WELCOME TO
NORTH SEATTLE COMMUNITY COLLEGE!

We are happy you are here. We are a passionate community of life-long learners who choose to work at North because we believe in education and we care about you… our students. We believe education can empower individuals with the ability to transform their lives and fulfill their dreams. Wherever you come from, whatever your age and whatever ambitions you may have, we want to help you achieve them. We are diverse; and like you, we come from near and far. Our offices provide a mosaic of caring professionals and understanding individuals each offering you a unique means of service and support.

Outlined in these pages, we offer you a wide variety of resources that can ease your journey. We hope that you will visit our offices, talk to us frequently and allow us to assist you in reaching your goals.

Please make yourself at home, get to know us and become familiar with your college, its operations and most importantly its people, who all want to see you succeed.

Thank you for choosing North!

Staff, Faculty and Administration
North Seattle Community College

North Seattle Community College (NSCC) is committed to the concept and practice of equal opportunity for all its students, employees, and applicants in education, employment, services and contracts, and does not discriminate on the basis of race or ethnicity, color, age, national origin, religion, marital status, sex, gender, sexual orientation, Vietnam-era or disabled veteran status, political affiliation or belief, citizenship/status as a lawfully admitted immigrant authorized to work in the United States, or presence of any physical, sensory, or mental disability, except where a disability may impede performance at an acceptable level. In addition, reasonable accommodations will be made for known physical or mental limitations for all otherwise qualified persons with disabilities. The following persons are designated to handle inquiries: Title IX—David Bittenbender 206-526-7792; Section 504/ADA; Rebecca Cory 206-526-7808.

NSCC will make every effort to ensure that the lack of English skills will not be a barrier to admission and participation in vocational education programs.

Special Thanks to the NSCC Student Government for funding this handbook.

Front and Back Cover Photos by Claudia Bueno.
# Table of Contents

## Plot Your Course for Success at NSCC
- About North Seattle Community College 3
- Checklist for Earning Your Degree or Certificate 4

## Instructional Programs
- College Transfer Degrees 5
  - Associate of Arts 5
  - Associate of Science 5
  - Associate of Business 5
- Non-Traditional Transfer Options 5
  - Associate of Fine Arts Degree/Certificate in Fine Arts 5
- Professional-Technical Degrees and Certificates 5
- Adult Basic Education (ABE) 5
- GED Preparation 6
- English as a Second Language (ESL) 6
- High School Completion 6
- Running Start 6
- Upward Bound 6
- Continuing Education 6

## Services for Students
- Academic Advising 7
- Admissions, Records, Registration, and Credentials (ARRC) 7
  - Online Services Hours 7
  - Registration Start Time 7
  - Student Identification Number (SID) 7
  - Personal Identification Number (PIN) 7
  - Social Security Number 7
- Credentials 7
  - Transfer Credit Evaluation 7
  - Graduation 8
  - Commencement Ceremony 8
- Career Services 8
- Counseling Services 8
- Disability Services 8
- e-Learning 9
- Financial Aid 9
- International Student Programs 9
- Student Outreach and Enrollment Services 10
- Testing 10
- Tutoring 10
  - The Loft Writing Center Plus 11
  - Math and Science Learning Center 11
- Veterans’ Services 11
- Waivers 11
  - Senior Adult Education 11
  - WA State Employee Tuition Waiver 11
- Women’s Center 12
- Workforce Education 12

## Student Programs & Activities
- Art Gallery 13
- Athletics/Intercollegiate Basketball 13
- Phi Theta Kappa National Honor Society 13
- Stage One Theatre 13
- Student Leadership & Multicultural Programs 14
  - Student Government 14
  - Student Clubs 14
- Student Publications 14
  - Licton Springs Review and Literary Guild 14

## Campus Resources
- Bookstore 15
- Cashier’s Office 15
- Child Care Center 15
- Computing and Technology 15
  - Computer Lab 15
  - Net ID 15
  - Internet & WiFi Access 15
- Food and Beverage 16
  - Cafeteria 16
  - Espresso Lounge 16
- Library and Media Services 16
- Photo I.D. 16
- Safety and Security Services 16
  - Evening Security Escort 17
About North Seattle Community College

Website: www.northseattle.edu/info/

North Seattle Community College (NSCC or North) is a comprehensive two-year state college that offers transferable degrees in academic courses and over 50 career training programs. The college provides learning opportunities for a diverse group of approximately 8,000 students, including those pursuing college preparatory, English-as-a-second language and continuing education courses. International students from 40 countries add to the multicultural experience.

Located in the Northgate neighborhood, five miles north of downtown, the friendly campus occupies 62 acres including a preserved wetland area that is used for teaching and learning. It consists of 654,000 square feet of instructional and student services buildings designed in an award-winning Brutalistic architectural style.

Known for the quality of its faculty and instruction, including a strong distance e-learning program, NSCC is the starting point for many students who go on to colleges and universities such as Cornell, Dartmouth, University of California at Berkley, Penn State and NYU. In Washington, North consistently ranks among the top community colleges for the number of students who transfer to the main University of Washington campus.

North also provides outstanding professional and technical career training in emerging fields such as nanotechnology, information technology for health care, green real estate and anesthesia technical services which are enhanced by strong partnerships with business and industry.

The college offers numerous services for students including academic advising, tutoring, counseling, career services, disability services, a women's center, child care, multicultural student leadership services and provides wireless access.

NSCC is one of the Seattle Community Colleges. Since its opening in 1970, it has helped over 300,000 students pursue their educational goals.
Checklist for Earning Your Degree or Certificate

- **Know Where to Get Help**
  Successful students know how to get the help they need to succeed. Use the “Services for Students” section of this handbook.

- **Determine Your Educational Goal**
  Do you know your educational or career goal? If you are not sure, there are services available on campus to help.
  Counseling provides individualized career counseling and helps you develop satisfying career goals. Career exploration tools are available for a nominal fee with free interpretation. (206-527-3676)
  Career Services helps students research career possibilities and assists with all aspects of the job search process. (206-527-3685)
  Advising can help you evaluate academic skills, interests and goals. (206-527-3658)

- **Educational Planning (Meet with an Advisor)**
  See an advisor for assistance with preliminary class selection and educational planning. If you have credits from other colleges, the advisor can do an “unofficial” evaluation of these credits. Knowing your educational goal sets the stage for your educational plan. An educational plan is a roadmap towards a college degree and an outline of the coursework required to complete an educational goal or program of study. Working with an advisor, students develop an educational plan to assure that you complete your degree requirements in a timely manner. If you are pursuing a transfer degree, your plan will include the sequences of prerequisites for your intended major and admission requirements to your intended four-year institution.

- **Evaluation of Incoming Credits**
  To avoid delays with evaluating credits, order your official transcript from each college you attended to be sent directly to North’s Admissions/Registration Office or to you personally (envelopes must remain sealed). When all transcripts have been received, complete the Application for Evaluation of Incoming Credits and submit it to the Admissions/Registration Office, along with your official transcripts if you have had them sent to you. When you receive your official evaluation in the mail (approximately 8 weeks after the request for evaluation was received), be sure to check with an advisor regarding any remaining requirements. (Please see “Transfer Credit Evaluation” description under “Admissions/Registration/Records/Credentials” for more details).

- **Graduation Application**
  After you register for your final quarter, complete the Application for Degree, Certificate or Diploma, and meet with an advisor or faculty coordinator, who will run a final degree audit and assist you with completing any necessary paperwork. Graduation applications should be submitted no later than three weeks prior to the start of your final quarter (please see “Graduation and Commencement Ceremony” description under Admissions/Registration/Records/Credentials” for more details).
INSTRUCTIONAL PROGRAMS OFFERED

College Transfer Degrees
Website: transfer.northseattle.edu

Associate of Arts Degree
Website: aadegree.northseattle.edu
The Associate of Arts degree is a 90 credit community college transfer degree. It provides a broad education in liberal arts and allows students to fulfill some or all of the general education requirements and prerequisite coursework for many four-year degrees in arts and sciences.

Associate of Science Degree
Website: asdegree.northseattle.edu
The Associate of Science transfer degrees are designed to allow students to complete many of the prerequisite math, science, and general education courses required for those considering a major in science, math, or a health profession at a four-year university or college. NSCC offers a general Associate of Science degree as well as Associate of Science Option #1 and Option #2. Students should consult with an advisor to learn about these options and to help them determine which degree will best serve their needs.

Associate in Business
Website: abdegree.northseattle.edu
The Associate In Business is a 90-credit transfer degree designed for students who wish to transfer and major in Business. It fulfills general education and business major prerequisites for many Washington State four-year colleges and universities.

