)
- Seattle Central
- South Seattle
- And the Seattle Vocational Institute

What does it mean to be a part of a district?

While some processes may be streamlined, you should really consider us separate campuses. Let’s say you need to take a class at Central, because it isn’t offered at North or the time it is offered doesn’t work for your schedule. You would still need to apply to Central (by applying to North, you have not applied to all schools), but once you have finished the class and need to transfer the credit back to North for your degree, you can fill out a worksheet without needing to get an official transcript from Central.

(TRANSITION TO NEXT SLIDE)
**SLIDE 4 ➔ North Operates on a Quarterly System**

We operate on a quarterly system.

How many of you are familiar with quarters? With semesters?

The real big difference between quarters and semesters is the amount of time you have for the quarter or semester. For example,

- With semester-systems, you usually have around 16-17 weeks per semester.
- With our more “normal” quarters: Fall, Winter, and Spring; you have around 11-12 weeks per quarter (around 3 months). *(CLICK)*

With Summer, which is an accelerated quarter, you only have 8 weeks (two months).

Because of the quick nature of the quarter system, it is important you are aware of important dates and deadlines since they can sneak up on you. You will hear me reiterate the importance of dates and deadlines throughout this presentation.

*(TRANSITION TO NEXT SLIDE)*

**SLIDE 5 ➔ What is Your Program at North?**

One of the first questions you are going to be asked by most departments (Advising, Financial Aid, Admissions), is: **What is your program of study?**

Most of our students are on one of two pathways: Transfer or Professions/Technical/Career-Training.

You are a **TRANSFER** student if your ultimate goal is to take classes to transfer towards a Bachelor's degree at a University.

We offer Associate Degrees, which comprise the first two years of your 4-year Bachelor's degree and include basic requirements such as English and Math, general education requirements, and major preparation courses. You don't really have a major at North, you are more pre-major/major prep.

For example, if you are working towards Psychology, you will most likely complete the Associate of Arts degree, during which you will take the classes necessary to apply to a Psychology major at the university.

You may instead be working towards one of North’s Professional/Technical or **CAREER-TRAINING** programs. We offer degrees and certificates in a wide range of fields (Business/Accounting, HVAC, Real Estate, Medial Assisting, Watch Technology, etc.). In one of these programs, you are taking classes, which will give you the skills to go out into the workforce immediately after completion.

As you can see there are some areas of overlap (e.g. Business), which have Transfer or Career-Training options. It is important that you are clear in your ultimate educational goals (e.g. if you want to earn a Bachelor's degree at UW), and work with an advisor to determine the best fit for the goals, since the majority of classes you take as part of a career-training program do not necessarily transfer to the university.

*(TRANSITION TO NEXT SLIDE)*

**SLIDE 6 ➔ Additional Programs at North**

We have **other programs** in addition to Transfer and Career-Training.

About one third of our students are in some type of **pre-college program**, working on English language skills or Basic Education or completing their high school degree or GED. *(CLICK)*
We also offer over 180 continuing education courses. These courses are more for personal development, hobbies and personal interests. Such as Speaking Spanish for travel, cheese making, Ukulele classes, drawing/painting and computer skills classes (such as classes on Excel and PowerPoint). These courses will not give you credit towards your degree, count towards Financial Aid, nor appear on your transcript. But they are fun! (CLICK)

And we are now excited to offer students the opportunity to start and finish their Bachelor’s degree at North!

We currently offer two, soon three, Bachelor’s degrees:

- One in Application Development, which gives students the skills to create apps for mobile devices, the web and the cloud.
- And the other in International Business.
- And starting this fall, we will be accepting students into our third Bachelor’s program in Early Childhood Education.

We have a lot of awesome programs, so be sure to ask your advisor about your options!

(TRANSITION TO NEXT SLIDE)

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**SLIDE 7 → How Am I Going to Pay for College?**

The second question you will be asked is: How are you paying for college/your classes?

As much as we would love for money to grow on trees, it doesn’t, but we have several payment and funding options available to you:

A Deferred Payment Plan (instruct students to pull out Payment Plan Brochure from NSO folder). You can pay a percentage and have a certain number of monthly payments based on the date you enroll in your classes. You can sign up for the plan using the MyNorth Student Portal (which we will see in later in the presentation).