Non-Traditional Transfer Degrees

Associate of Fine Arts Degree/
Certificate in Fine Arts
Website: afadegree.northseattle.edu
North offers an Associate of Fine Arts degree (AFA) in Art and in Music, as well as a Certificate in Fine Arts (CFA) in Art and Acting. The Associate of Fine Arts degree is designed to fulfill some of the general education requirements of many Arts and Sciences majors and, at the same time, to provide the student with an opportunity to concentrate in a major area of study in Art or Music. The AFA degree is not universally recognized as a transfer degree, but most courses do transfer individually. Students seeking a Bachelor of Arts or a Bachelor of Fine Arts should review NSCC Associate of Arts degree requirements and consult with their advisor and their intended university. The CFA programs are intended as concentrated programs for students who wish to pursue and receive certifications in a program centered totally on their interest in Art or Acting. The CFA is not accepted as a transfer degree. AFA and CFA students work with a faculty advisor in their area of study.

Professional-Technical Degrees and Certificates
Website: proftech.northseattle.edu
North offers many professional and technical programs which prepare students for employment in a specific field. You may choose a two-year Associate of Applied Science (AAS) degree program or a Certificate program in Accounting, Business, Early Childhood Education, Electronics and Engineering Technologies, Health/Medical, Information Technology, Real Estate, Communications, Business and Media, Nanotechnology or Watch Technology. Please view the course catalogue, quarterly schedule, or website for further program information.

Some of the professional-technical degrees and courses may transfer to specific four year colleges and universities. Information on transferable professional-technical degrees is available in Advising.

Adult Basic Education (ABE)
Phone: 206-527-7303
Website: precollege.northseattle.edu
(Choose 'Adult Basic Education’)
The ABE program prepares students who are working on basic skills in reading, writing and mathematics. This program is for students who are not ready to be in the GED preparation classes, or whose placement tests indicate that they need more work on basic skills.
INSTRUCTIONAL PROGRAMS OFFERED

GED Preparation
Phone: 206-527-7303
Website: precollege.northseattle.edu
(Choose 'GED Preparation')
The GED Preparation program prepares adult
students 18 and older to take the five GED exams
(reading, writing, social studies, science, and math).
In these classes students review reading, math,
grammar, writing, and test-taking skills.

Running Start
Location: Student Success Services
(College Center bldg., second floor)
Phone: 206-527-3682
Website: northseattle.edu/services/runstart
The Running Start program provides academically
motivated juniors and seniors enrolled in public
high schools the opportunity to take college-level
courses for credit, tuition-free, as part of their high
school education. Classes taken at North Seattle
Community College will count twice: once toward
fulfillment of high school graduation requirements
and again for college credit.

English as a Second Language (ESL)
Phone: 206-527-7303
Website: esl.northseattle.edu
The ESL program offers classes to help non-native
speakers to communicate in English. Students
study reading, writing, and grammar. Students may
choose from supplementary classes such as speaking
and listening, pronunciation, workplace skills,
beginning computer literacy, or citizenship. To qualify
for these classes, students must have green cards
or be immigrants, refugees or US citizens.
NOTE: Tuition for ABE, GED and ESL classes is $25
per quarter.

Upward Bound
Phone: 206-527-7762
Website: www.northseattle.edu/services/upward.htm
Upward Bound, a program funded by the U.S.
Department of Education, provides high school
students with services that support higher academic
performance during high school and subsequent
entry into college. The program serves 70 students
from three high schools: Franklin, Roosevelt, and
Indian Heritage Middle College.

High School Completion
Phone Number: 206-527-7303
Website: precollege.northseattle.edu
The High School Completion program provides
adults 19 years or older an opportunity to earn a
high school diploma in a college setting. Students
take coursework needed to complete their high
school diploma. College level classes may apply
towards both high school graduation require-
ments and a college program of study. Beginning
with the graduating class of 2008, students will
need to fulfill all graduation requirements includ-
ing testing, the High School and Beyond Plan, and
the Culminating Project. NSCC does not provide the
High School Proficiency Exam; students will need
to work with their local high schools to complete
testing requirements.

Continuing Education
Phone: 206-527-3705
Website: www.learnatnorth.org
North offers a variety of continuing education
courses designed for people who wish to take classes
for personal enjoyment or to upgrade skills. These
are self-supporting classes that require a separate
tuition payment and are listed in our quarterly class
schedule.
SERVICES FOR STUDENTS

Academic Advising

Location: Student Success Services
(College Center bldg., second floor)
Phone: 206-527-3658
Website: www.northseattle.edu/enroll/advise
Advising serves NSCC students through educational planning, ongoing advising for students pursuing college transfer degrees or professional/technical degrees and certificates within the Business, Engineering, and Information Technologies Division, and by providing resources and events which support students’ academic goals. We work with students to develop an educational plan—a roadmap toward a college degree or certificate and an outline of coursework required to complete your educational objective or program of study.

Admissions, Records, Registration, and Credentials (ARRC)

Location: 2nd Floor of the College Center Building
Phone: 206-527-3663
Website: http://www.northseattle.edu/enroll/admit/
Web Registration:
Go to www.northseattle.edu/kiosk to register for classes online, make changes to your class schedule (add or drop classes), and to inquire about your class schedule. All currently enrolled students are Web enabled and can use their PIN (See Personal Identification Number below) to access online services.

Online Services Hours
Open 5 a.m. to 11 p.m., seven days a week.

Registration Start Times
You can access your registration start time via the web. You can register any time on or after your stated time and day. You are encouraged to meet with an advisor to create an educational plan prior to registration.

Student Identification Number (SID)
A Student Identification Number will be assigned to you upon application to the college. This number will be used to register for classes, access grades or schedules, pay tuition, and all other administrative purposes.

Personal Identification Number (PIN)
All students have a Personal Identification Number (PIN). The PIN is used for all inquiry functions and for quarterly registration purposes. The college sets up your first PIN temporarily as your birthdate. Example: If your birthday is March 18, 1955, enter 031855. You will be able to use your temporary PIN to initially login and change it to a secure number. Please do so at your earliest opportunity via the Online Services/PIN (Password) change option. All PIN’s are 4-6 numbers in length.

Social Security Number
To comply with federal laws, we are required to ask for your Social Security Number (SSN) or Individual Taxpayer Identification Number (TIN). We will use your SSN/TIN to report Hope Scholarship/Life Time tax credit, to administer state/federal financial aid, to verify enrollment, degree and academic transcript records, and to conduct institutional research. If you do not submit your SSN/TIN, you will not be denied access to the college; however, you may be subject to civil penalties (refer to Internal Revenue Service Treasury Regulation 1.6050S-1(e)(4) for more information). Pursuant to state law (RCW 28B.10.042) and federal law (Family Educational Rights and Privacy Act), the college will protect your SSN from unauthorized use and/or disclosure.

Credentials
Location: College Center ARRC Office
Phone: 206-527-3663
Website: enroll.northseattle.edu
(Choose “Credentials Evaluation”)

Transfer Credit Evaluation
A transfer credit evaluation is necessary if:
1. you plan to earn a degree, certificate, or diploma at North and
2. you have taken credits at another college or university that may apply to your current program at North.

Step 1: Bring an unofficial transcript to the Advising Center to see an advisor for an unofficial evaluation of transfer credit.
SERVICES FOR STUDENTS

Step 2: After applying to North, contact each of your previous schools and ask that an Official Transcript be sent directly to the North Seattle Community College ARRC Office. Official transcripts must be in the original, sealed envelope issued from your previous school. Do not open the envelope if you hand deliver your transcript.

Step 3: Contact North’s ARRC Office to verify that your previous schools’ transcripts have arrived. The ARRC Office is located on the second floor of the College Center Building.

Step 4: Submit a completed Application for Evaluation of Incoming Credits to the front counter at ARRC.

The results of your official evaluation will be mailed to you.

Graduation
Apply for graduation when you:
1. Register for your final quarter at North.
2. See an advisor or faculty coordinator for a final “check-out.” The advisor’s or faculty coordinator’s signature is required on the application and a current degree audit must be attached.

Your advisor or faculty coordinator will submit the completed Application for Degree, Certificate or Diploma to the ARRC Office.

Graduation Application Deadlines
Apply to graduate as soon as you have registered for your final quarter of classes. Applications should be submitted no later than three weeks prior to the start of your final quarter. Using the online transcript services, https://sccdweb.sccd.ctc.edu/nscciosk/waci002.html you can see when degrees and certificates have been posted. They will appear at the bottom of the transcript. Diplomas will be mailed 6-8 weeks after the award has been posted to your transcript.

Commencement Ceremony
A formal graduation ceremony is held the last Friday of spring quarter. In early May, invitations and information will be mailed to any student who graduated during that academic year (Summer, Fall, Winter quarters) or applied to graduate Spring quarter.

Career Services
Location: College Center Building, Rm 1354B
Phone: 206-527-3685
Website: career.northseattle.edu
Currently enrolled students can visit the Career Services Resource Room to create and update your résumé, look for work, and research career possibilities. We have an extensive reference library of career-related information. You can also take free self-assessment tests on our computers to help you identify your career focus and/or college major.

Career Services assists in obtaining all types of employment, including part- or full-time, temporary or seasonal positions. Create an account on our online job/internship database, Interfase. Here you can post your resume for employers to find you. You can also search and apply for jobs and internships selected by you. Visit www.myinterfase.com/northseattle/student to set up your account today.

Counseling Services
Location: Student Success Services
(College Center bldg., second floor)
Phone: 206-527-3676
Website: Offers detailed and extensive self-help information and can be found at www.northseattle.edu/services/counseling/

Counseling offers individual appointments, classes, and online information helping students:
- Identify career interests and select programs of study
- Improve concentration, study, time management, and other academic skills
- Manage stress, crisis, communication, and strengthen emotional/social skills related to college success

Disability Services
Location: Student Success Services
(College Center bldg., second floor)
Phone: 206-527-3697
TTY: 206-526-0079
Fax: 206-985-3958
SERVICES FOR STUDENTS

Website: access.northseattle.edu/services/disability/
North Seattle Community College is accessible for students with disabilities through North's Disability Services (DS). Support services are available for enrolled students and those planning to enroll, who need accommodation, special equipment, course and program assistance, and information and referral.

Students seeking accommodation or use of special equipment will need to register with the Disability Services office. To do this, students will fill out an intake packet. After completing this packet, students will make an appointment to complete the intake and discuss accommodations. Students will then provide written documentation of their disability with a typed, signed letter on letterhead from a licensed professional qualified to diagnose their disability, describing their disability and the impact of the disability in an educational setting.

Accommodations include, but are not limited to, testing modifications, note taking, adaptive equipment and software, tape recorders, wireless microphones and receiver systems. Students with disabilities who need accommodation or other assistance are encouraged to contact the Disability Services office as soon as possible after applying for admission to the college.

Financial Aid

Location: College Center Building, second floor
Phone: 206-527-3688
Fax: 206-527-3608
Website: financialaid.northseattle.edu

The NSCC Financial Aid office provides information on student aid eligibility, types of aid available, and policies/guidelines for federal, state and institutional programs. Financial aid staff can assist you in completing the Free Application for Federal Student Aid (FAFSA) and answer questions about the application process and aid programs. The office is open Monday through Friday, 8 a.m.–4:30 p.m. for general assistance. Students can also set up private appointments as needed. NOTE: The office is open extended hours the week prior to each quarter start and the first and second week of each quarter. The extended hours are 8 a.m.–6:30 p.m., Monday through Thursday. Friday hours remain 8 a.m.–4:30 p.m.

If you receive assistance through a “Special Account” agency such as DVR, WorkSource, Labor and Industries, JTPA, UPS, etc., help is available with processing tuition authorizations, book requisitions and check vouchers.

International Student Programs

Location: College Center building, second floor
Phone: 206-527-3672
Website: www.northseattle.edu/isp

International Student Programs serves students on non-immigrant visas with admissions and advising matters. Admission includes evaluation of prior education and English language skills, and processing of documents based on visa requirements. Advising focuses on immigration (visa) regulations and academic programs for international students. International Student Programs also provides help either directly or by referral in the areas of personal concerns, academic pursuits, housing and cultural issues. International Student Activities and Special Programs plan educational and recreational activities throughout the year. Two programs offered are the Holiday Host and Friendship Programs.

e-Learning

Location: LB2237, one door south of the library entrance
Phone: 206-527-3738
Website: http://www.virtualcollege.org

North Seattle Community College offers credit courses that require fewer (if any) campus visits. Online classes are designed so students can keep in close contact with their instructors using virtual bulletin boards, discussion rooms and/or email. Hybrid courses blend on-campus and "virtual" classroom instruction, saving you travel time and expense. Student/teacher ratios in these classes are the same as classes that are held on campus.

All online classes transfer the same as on-campus credit classes. Your A.A. degree can be earned completely online or with many fewer campus visits.
Services for Students

Student Outreach and Enrollment Services
Location: 2451B (Admissions/Registration area)
Phone: 206-527-3679
Website: www.northseattle.edu/enroll/tour.htm

Services include:
- Emergency assistance
- High school relations
- Community outreach
- Campus tours
- College success presentations

Tour options include group tours, individual tours, classroom visitations, general public tours and half day college success tours. Public tours are held every Thursday at 1pm. A tour website offers you on-line tour scheduling. The information you provide when registering on-line will allow the staff to customize you tour; more closely matching your education, personal and professional interests.

Testing
Location: College Center Building, second floor
Phone: 206-527-3674
Website: testing.northseattle.edu

Most students who are entering degree, certificate, or college transfer programs are required to take English and math placement tests. Testing is also required for all other students who wish to enroll in English or math courses that list placement test scores as a prerequisite. We use the Compass English and math placement tests.

Exceptions: Students who have already completed placement testing or college-level English or math courses at another institution may not need to test. These students should bring unofficial transcripts or placement test results to the Advising Center or a New Student Orientation for review.

What To Do For Drop-In Placement Testing (No Appointment Needed):
1. Apply to North at the Admissions office or online and get your assigned student number.
2. Go to the Cashiers office and pay $17 for your placement test.
3. Bring your receipt, picture ID (e.g. driver’s license or WA State ID).
4. Come for your placement test during the drop-in hours. Testing calendar and office hours are available at the Testing Center or at our website. Go to testing.northseattle.edu.

Retake Policy:
English Placement: You may take the test once. After that, you may take it again after three months. It is possible to take an English Appeal Test within one month of taking a Compass English test. The Appeal test involves writing a short hand written essay.

Math Placement: You may take the test two times in close succession. After that you may take it again after three months.

Fees: (Subject to change)
Compass Combined Math/English Test; English Only Test; or Math Only Test—$17 each
Compass Test Retakes—$17 each
Compass English Appeal Test—$17 each

Additional copies of placement test scores—$3 if mailed. There is no charge for additional copies if they are picked up at the testing center. No scores are released without picture ID.

ESL placement and GED testing are available by appointment.

Tutoring
Website: tutoring.northseattle.edu/services/tutor/other.htm

Tutoring is available for students in English, English as a Second Language, world languages, accounting, electronics, economics, mathematics, sciences, computer science, and computer classes. Individual appointments or group sessions are available depending on the department. For information, see your instructor or visit www.tutoring.northseattle.edu.
SERVICES FOR STUDENTS

The Loft Writing Center Plus
Location: Top floor of the Library
Phone: 206-526-0078
Website: http://northseattle.edu/services/loft
Students can visit The Loft for free assistance with reading, writing, listening or speaking assignments. Skilled tutors will help you at any stage of your learning process. Arrange tutor-facilitated study groups through The Loft director, or your instructor.
The Loft has a multimedia computer lab, where students can use specialized software to strengthen their skills in reading, writing, listening, vocabulary, spelling, and pronunciation. Keyboarding programs are also available. No appointments are necessary. Assistance is on a first come, first served basis.
Visit The Loft website for updated information, online tutoring, and a collection of helpful language learning links.

Math and Science Learning Center
MLC Location: ED1845B
Phone: 206-527-3746
Website: http://webshares.northseattle.edu/MLC/
Biology Tutoring Location: AS 1615
Phone: 206-527-3746
Website: http://webshares.northseattle.edu/MLC/biology/tutors.html
The Math/Science Learning Center offers free tutoring to all NSCC students currently enrolled in math, physics, chemistry, or computer science classes. Biology tutoring is also offered in a lab setting. In addition to our trained tutors, the MLC provides computers and various references. Students are highly encouraged to use the MLC as an avenue to start a study group and share ideas.

Veterans’ Services
Location: CC 2261B
Phone: 206-527-3699
Fax: 206-527-3608
Website: veterans.northseattle.edu
The Office of Veteran’s Affairs serves veterans, reservists, active duty personnel and eligible family members who receive Veterans Administration education benefits. Services are available for those eligible for Ch. 30/Montgomery G.I. bill; Ch. 31 Vocational Rehabilitation; Ch. 32/VEAP, Ch. 35/ Aid for Eligible family members and Ch. 1606/1607 Selective Reservists. Veterans who are Washington State residents may be eligible for a partial tuition waiver. Veterans who wish to use the waiver should see the Veterans coordinator prior to the tenth by of the quarter. Tutoring and work study jobs are available for some veterans. Counseling referral for all those who have served in the U.S. Armed Forces is available.