There are also several scholarship opportunities available. These can be based on need (i.e. financial need) or merit (GPA). North also offers the Ed Fund Scholarship. The application cycle opens in May for the next academic year. You must have a NSC GPA to be eligible. There are also scholarship search engines, such as thewashboard.org, which give you access to scholarships within Washington state.

You may also qualify for one of more state aid programs. You must be in an eligible program of study and is limited to career-training programs. Visit startnextquarter.org to see if you qualify.

Finally, let’s discuss Financial Aid. We are going to briefly review the eligibility requirements, types of aid and application process, and the FA Portal.

***INCLUDE the FOLLOWING if there is a FINANCIAL AID WORKSHOP***

If you plan to apply for Financial Aid at some point in your college career, I strongly recommend you attend the workshop being held today at TIME and LOCATION

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(TRANSITION TO NEXT SLIDE)

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**Financial Aid 101 Slides 8-12**

*(Presented by ORNT Lead or Financial Aid Rep)*

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**SLIDE 13 → Check Your Financial Aid Portal!**

You can check your Financial Aid status on the Financial Aid Portal.

Click on FINANCIAL on the NSC website.
You will see links to the following information:

- Application process (direct students to the checklist on the back table)
- Forms & Guides
- Deadlines
- Veteran's Services
- Hours of Operation
- And more...(including a Portal tutorial to help you navigate the site)

(TRANSITION TO NEXT SLIDE)

**SLIDE 14 ➔ Back to Basics**

Now let’s take a moment to go back to **college basics**.

We/people who work in higher education, throw around a lot of terminology. We talk about classes being a certain number of credits or needing a certain amount of credits to be considered full-time.

But what are we talking about? **What is a credit?** *(Wait for answer)*

A credit is equal to the amount of time you spend in class per week. It also represents the amount of weight the course has on your GPA and transcript. If you are enrolled in a 5-credit class, like PYSC&100, General Psychology, you will spend roughly five hours per week in class.

What does that mean for your GPA? If you enroll in PSYC&100 and a 2-credit class, like yoga, and earn a C in PSYC and an A in yoga, your GPA will more heavily reflect the Psychology grade.

Most of our students, especially those receiving Financial Aid, need to be **enrolled full-time** (which is at least 12 credits) and typically enroll in 15 credits, or three 5-credit classes.

Let’s talk a little about **GPA and North’s grading system:**

Some schools have letter grades, but your transcript or grades will be reflected in a Decimal Grading system. You can see the breakdown of grades to GPA points. Sometimes we will award degree credit for a D or 1.0, but be aware that some classes (especially those required for entrance into your major) may have minimum grade requirements.

You are also required to maintain a certain GPA for Financial Aid, and in most programs must have a final cumulative GPA of a 2.0 to graduate from North.

As for **your program or degree on your transcript**, remember, if you are a transfer student, you are a pre-major. You will earn either an Associate of Arts, Business, or Science (not an Associate of Arts in Communication). If you are pursuing a career-training degree, let’s say in IT, then your full program degree title will appear on your transcript (since it is usually the credential needed to go out and get a job in the field).

(TRANSITION TO NEXT SLIDE)

**SLIDE 15 ➔ Student’s Rights and Responsibilities**

And we’re on to a discussion about school policy, including your rights and responsibilities.

Has anyone ever heard of **FERPA?** *(Wait for response)* What about **HIPPA?** *(Wait for response – medical privacy protection rights)*

We have a responsibility to protect your privacy. Guidelines established by FERPA, the Family Education Rights and Privacy Act, are in place to protect your privacy while you are a student at North Seattle College *(direct student to FERPA brochure in NSO packet)*. What this means is that we cannot release information regarding...refer to brochure for wording
You have additional responsibilities as a student here at North:

- Know and abide by classroom expectations (introduce syllabus concept). What is a syllabus? (wait for response) It is a contract and outline of the course. Expectations should be outlined in your course syllabus and in return, you should know the instructors grading system, course schedule, class rules and policies (such as absence/make-up work policies), and more.
- Know important quarterly dates and deadlines (which we'll cover in a bit)
- It is your responsibility to make certain progress towards your program. Student progress refers to keeping your GPA above a 2.0 which is considered in “Good Academic Standing” (refer to Student Progress brochure in NSO packet)
  1. When your GPA falls below a 2.0 for the first time, you are placed on ACADEMIC ALERT. You are sent an email notifying you and recommending you meet with an academic advisor to discuss success strategies for the next quarter. Because...
  2. If your following quarterly GPA is below a 2.0, you are placed on ACADEMIC PROBATION. You will have a hold placed on your registration, which will be removed when you meet with an advisor. It's important to check in with an advisor since you may have decided you don't like the major you were pursuing, had an issue/emergency affect your ability to successfully complete your classes AND to get important resources and next steps. Because...
  3. If the GPA for the following quarter is below a 2.0 you will be placed on ACADEMIC SUSPENSION and will have to take a full year off from school, which you can appeal after one quarter off, but it is a process and we want to avoid having a pattern like this on your transcript.