All veterans who want to receive educational benefits through the Veterans Administration must apply through North’s Veterans Affairs office. Apply as early as possible.

Waivers
Senior Adult Education
Website: www.northseattle.edu/senior/
Washington state resident seniors, 60+ years, can enroll in two state funded classes for audit or credit. Some exceptions do apply. Use the standard registration form, obtain instructor’s signature if space is available and submit it to the Admissions/Registration Office beginning the 6th day of the quarter through the 10th day (5th day and 8th day for summer) of the quarter. Cost is $5 per class, plus lab and tech fees. This rate is applicable only for two credit bearing classes. Regular tuition will be charged for more than two classes. Continuing Education courses are not eligible for these programs.

WA State Employee Tuition Waiver
Website: www.seattlecolleges.com/forms.aspx
Permanent Washington state employees employed 50 percent or more may register on a space-available basis using the State Tuition Waiver. The cost is $20 for the first six credits and is non-refundable. Students are responsible for any additional charges such as class fees, books, photo I.D., transportation fee, Universal Technology fee, etc.
• Students may enroll the 6th through the 10th instructional days of the quarter (5th and 8th for summer) with instructor signature and space availability. Students who enroll prior to the 6th day will forfeit their waiver eligibility.
SERVICES FOR STUDENTS

- Students enrolled in over 6 credits will be charged at the regular tuition rate.
- This waiver cannot be used for Continuing Education classes or WAOL Distance Learning classes.

Please contact the Admissions/Registration Office to request a waiver form or download one from the district website at: http://seattlecolleges.com/forms.aspx.

Women’s Center

Location: Student Success Services
(College Center bldg., second floor)
Phone: 206-527-3696
Website: women.northseattle.edu/services/women/
The Women’s Center supports the educational and professional goals of current and prospective students, both women and men. If you need connections to resources and services, the Women’s Center staff can provide support, information, and referrals. Get information on housing, health care, child care, and a variety of other services. The aim of the Women’s Center is to help you get the most out of your time in college.

Workforce Education

Location: College Center Building, first floor
Phone: 206-527-3787
Website: www.northseattle.edu/programs/workforce
Programs offered through Workforce Education include:
- Work First
  If you are receiving TANF, the Work First Program is designed for you! This program gives you the opportunity to get a job that offers a living wage by training you in an industry that is in high demand. We can also help you obtain your GED and/or sharpen your ESL skills. Work First can pay for tuition and books and our counselors will work with you to provide the resources necessary to help you find a job at the end of your training. To learn more, call the Workforce Education office at 206-527-3787.
- Worker Retraining
  Are you receiving unemployment or have you exhausted your benefits within the last 24 months? Are you re-entering the workplace after a long period of not being in the workforce? The Worker Retraining Program may be able to assist you in finding a new career or upgrading your skills to re-enter the workforce. We may be able to pay for tuition, books, and fees if you are eligible. We also provide a full range of student services including academic advising and one-on-one job search assistance. To learn more, call the Workforce Education office at 206-527-3787.
- Basic Food Employment and Training (BFET) Program
  If you are receiving Basic Food Assistance from DSHS, the Basic Food Employment and Training Program may be able to help you with tuition and books for a career/technical training program at NSCC. To learn more, call the Workforce Education office at 206-527-3787.
- Opportunity Scholarship Grant Program
  Are you studying Accounting, HVAC, IT for Healthcare or any of the nursing programs? You may be eligible for the Opportunity Scholarship Grant Program. This program can pay for 45 credits of tuition, fees and books for eligible students. To learn more, call the Workforce Education office at 206-527-3787.
- LEP Pathway Program
  If you are receiving TANF from DSHS, or are an immigrant or a refugee needing ESL classes, the LEP Pathway Program may be able to pay for your tuition and books. If you need help, please visit or call the Workforce Education office at (206) 527-3787.
Art Gallery

Location: Instructional Building, first level (north of the Bookstore)
Phone: 206-528-4557
Website: www.northseattle.edu/services/art.htm
The Art Gallery is funded by the Associated Student Body, and is jointly operated by the Student Art Group and the art faculty. The group’s purpose is to bring art works to the campus. Art forms exhibited include painting, sculpture, drawing, ceramics, photography, jewelry, weaving, and most other arts and crafts. Exhibits change twice quarterly.

Athletics—Intercollegiate Basketball

Phone: Athletic Director 206-528-4591
      Women’s Coach 206-527-3733
      Men’s Coach 206-527-3745
Website: storm.northseattle.edu
If you weren’t offered a basketball scholarship after your senior year and still desire to play hoops, consider playing for the Seattle Community College Storm intercollegiate basketball teams (both men and women). Our Storm recruits play their freshman and sophomore years for the Seattle Community College Storm basketball team and some players get recruited and transfer to continue playing at the next level (Division I, II or NAIA).
Our teams compete in the Northwest Athletic Association of Community Colleges (NWAACC) league. Visit our website today for more information!
Just a fan of the game? Check out a game on our season schedule for some entertaining, fast-paced excitement on the court. Your fellow student athletes will appreciate your support. GO STORM!

Phi Theta Kappa National Honor Society

Website: http://ptk.northseattle.edu
Phi Theta Kappa is the international honor society for two-year college students. All part-time or full-time students, academic and vocational, are eligible for membership. Eligibility requires completion of a minimum of twelve credits of college-level course work with a 3.5 grade point average. Members can choose to become involved in service, scholarship, fellowship, and leadership activities but active participation in our campus chapter, Alpha Epsilon Omega, is always optional. Membership also provides access to transfer scholarships, created especially for Phi Theta Kappans, at many colleges and universities across the United States.

Stage One Theatre

Location: Library, ground floor (LB 1236)
Phone: 206-527-3661
Website: http://northseattle.edu/services/stage1.htm
Stage One is a student theater production group that sponsors or produces free or low-cost theater events, such as performances, workshops, discussions, field trips, and visiting artists.
Students are encouraged to participate in all aspects of production, either as a volunteer or for credit. This includes acting, stage management, production administration, scenery design and construction, lighting, properties, sound, costuming, publicity, make-up, and house and ticket management. Student Government funds Stage One Theatre.
STUDENT PROGRAMS & ACTIVITIES

Student Leadership and Multicultural Programs:
Location: College Center Building, ground floor
Phone: 206-527-3641
Website: www.northseattle.edu/services/student-leadership/

This program provides opportunities for students to develop leadership skills, foster intellectual and personal growth, and network and grow friendships. Students participate in co-curricular and leisure activities in a welcoming, supportive environment that values and celebrates diversity.

The programs collaborate with students, instructors, staff and administrators to design student-centered programs that complement learning, build leadership skills, shape campus policies and procedures, and promote student participation while instilling personal confidence, encouraging goal setting and values clarification. The opportunities provided by these programs aim to develop well-rounded and responsible citizens for a multicultural and global society.

Student Clubs
Location: College Center Building, ground floor
Phone: 206-527-3641

Clubs provide students with opportunities to develop leadership skills, to engender intellectual growth and to cultivate personal relationships. Participation provides practical experience in planning, organizing and working in teams. Stop by the Student Administrative Council office to get information about starting or joining a club.

Student Publications
Licton Springs Review and Literary Guild
Phone: 206-527-3711
Website: www.lictonspringsreview.com

Licton Springs Review is North's literary and art magazine which features poetry, short fiction, essays and art. It is published by the Literary Guild, a student club whose purpose is to support and provide opportunities for writers on campus by sponsoring workshops and readings as well as publishing the Review in both print and online editions. Students can earn independent study credit and gain publishing experience by working on the magazine. Students are encouraged to apply for the paid positions of Managing Editor and Layout Editor. Ask about this in the Humanities division.
CAMPUS RESOURCES

Bookstore
Location: Instructional Building, first level, south end of building
Phone: 206-527-3637
Website: northsecc.bkstore.com. To reserve a textbook go to whywaitforbooks.com.
The Bookstore, operated by Barnes & Noble College Bookstores, Inc., carries a wide variety of merchandise. New and used textbooks, school supplies, general reading materials, greeting cards, and other gifts are available to purchase. The Bookstore also carries North Seattle Community College campus wear.
To purchase textbooks, you will need to have a copy of your class schedule or complete an in-store form available at the counter with your class schedule.
Used textbooks save money; they sell first and fast, so come in early to buy your textbooks.
The Bookstore accepts cash, all credit cards, and personal checks, with proper photo I.D. Receipts are required for all refunds and exchanges. Textbooks are fully refundable within the first 7 days (subject to change) of each quarter, with a receipt and as long as the books are in original condition. Other merchandise purchased is returnable within 24 hours from the date of purchase.
The Bookstore buys back textbooks all year around. The best time to sell your book is during the last week of each quarter. The Bookstore pays up to 50% of purchase price on books if they are being used the following quarter.

Cashier’s Office
Location: College Center Building, second floor
Phone: 206-527-3627
Website: cashier.northseattle.edu
The Cashier’s office is the place to go if you want to:
• Pay tuition and fees/learn about a tuition payment plan
• Buy parking permits
• Purchase student I.D. cards
• Buy a GoPass
• Pay Wellness Center use fee
• Pick up brochures on student insurance
• Pick up financial aid checks

Child Care Center (ASB)
Location: Northwest corner of campus
Phone: 206-527-3644
Website: childcare.northseattle.edu
This center offers a safe, nurturing environment that provides developmentally appropriate activities for children ages 18 months to 5 years. Operating hours are 7:30 a.m.–4 p.m. Monday–Friday (closures during quarter breaks). It is licensed by the Department of Social & Health Services and typically serves 50 children per quarter. There is often a waiting list. Parents must be enrolled with a minimum of 10 credits. Inquire via telephone or in-person.

Computing and Technology

Computer Lab
Location: Instructional Building, third floor (IB 3303)
Phone: 206-527-3630
Website: www.northseattle.edu/services/complab.htm
The open computer lab is available on a walk-in basis during operating hours (check website) to all NetID account-holders. The computers are equipped with the largest assortment of software on campus. Lab staff are typically available to explain usage policies & procedures (posted in the lab) and troubleshoot login and technical problems.

NetID Accounts (computer & email accounts)
Info/Setup: netid.northseattle.edu
Email: mail.northseattle.edu
Calendar: cal.northseattle.edu
Office apps: docs.northseattle.edu
NetID accounts provide login credentials for lab and classroom computers, network storage space, web space, and Google web-based services like email, calendar, IM, and office applications. With the exception of a few library computers, NetID accounts are required to use campus computers.

Internet & WiFi Access
All campus computers have internet access. Unrestricted WiFi access is available to all NetID accounts, but non-NetID users are only permitted access to college and district resources. Printing via the WiFi network is not available.
CAMPUS RESOURCES

Food and Beverage
*Phone: 206-527-3781*

*Cafeteria*
*Location: College Center Building, first floor, southeast corner*
The Cafeteria offers a variety of quality food, including entrees, sandwiches, salads, desserts, snacks and beverages. Breakfast is served during the morning hours.

*Sam 'N Chips Sandwich Bar*
*Location: College Center Building, first floor, southwest corner*
Sam 'N Chips offers a wide variety of freshly made sandwiches, salads, soups, snacks and beverages. Open evenings.

*Espresso Lounge*
*Location: College Center Building, first floor*
The Espresso service is sponsored by Food Service and offers a full range of coffee drinks and food items at reasonable prices.

Library and Media Services
*Location: Library Building, 2127A, second floor*
*Phone: 206-527-3607*
*Website: http://dept.sccd.ctc.edu/nslib/
North's library offers a wide range of resource materials and services to students. Librarians help you take full advantage of the library's research databases, print and non-print materials, and the Internet. Librarians also provide instruction and classes to help you learn how to find materials more efficiently and do research for class assignments. Our Voyager library catalog and many of our research databases can be accessed from off campus. Stop by the library to learn how to do this.

Print material, media items, and reserve material can be checked out at the circulation desk. Students can also purchase language CDs for their classes at the circ desk.

A fragrance-free, silent study room is available to individuals on a walk-in basis: this room does not require reservations. The library also has group-use rooms available for study or viewing of DVDs and videos. Reservations for these rooms are strongly recommended. There are also carrels available for individual walk-in viewing or listening.

Check out the library’s new Student Instructional media Production Center (SIMPC) located on the third floor of the library. Here we can help you with Power Point presentations or aid with creating posters and visuals.

North's library is part of a district and regional inter-library loan service, which allows students to borrow materials from libraries throughout the western United States.

Photo I.D.
*Location: College Center Building, second floor in Registration area*
*Phone: 206-527-3713*
*Website: www.northseattle.edu/enroll/photoid.htm*
Campus photo identification cards are required for all students at North Seattle Community College. There is a one-time charge of $5 for this card, payable at the Cashier's window. If your card is lost, you will need to pay an additional $5 to replace the card.

In order to receive your student I.D. card, you will need to show a valid form of photo identification and provide a copy of your cashier's receipt confirming your $5 payment.

Hours follow the Registration/Admissions hours.

You will need this I.D. card to check out materials from the library, use the computer labs on campus, and to access the Wellness Center (in conjunction with the access fee). I.D. cards also provide you with discounts on travel, movies, plays and other community programs.

Safety and Security Services
*Location: College Center Building, ground floor*
*Phone: 206-527-3636*
*Website: www.northseattle.edu/services/security/
The North Seattle Community College Safety and Security staff serves the campus seven days a week, day and evening hours. Some of the services include:
• **Evening Security Escort:** Staff will escort you to your vehicle if parked on campus grounds.

• **First Aid:** Staff is qualified to provide CPR, treat minor injuries, help those in wheelchairs, and provide care until paramedics arrive.

• **Vehicle Assistance:** Staff will assist with battery jumps and keys locked inside vehicles with non-power door locks for those cars parked on campus.

• **Parking:** Staff patrols parking areas to detect and deter vehicle theft, vandalism and illegal parking.

• **Lost and Found:** Lost articles turned into the Security office can be retrieved when properly identified. Articles are held for one month. Items left unclaimed after this period are donated to charitable organizations.

**Transportation: Metro/Carpooling**

*Location:* College Center Building, Safety & Security office  
*Phone:* 206-526-0060  
*Website:* www.northseattle.edu/services/transportation/

Limited parking and environmental concerns prompt college officials to strongly encourage carpooling or bus transportation for students. Several Metro Transit bus routes serve North. Pick up a schedule in the hallway north of the cafeteria. Some schedules are also available at information stands in the Safety & Security Office (1st floor College Center, Room 1252) and near the Cashier's office. The #5, 16, 75, 316, 345, and 346 routes stop along the West side of campus on College Way at regular intervals. Most routes connect NSCC to Northgate Transit Center near Northgate Mall, allowing students easy connections to routes citywide. For detailed information regarding bus schedules, visit: www.northseattle.edu/services/transportation/bus.htm.  
Metro Trip Planner at: http://tripplanner.kingcounty.gov/

Quarterly student-rate bus passes for students and non-students are available in the Cashier's Office.

**Commute Trip Reduction**

NSCC participates in the region's Commute Trip Reduction (CTR) Program, encouraging students and employees to reduce fuel consumption, traffic and environmental pollution by walking, biking or carpooling. Apply for reduce carpool parking during the first two weeks of every quarter. Call 526-0060 for more information.

**Wellness Center**

*Front Desk:* 206-527-3631  
*Information Line:* 206-527-3649  
*Wellness Center Manager:* 206-528-4591  
*Website:* www.northseattle.edu/services/wellness

Want to get in better physical shape? Want to shed some pounds or tone your body? Then check out the Wellness Center! We have something to get everybody moving in a healthy direction. Prefer to work out on your own? Our atmosphere is low key and inviting. Need a workout buddy to get you going? Visit us and connect with other active members that are looking for the same thing.

We have many choices to fit your active lifestyle, including a well-equipped strength and conditioning room, a running track and gym for playing basketball or volleyball. Drop-in fitness classes are also a good option to get you motivated. These classes vary by quarter, but typically include yoga, Pilates, kickboxing, T'ai chi, aerobics and an “Ab Lab.” Our staff is very experienced in putting together fitness programs for all levels. Check out our website for the current schedule. Take action! Your road to a healthier YOU begins TODAY!

Physical Education offers a variety of credit courses including: Weight Training, Physical Fitness, Body Conditioning, Introduction to Jazz Dance, Martial Arts, Yoga, Aerobics, and First Aid.

**Membership Rates:**  
Student Fees (per quarter) $1/credit up to 10 credits, charged when you pay tuition.  
Summer quarter only: if student is taking Summer quarter off, and can show proof of registration for Fall quarter, membership will be $25 for the Summer quarter.
COLLEGE POLICIES


Academic Standards/Student Progress

Academic Recognition
Students are recognized for outstanding academic achievements by making the Dean’s List or President’s List.

Dean’s List: Student must have 10 or more credits per quarter and a 3.5 GPA for the quarter.

President’s List: Student must have accumulated 30 or more credits and a 3.8 or higher cumulative GPA.