Please be sure to read through the brochure, or talk to an advisor, for more information.

In addition, North has a ZERO TOLERANCE policy for harassment and discrimination. We want to ensure a safe learning environment for everyone SO

If you feel you are experiencing discrimination or harassment, please report it to someone (security, your advisor, teacher or program advisor). Know that we will investigate the situation and provide support, resources, and your next steps. You have the contact information to your Title IX Coordinator (direct students to Title IX brochure in NSO packet)

Finally, we expect students to follow Student Conduct policy including, but not limited to:

- Completing and presenting your own work, avoiding plagiarism or copying the work of others
- We are a diverse campus with students representing many cultures and nationalities and each one of us has the right to be here, express our views, discover new perspectives and ideas and that can’t happen if we don’t respect the rights of others.
- Refrain from actions that are unsafe to yourself, others, and to campus
- Obey federal and state law

(TRANSITION TO NEXT SLIDE)

**SLIDE 16 ➔ Strategies for Success**

We also wanted to include strategies and best practices we want students to know before starting classes at North.

These include:

- **Bookmarking important webpages** (like your program page, university websites, the Financial Aid portal, etc.).
- **Keeping your contact information up-to-date.** The student portal, MyNorth, will prompt you to update your information, along with creating a security question, usually once per quarter.
- Why do we need your email address? The college, including your advisor, instructors, and other departments will usually send you important information via email. How many of you check your email
once a week? *(Wait for response)* Once a day? Every hour? While I don’t know if I recommend keeping your email open (like I do), it’s important to check it often so you are not missing those important emails from North.

• **Meet with your advisor, early** in the quarter, and **register for classes as soon as registration opens.** Advisors can book up, sometimes up to two weeks, and classes can fill up. If you know you want to meet with an advisor, go ahead and schedule your appointment.

• Have we heard this before? **Be aware of important dates and deadlines!**

• We also recommend you **keep your course syllabus.** If you plan to transfer at some point, especially if you want to transfer out-of-state, it is important you keep as much information as you can about your courses (especially your major prerequisites courses). This will help with the transfer of your credits, if your university does not want to take the credit as you think it should be counted.

• And, **ASK FOR HELP!!!** We don’t expect you to be experts OR remember everything from the presentation (as much as I would like that).

(TRANSITION TO NEXT SLIDE)

**SLIDE 17 ➔ Advising at North**

**Who can you ask for help? Your Advisors!!!!**

• We are here to **help you navigate the college system** (some of us have been in it for ages, it seems and some of us are still in it).

• We’re here to **connect you to resources**, help you understand your program requirements and register for classes.

• We will also **assist you in the creation of your Education Plan** (or Ed Plan as we call it). Consider the Ed Plan your timeline for completion. It consists of the courses and requirements needed for your program, as well as any other important information or next steps (such as transfer application requirements and deadlines). *(CLICK)*

**When can you meet with an Advisor?**

• At Orientation! Today! After the campus tour!

• By scheduling an appointment, typically 30 minutes

• During Daily On Call, for immediate questions and concerns (Should I drop this class? What will a “W” look like on my transcript?”) It is limited to 10 minutes and is NOT for schedule or Ed Planning

• We also offer Drop-In Advising during peak times of the quarter (around registration and the first two weeks of the quarter)

(TRANSITION TO NEXT SLIDE)

**SLIDE 18 ➔ Student Services and Resources**

As a student at North, you have a lot of **services and resources** available to you. *(CLICK)*

Such as Disability Services and accommodations, Counseling, and childcare services. We offer tutoring and eLearning assistance. As well as a gym to let off some steam after that big exam or presentation, clubs and events to get involved with, and sustainability initiatives and activities to improve our campus. There is a list of our services, along with the websites for each, located in your NSO folder.

While I don’t have the time to go into detail about each, we will see/stop by several of these departments and offices on our campus tour.