Student Progress
Students are expected to make satisfactory academic progress while enrolled at the Seattle Community College District. Academic progress is defined in terms of a student’s grade point average (GPA) and how much time a student takes to complete a degree or certificate program. Time is a function of credits or clock hours attempted and earned. Students who do not demonstrate satisfactory academic progress may be subject to corrective actions.

Students must maintain a grade point average (GPA) of 2.0. Students who do not meet this standard may be subject to corrective actions.

Students enrolled in degree or certificate programs must, on a quarterly basis, successfully complete at least 75 percent of the credits or clock hours attempted when they reach a minimum of 30 attempted credits or equivalent clock hours. Students who do not achieve this completion rate may be subject to corrective actions.

Minimum Standards—Financial Aid
Students must maintain a cumulative GPA of 2.0 each quarter. Students on financial aid who earn less than the required GPA, or fail to complete 50 percent of the credit hours for which they enroll, will receive a notice of low scholarship or cancellation. Please refer to the Financial Aid satisfactory academic progress policy.

Student Progress/Specific Programs
Some programs (such as health medical programs) have specific requirements for satisfactory progress and continuation in their programs. Contact the division offices for specific program information.

Reinstatement
Students who may have been dismissed from school due to academic and/or financial aid guidelines will be notified of the process for reinstatement. Students can also contact the Advising Office, Financial Aid Office, or their specific program office for information.

Children On Campus
North prohibits bringing children and dependents to campus or classes except to place them in campus childcare programs, or for specific authorized events.

Complaint Process:
How To Resolve Complaints
Website: http://www.seattlecolleges.com/District/currentstudents/studentrulescs.aspx#complaints

First: Attempt to Resolve the Complaint Informally
If you have a complaint, the best and first step is to try to settle your complaint through the informal process. Here’s how it works:

Step 1: If you have a complaint, first talk directly with the college employee.

Step 2: If this does not provide a satisfactory result, the next step is to discuss your complaint with the employee’s immediate supervisor. The supervisor has five days to notify the employee in writing of the complaint.

Step 3: Investigation/Fact-Finding—The supervisor/dean will then conduct an investigation to determine facts around the complaint and has 15 additional days to resolve the complaint.
It is essential to provide the following information:

- The facts or evidence surrounding your complaint
- What you have done to try to resolve the complaint
- Your proposed resolution to resolve the complaint

**Second: Resolving a Formal Complaint**

If your complaint remains unresolved after following the above informal process, you may then file a formal complaint. The steps are as follows:

**Step 1: Filing the Complaint**

Formal complaints must be submitted in writing within 90 days of when you (the complainant) knew or reasonably should have known that you had cause for a complaint.

You must specify the facts and other grounds on which the complaint is based, attach relevant supporting documents and forward to Marci Myer, Grievance Officer, College Center Building, room 2259D.

**Step 2: Respondent Has Opportunity to Reply**

The grievance officer will send a copy of the formal complaint to the respondent and supervisor within five days of receipt of your complaint. The respondent is required to reply in writing to the grievance officer within 15 calendar days of the formal complaint. Please note that faculty members are not usually available during periods when the college is not in session.

**Step 3: Opportunity to Resolve**

The grievance officer will forward the respondent's written reply to you within five calendar days of receiving it. If you, the complainant, find the response is unsatisfactory, you may submit written notice of your dissatisfaction to the grievance officer within five days of your receipt of the notice.

**Step 4: Resolution Conference**

Within five days of the receipt of your notice that the response is unsatisfactory, the grievance officer will schedule a conference. This conference will include you, the respondent, and the respondent's supervisor. It will be held within the next 15 days. The intent of this conference is to reach a resolution. The grievance officer will provide a written summary to all attendees within 10 days.

**Step 5: Appealing the Result**

If you believe your complaint has not been resolved to your satisfaction, you may request action from the appropriate vice president. You can file an appeal within five days with the grievance officer, who will forward it to the vice president.


**Student Right to Know & Public Information**

The following important information is made available to students and the public as required by state and federal laws, and campus policies.

*Family Education Rights and Privacy Act (FERPA):*
www.northseattle.edu/enroll/admit/policy/confidential.htm

*Financial Aid:*
www.northseattle.edu/enroll/finance/index.htm

*Completion and Transfer Rates:*
www.northseattle.edu/info/complete.htm

*Safety and Security:*
www.northseattle.edu/services/security

*Sexual Harassment:*
www.seattlecolleges.edu/custom.aspx?page=policies&pagec=documentdisplay&policyID=pol419

*Hostile Work Environment:*
www.seattlecolleges.edu/custom.aspx?page=policies&pagec=documentdisplay&policyID=pol451

*Equal Opportunity Statement:*
www.seattlecolleges.edu/custom.aspx?page=policies&pagec=documentdisplay&policyID=pol201

*Drug-Free Workplace:*
www.seattlecolleges.edu/custom.aspx?page=policies&pagec=documentdisplay&policyID=pol249

*Ethical Conduct:*
www.seattlecolleges.edu/custom.aspx?page=policies&pagec=documentdisplay&policyID=pol400
Grade Complaints (Formal)
Website: http://seattlecolleges.edu/District/policies/polpro.aspx?policyID=pro370

A formal grade complaint must be filed no later than the last day of the quarter that follows the quarter that the disputed grade was received. The exception to this is that a complaint regarding a spring quarter grade may be filed through the last day of the following fall quarter.

The formal grade complaint process will follow the same timelines as the formal complaint process. SCCD WAC 132F-120-090 (370.40)

Your complaint must be filed in writing to Marci Myer, Grievance Officer, College Center Building, room 2259.

Complaint must include all supporting documentation indicating grade received, together with (a) the reason for the complaint, specifying as completely and as accurately as possible, (b) all pertinent performance scores and attendance data and (c) a copy of the course syllabus.

The evaluation of course mastery is exclusively within the province of the instructor, and so a grade change may be initiated only by that instructor. However, if a formal grade is ultimately reviewed by the vice president of instruction, and s/he finds that the grade was issued for an improper reason or was arbitrary and capricious, or otherwise unlawful, the vice president may change the grade in the records of the college.

Sexual Harassment Complaints
Website: http://apps.leg.wa.gov/WAC/default.aspx?cite=132F-419-010

Please report all sexual harassment incidents.

Sexual harassment is a violation of federal and state laws. It is illegal. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical contact of a sexual nature. When such contact unreasonably interferes with your learning or creates a hostile, intimidating or offensive learning environment, contact David Bittenbender, Human Resources Administrator, by phone or email: dbittenbender@sccd.ctc.edu or 206-526-7792.

If you are experiencing sexual harassment here are some steps to follow:
- Document your experiences with specific times, dates, witnesses, etc.
- Talk to the person you are having difficulty with, about your concerns. If you don’t feel safe speaking directly to the other party, you may contact for support: Counseling, 206-527-3676, Student Success & Retention Services, 206-527-3679: Disability Services, 206-527-3697, Multicultural Student Services, 206-527-3698 or Women’s Services, 206-527-7308.
- For a student-to-student complaint, please report the incident to the Vice President for Student Development, 206-527-3656. If the situation involves a student and an employee of the college, please report the incident to David Bittenbender, Human Resources Administrator, 206-526-7792.

Grading System

Grades are not mailed. Approximately 7–10 days after the end of the quarter students can access their grades via the Web at www.northseattle.edu/kiosk

The Seattle Community College District uses a numerical grading system. Numerical grades may be considered equivalent to letter grades as follows:

<table>
<thead>
<tr>
<th>Letter</th>
<th>Numeric</th>
<th>Letter</th>
<th>Numeric</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.0 - 3.9</td>
<td>C</td>
<td>2.1 - 1.9</td>
</tr>
<tr>
<td>A-</td>
<td>3.8 - 3.5</td>
<td>C-</td>
<td>1.8 - 1.5</td>
</tr>
<tr>
<td>B+</td>
<td>3.4 - 3.2</td>
<td>D+</td>
<td>1.4 - 1.2</td>
</tr>
<tr>
<td>B</td>
<td>3.1 - 2.9</td>
<td>D</td>
<td>1.1 - 0.9</td>
</tr>
<tr>
<td>B-</td>
<td>2.8 - 2.5</td>
<td>D-</td>
<td>0.8 - 0.7</td>
</tr>
<tr>
<td>C+</td>
<td>2.4 - 2.2</td>
<td>E</td>
<td>0.0</td>
</tr>
</tbody>
</table>
Many programs and individual course sequences require a minimum of a 2.0 grade in order to pursue additional courses. Be sure to know the specific requirements for your courses, program or college-transfer major. Please consult with your advisor or counselor.

Grade-point average (GPA) is determined by dividing total points earned by total credit hours attempted.

I Incomplete
S Satisfactory with Credit
N Audit
NC No Credit
W Official Withdrawal
Y Ongoing Course

See SCCD catalog for grade descriptions. For questions regarding grades, contact the records coordinator at 206-527-3665.

Plagiarism
To take the words or ideas of someone else and present them as your own is plagiarism and is unacceptable in academic life. The nature and causes of plagiarism may cover a range from the accidental to the dishonest. Examples of plagiarism encountered in academic writing may include the following:

- incorporating into your own writing, without proper acknowledgment, words and sentences from a print, electronic, or oral source
- inserting longer passages (such as four or five consecutive sentences or whole paragraphs) of somebody else's writing into your own without acknowledgement
- paraphrasing so closely or so extensively from a source that sentences and ideas really belong to the original writer
- submitting as your own whole essays written by another person or taken from a printed source or off the internet
- receiving so much help from another person that the work could not honestly be called your own.

Students, by their attendance here, agree to adhere to the Student Code of Conduct which states, in part, that “academic dishonesty, to include cheating, plagiarism, or knowingly furnishing false information to the college” may bring disciplinary action. The policy of the faculty is to exercise its professional judgment as to the nature and cause of each case of suspected or proven plagiarism and to respond in a manner suited to the case. Responses may include the following:

1. Require that a piece of writing be revised to eliminate the plagiarism.
2. Deny credit for a piece of writing in which plagiarism has been found.
3. Record a “0” grade in the student's class record for this project, thereby lowering the student's final grade.
4. Refer the student to the Vice President of Student Development Services for disciplinary action.

Indoor Air Quality (Fragrance & Pollutant-free)

Website: www.northseattle.edu/info/air.htm

North Seattle Community College recognizes that suitable indoor air quality is important in fostering a healthful teaching/learning environment. North advocates a pollutant-free and fragrance-free environment within budgetary, legal and regulatory constraints.

Registration/Admissions Policies & Procedures
Website: www.northseattle.edu/enroll/admin/policy.htm

Policies and Procedures found at this address include: Item Number, Prerequisites Not Met, Entry Codes, Full-time/Part-time Status, Overloads, Waiting List Information, Adding & Dropping Classes, Credit/Audit, Variable Credit, Registration Holds, Tuition, Grades, Intra-District Registration, Concurrent Enrollment, International Students, Tuition and Fees, Use of Student Lockers, Residency Information, Attendance Policy, Refund Policy, Release of Information and Student Responsibility, WA State Employee Tuition Waver, Social Security Card Number, Student Confidentiality/FERPA.
COLLEGE POLICIES

Smoking Policy
North Seattle Community College is a “no-smoking campus,” except in designated areas. Smoking is permitted in posted areas only.

Designated Smoking Areas
Areas permissible to smoking are marked with green signs indicating the smoking boundaries. In addition, smoking must always be at least 25 feet from all doors, stairs and walkways. Permissible areas include: Arts and Sciences Plaza, Technology Plaza, Upper Flag Plaza, All parking lots.

Software Piracy
The NET Act (18 U.S.C. § 2319(c)(1) and 17 U.S.C. § 506(a)(2)) makes it illegal to reproduce or distribute copyrighted works, such as software programs and musical recordings, even if the defendant acts without a commercial purpose or for private financial gain.

Software Piracy is a crime and the Seattle Community College District will cooperate to the fullest extent of the law in prosecuting any violation of the NET Act or any other software theft or distribution.

North Seattle Community College is also subject to penalties under the NET Act and we will actively pursue any reports of any violation of the NET Act. Do not download or distribute any software without specific authorization from Lori Casile, Director of the Information Technology Services, 206-527-3740.

Student Conduct
Website: http://apps.leg.wa.gov/WAC/default.aspx?cite=132F-121-100

Students are expected to conduct themselves in ways that support freedom of inquiry and expression that is compatible with the orderly operation of college functions.

Student Misconduct
Website: http://apps.leg.wa.gov/WAC/default.aspx?cite=132F-121-110

Misconduct is irresponsible behavior that negatively affects the college’s educational mission and is fully defined in WAC 132F-121-110 (see web address above). Incidents of misconduct should be reported in writing to Marci Myer, Vice President for Student Development Services, 206-527-3656 or email mmyer@sccd.ctc.edu.

Disciplinary sanctions may be imposed, but are not limited to, when any of the following misconduct occurs:

a. Academic dishonesty that includes cheating, plagiarism, or knowingly furnishing false information to the college.

b. Intentional falsification of statements and/or filing false charges against the college or members of the college.

c. Forgery, alteration or misuse of college or district documents, records, funds or identification cards, with the intent to defraud.

d. Intentional disruption of teaching, administration, or other campus activities.

e. Physical and verbal abuse of any person on college premises or at any college-sponsored functions; or conduct which threatens or endangers the safety and health of any individual.

f. Theft from, or damage to, the college premises and/or to property of a member of the college community.

g. Possession, use or furnishing on college premises of alcohol, controlled substances or unlawful drugs.

h. Failure to comply with the direction of campus employees acting in the performance of their duties.

i. Violation of published college/district regulations.

j. Possession of firearms.
k. Unauthorized possession, duplication or use of keys to any campus premises or unauthorized entry to, or use of, campus premises.

l. Theft or other abuse of computer time, including, but not limited to:
   1. Unauthorized entry into a file, to use, or change the contents, for any purpose
   2. Unauthorized transfer of a file
   3. Unauthorized use of another individual's identification and password
   4. Use of computing facilities to interfere with the work of another student, faculty member or college official
   5. Use of computing facilities to send obscene or abusive messages
   6. Use of computing facilities to interfere with normal operations of the college computing system
   7. Use of computing facilities for personal profit or gain.

**Disciplinary Actions**


Any of the following disciplinary sanctions may be imposed for student misconduct:

*Warning:* Oral notice to the student of the violation(s). There shall be no appeal from a warning.

*Reprimand:* Written notice to the student of the violation(s). A reprimand indicates, and usually states, that other or further misconduct, especially any continuation or repetition of the misconduct in question, may or will result in more serious disciplinary action. There shall be no appeal from a reprimand.

*Probation:* Placement of one or more conditions on the student’s continued attendance, as specified in the written notice to the student.

*Suspension from Activities:* Disqualification of the student, for a stated or indefinite period of time, from participation in specified (or all) privileges, services, or activities that are provided or sponsored by the district.

**Suspension of Enrollment:** Termination, for a stated or indefinite period of time, of all rights as an enrolled student in the college and/or the district, subject to the student’s right to seek reinstatement as provided in WAC 132F-121-240.

**Expulsion:** Permanent termination of a student’s enrollment, and right to enroll, at any college or other educational facility in the district.

**Your Privacy: FERPA—Notification of Rights**

*Website: northseattle.edu/enroll/admit/policy/confidence.htm*

**Confidentiality of Records**

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. Information about Seattle Community College Students is collected, maintained, and used to meet the college's educational objectives. Students are protected against improper disclosure of their records. These rights begin the first day of class and extend to all former students.

**Student Rights and Educational Records**

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

1. The right to inspect and review the student’s education records within 45 days of the day the College receives a request for access.

A student should submit to the campus individual(s) or office(s) a written request that identifies the record(s) the student wishes to inspect. The College official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the College official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

A student who wishes to ask the College to amend a record should write the College official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed.

If the College decides not to amend the record as requested, the College will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to provide written consent before the College discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

The College discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted or is assigned to provide a service instead of using College employees or officials (such as an attorney, auditor, collection agent, or a clinical, intern, or extern site); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the College.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901
Student Directory Information

The College may disclose the following directory information unless you affirmatively submit a written notice to the registrar's office requesting that your directory information not be released. Directory information is (a) student's name; (b) the act of enrollment in the college; (c) the date(s) of enrollment; (d) the division or area of study; (e) awards granted to the student by the college; (f) participation in officially recognized activities in sports; (g) weight and height of members of athletic teams and; (h) email address.

Exceptions to Written Consent Requirement

For more information on exceptions to the requirement see Policy and Procedures 380. Student Records: http://www.seattlecolleges.edu/DISTRICT/currentstudents/studentrulescs.aspx
GLOSSARY

**Academic Load:** The total number of credit hours for which a student is registered in one quarter.

**Academic Year:** The period comprised of fall, winter and spring quarters. Summer quarter is separate from the standard academic year.

**Advisor:** An academic advisor or faculty coordinator who helps students plan course work depending on the requirements of their program and specific educational goals.

**Associate of Arts Degree (AA):** A 90-credit community college transfer degree. It provides a broad liberal arts education and allows students to fulfill some or all of the general education requirements and prerequisite coursework for many four-year degrees in arts and sciences.