(TRANSITION TO NEXT SLIDE)
**SLIDE 19 ➔ North is Open Late for Total Tuesdays!**

North is open late on Tuesdays! (CLICK)

If you work during our regular business hours (8:00-4:30, Monday-Friday), you can now access Advising, Financial Aid, Admissions/Registration, Testing, Tutoring, the Bookstore and more services on Tuesdays (most offices open until 6:30).

Check us out on the second floor of the College Center Building.

(TRANSITION TO NEXT SLIDE)

**SLIDE 20 ➔ Sign Up for NSC Alerts!**

I also STRONGLY recommend you stay in the know by signing up for campus alerts. Visit "getrave.com" and select your mode of alert (text, voicemail, or email).

You do not want to be on campus if it is not safe for you to be here (due to bad weather, it could snow, or other safety issues). Keep yourself up-to-date with campus alerts.

(TRANSITION TO NEXT SLIDE)

**SLIDE 21 ➔ North is Tobacco-Free!**

Beginning Fall 2015, North is a Tobacco-Free Campus.

This includes no smoking, chewing, or vaping. If you use tobacco, please do so off campus. If you would like to quit smoking, we have resources to help you.

Please be aware, we are also marijuana-free and some building are fragrance-free. Please obey the law and be aware of your surroundings and campus policy.

(TRANSITION TO NEXT SLIDE)

**SLIDE 22 ➔ Academic Calendar**

Finally, we've mentioned it throughout this presentation, let's talk about the Academic Calendar. (CLICK)

As I said (over and over) it is really important, indeed your responsibility, to know important quarterly dates and deadlines. (Direct students to Academic Calendar in NSO folder)

POP QUIZ! (prizes?)

(CLICK) **When is tuition due?** (Not actually on the printed calendar) This is a trick (or should I say, tricky) question. As a rule of thumb, you usually have 7 business days after registering or the start of the quarter, whichever comes first, to pay for classes. Once you are a student and enroll when registration for the next quarter opens, we usually give you an extended amount of time (usually a few weeks up to a month) to pay or put down a payment on your classes. (CLICK)

**When does Next Quarter begin?** Refer to Calendar (CLICK)

**When is the last day I can make changes to my schedule?** Another trick/tricky question. (Wait for a response)

Point out the very last day to withdraw, with no refund, usually 2/3 into the quarter. Point out other drop deadlines: drop with 100% refund, No "W" on transcript, drop with 50% refund. We offer several checkpoints
during the quarter, in which you can assess your progress and make a decision regarding your schedule and enrollment, with the help of an advisor. (CLICK)

**When is the Financial Aid Deadline for Next Quarter?** Refer to Calendar

Excellent! As you can see, there are important dates to remember so be sure to keep a copy of the calendar, or check your critical dates in your MyNorth Student Portal to see upcoming deadlines.

(TRANSITION TO NEXT SLIDE)

**SLIDE 23 → MyNorth Student Portal**

**MyNorth is your portal to Student Online Services**, including the class schedule, grades, registration, waitlist, personal information, Financial Aid, tuition payments and more.

The portal is designed to give you a convenient way to access important information and links—such as the class schedule and registration—on any mobile device, including smartphones and tablets.

You can access MyNorth by clicking on the MyNorth link on the navigation bar. (Begin demonstration by clicking on hyperlink at the bottom of the slide)

Let’s **do a quick demo of the MyNorth portal**:

- Show students **how to search, without being logged into the site**. Pick a subject (PSYCHOLOGY) and open course description, highlighting the following: Prerequisites, date/time/location of course, instructor name/hyperlink to contact info.
- **Highlight Search filters**, such as Areas of Knowledge (VLPA/ICS/NW)
- Show students “log in” button and **Log in as Betty College** (SID and PIN)
- **Add a class to favorites**
- Go to MyClasses and highlight: **My Favorites, My Registered, My Waitlisted**, and **My Ed Plan tools** (expand each option, including example Ed Plan)
- Go to **MyNorth Portal** and highlight options such as View My Grades, Pay tuition, Buy Parking Pass, and others

Any questions about the portal? OR other questions?

(TRANSITION TO FINAL SLIDE)

**SLIDE 24 → Thank You!**

**We’re done with Part I of Orientation. Thank you so much for your attention!**

We will now head out for the tour and then to Advising. Please gather all of your belongings, since we will not be coming back to this room.

Also, be sure **ORNT ASSISTANT** has your PREPD Forms before you leave.

Thanks again and welcome to North!