**Associate of Science Degree (AS):** An Associate of Science degree is designed to allow students to complete many of the prerequisite math, science, and general education courses required for those considering a major in science, math, or a health profession at a four-year university or college. NSCC offers a general Associate of Science degree as well as Associate of Science Option One and Option Two. Students should consult with an advisor to learn about these options and to help them determine which degree will best serve their needs.

**Associate in Business Degree (AB):** A 90-credit community college transfer degree designed for students intending to transfer to a four-year college or university and major in business.

**Associate of Applied Science Degree (AAS):** This degree prepares students for employment through development of technical and related skills, and instruction in academic subjects appropriate to the occupational field.

**Audit:** To audit a course means to register for and attend class without receiving a grade or credit. An “N” grade rather than credit is recorded on the transcript.

**Bachelor’s Degree:** The academic title granted by four-year colleges and universities upon the successful completion of (usually) four years of prescribed study (including the courses completed at a community college). This degree is sometimes called a “baccalaureate” degree.

**Certificate:** Some of the professional-technical programs lead to an AAS degree and others to a certificate. The certificate programs consist primarily of training related to a specific career area; whereas, the AAS degree also includes additional allied supporting and general education coursework.

**Challenge Test:** Some divisions allow students to take a test in order to demonstrate their knowledge in a particular subject area. Students who do well on challenge tests may be exempt from taking a particular course and/or may receive credit for that course.

**Class Schedule:** A quarterly on-line or print publication containing information on the courses, times and sections to be offered.

**Counselor:** A person trained in psychology who helps students solve problems, become more knowledgeable about themselves, set goals and make decisions relative to their personal, social, educational and vocational concerns.

**Course Waiver:** A student may be excused from enrolling in a required course on the basis of a high placement test score, previous acquisition of the skills taught in the course, a passing score on a challenge test or other reasons. Division policies vary relative to the granting of credit for “waived” courses.

**Credit/Credit Hour:** The words “credit” and “hour” are often used synonymously. For the majority of courses, the number of credits offered equals the number of hours in a class per week for that course. (A five-credit course requires five hours in class each week.) NOTE: Your tuition is based on the total number of credit hours you register for, but you receive credit on your transcript only for the number of credit hours in which you receive a passing grade.

**Curriculum:** The group of courses required for a particular degree or certificate.

**Direct Transfer Agreement (DTA):** The Direct Transfer Agreement is an agreement between community colleges and participating four-year public and private Washington state colleges and universities that assures the transfer of credit with an AA, AS or AB degree into these colleges and universities, but not automatic admission, since each institution has separate admission criteria such as GPA, residency, core requirements or major preparation.
GLOSSARY

**Educational Plan:** An education plan is a roadmap towards a college degree and an outline of the coursework required to complete an educational goal/program of study. Working with an advisor, students develop an educational plan to assure that you complete your degree requirements in a timely manner. If you are pursuing a transfer degree, your plan will include the sequences of prerequisites for your intended major and admission requirements to your intended four-year institution.

**Electives:** Courses which students “elect” to enroll as “free choice” courses, as opposed to “required” courses that the student must take to fulfill graduation requirements.

**Full-time/Part-time Student:** A full-time student is defined as being enrolled in at least 12 credits by Veterans’, Financial Aid, Social Security, and International Studies.

**Grade-Point Average:** Each grade you earn in a course is assigned a number of points. Your GPA is based on the total number of points earned and the total number of quarter hours attempted.

**Humanities:** Includes courses in art, communication, drama, English, foreign language, humanities, and music.

**Liberal Studies:** The general education courses in the humanities, mathematics, natural sciences, and social sciences.

**Major:** A program of study at a college or university that a student chooses to study in-depth in order to earn a four-year bachelor’s degree.

**Prerequisite:** The requirement(s) that must be met before a student may enroll in a particular course or program. A prerequisite might be completion of a given class before enrollment in a more advanced class, or a satisfactory score on a placement test. It is imperative that you read the course description or program requirements in the catalog to learn of the prerequisites.

**Professional Technical Studies:** Includes courses, which prepare you for a job. These studies tend to be “terminal,” i.e., they are not intended to transfer to four-year colleges and universities, although there are some exceptions.

**Sciences, Natural:** Courses in anatomy, astronomy, biology, chemistry, computer science, environmental science, general science, geology, health, oceanography, physics, physiology, engineering, meteorology, physical anthropology, and physical geography.

**Social Science:** Courses in American ethnic studies, anthropology, economics, environmental science, geography, history, international studies, philosophy, political science, psychology, social science, sociology and women’s studies.

**Syllabus:** An outline or brief statement of the main points of a text, lecture or course of study.

**Transcript:** A copy of your academic record, showing courses completed and grades and credits earned. To be “official”, students must request to have their official transcripts from other institutions sent directly to NSCC or they can be hand delivered to the Admissions/Registration Office in a sealed envelope.

**Transcript Evaluation:** Students transferring from another institution should have their transcripts evaluated to determine how many courses previously taken might be applied to their North Seattle Community College requirements. Transcripts may be evaluated in the Registrar’s Office when working toward a North Seattle Community College degree. Advisors may do unofficial evaluations.

**Transferability:** Classes that transfer to four-year college and universities are generally those numbered 100 and above in the college catalog and include general education courses listed in the Areas of Knowledge (Visual, Literary and Performing Arts, Individuals, Cultures and Societies, and Natural World) as well as transferable electives listed on the AA worksheet; however there are exceptions. If you complete an AA transfer degree, you can include a maximum of 15 credits of “normally non-transferable courses” numbered 100 and above in your degree. There are also certain professional-technical programs and courses that may transfer to specific colleges or universities. If you are uncertain whether a course is transferable, check with an advisor or consult your transfer institution’s course equivalency guide.

**Work-Study:** The opportunity to earn part of your educational costs while attending college. Work-study allocations are based on a student’s eligibility for federal or state Financial Aid.
INDEX

Academic Standards ........................................... 18
Admissions.................................................... 7
Advising......................................................... 7
Air Quality Policy ............................................ 21
Art Gallery...................................................... 13
Associate Degrees ........................................... 5
Athletics.......................................................... 13
Bookstore....................................................... 15
Cafeteria.......................................................... 16
Career Services............................................... 8
Cashier’s Office............................................... 15
Checklist for Earning Your Degree/Certificate ......... 4
Child Care....................................................... 15
Children on Campus........................................... 18
College Transfer Programs................................. 5
Complaints...................................................... 18
Computer Lab.................................................. 15
Continuing Education ......................................... 6
Counseling Services.......................................... 8
Credentials Office............................................. 7
Degrees/Certificates.......................................... 5
Disability Services............................................ 8
e-Learning....................................................... 9
Espresso Lounge.............................................. 16
FERPA.................................................................. 23
Financial Aid.................................................... 9
First Aid........................................................... 17
Glossary.......................................................... 25
Grading System............................................... 20
Graduation and Commencement Ceremony .......... 8
Indoor Air Quality............................................. 21
International Student Programs........................ 9
Internet & WiFi Access....................................... 15
Library & Media Services .................................... 16
Licton Springs Review........................................ 14
Locating Your Classroom .................................. inside back cover
Loft (Tutoring).................................................. 11
Lost and Found................................................ 17
Map of Campus............................................... inside back cover
Math Tutoring.................................................. 11
Metro Transit.................................................... 17
Multicultural Programs....................................... 14
Outreach and Enrollment Services...................... 10
Parking.......................................................... 17
Personal Identification Number (PIN) ................. 7
Phi Theta Kappa............................................... 13
Photo I.D......................................................... 16
Plagiarism....................................................... 21
Professional/Technical Programs......................... 5
Registration..................................................... 7
Safety and Security........................................... 16
Science Tutoring.............................................. 11
Security Escort............................................... 17
Senior Adult Education..................................... 11
Sexual Harassment........................................... 20
Smoking Policy............................................... 22
Social Security Number..................................... 7
Software Piracy............................................... 22
Sports........................................................... 13
Stage One Theatre........................................... 13
Student Art Group........................................... 13
Student Conduct............................................. 22
Student Government........................................ 14
Student Identification Number.......................... 7
Student Misconduct.......................................... 22
Student Outreach and Entry Services................. 10
Student Publications....................................... 14
Testing........................................................ 10
Transcripts..................................................... 4
Transfer Credit Evaluation................................ 7
Transportation: Metro/Carpooling....................... 17
Tutoring......................................................... 10
Upward Bound............................................... 6
Vehicle Assistance.......................................... 17
Veterans’ Services.......................................... 11
Web Registration............................................ 7
Wellness Center............................................. 17
Women’s Center............................................. 12
Work First..................................................... 12
Worker Retraining........................................... 12