

## **WELCOME TO NORTH SEATTLE 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 College*

The Seattle College District VI (or North Seattle College) 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, gender identity, sexual orientation, status as a veteran or disabled veteran, 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.

Inquiries regarding compliance and/or grievance procedures may be directed to the college's Title IX/RCW 28A.640 officer and/or Section 504/ADA coordinator at the following — Title IX/Chapter 28A.640 RCW Officer David Bittenbender 206-934-7792; Section 504/ADA Coordinator Rebecca Cory 206-934-7808

*Special Thanks to the NSC Student Leadership for funding this handbook.*

*Photography by ??.*

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## PLOT YOUR COURSE FOR SUCCESS

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### About North Seattle College

*northseattle.edu*

North Seattle College is a comprehensive two-year, public-funded state college offering transfer degrees and over 60 career training programs. The College provides learning opportunities for a diverse group of approximately 16,000 students annually, including those pursuing college preparatory, English-as-a-second-language and continuing education. International students from 50 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 and a P-patch. The campus originally consisted of 654,000 square feet of instructional and student services buildings designed in an award-winning Brutalistic architectural style. The Opportunity Center for Employment and Education Building provides 45,100 additional square feet, devoted to employment, educational and social services. With the completion of the Health Sciences and Student Resources renovation of the old Technology Building, campus facilities have expanded another 27,001 square feet. The new building houses a human biology and science center, a learning center, new food services, and gathering space for students.

Known for the quality of its faculty and instruction, including strong e-Learning and Integrated Studies programs, North is the starting point for many students who go on to colleges and universities around the country, including Cornell, Dartmouth, UC Berkley, Penn State, NYU, UW, EWU, WWU, WSU, CWU and SU. North consistently ranks among the top two-year colleges in the state for the number of students who transfer to the main University of Washington campus.

North also provides outstanding career training in emerging fields such as nanotechnology, green real estate and avionics electronics - programs enhanced by strong partnerships with business and industry.

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

North is one of the Seattle Colleges. Since its opening in 1970, it has helped over 309,000 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 career goals. Career exploration tools are available for a nominal fee with free interpretation. (206-934-3676)

Career Services helps students research career possibilities and assists with all aspects of the job search process. (206-934-6074)

Advising can help you evaluate academic skills, interests and goals. (206-934-3658)

- **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. 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 degree requirements are completed 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 had them sent to you. When you receive your official evaluation via email (approximately 8-12 weeks after the request for evaluation was received), be sure to check with an advisor regarding any remaining requirements. Please note: You must be registered for classes and paid tuition in order to submit an evaluation request. (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

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### **College Transfer and Degrees**

*Transfer:* northseattle.edu/college-transfer-students  
*Degrees:* northseattle.edu/degrees

#### **Associate of Arts Degree**

This degree is a 90 credit 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 Degrees**

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. NSC 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 determine which degree will best serve their needs.

#### **Associate in Business**

A 90-credit transfer degree designed for those 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.

#### **Fine Arts Degrees and Certificates**

##### **Associate of Fine Arts Degree/Certificate in Fine Arts**

North offers an Associate of Fine Arts degree (AFA) in Art, as well as a Certificate in Fine Arts (CFA) in Art, Jewelry Design 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. 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 NSC 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.

### **Career Training Degrees and Certificates**

*Degrees:* northseattle.edu/degrees  
*Certificates:* northseattle.edu/certificates

North offers many career training degrees and certificates 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. 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.

#### **Bachelor of Applied Science**

The Seattle Colleges are accredited at the baccalaureate level by the Northwest Commission on Colleges and Universities to confer four-year degrees such as the Bachelor of Applied Science (B.A.S.) and others. These degrees build on associate degrees and provide workplace skills in specific career areas. When compared to traditional bachelor's programs, applied baccalaureate degrees more heavily incorporate hands-on learning focused on a particular industry or discipline. All programs emphasize internship opportunities and may offer credit for prior learning and workplace experience. North Seattle is offering two BAS degrees: International Business which began in the Fall of 2013 and Application Development which begins in the fall of 2014.

#### **International Business B.A.S**

The B.A.S. in International Business provides a bachelor's degree opportunity for students who already have business and accounting non-transfer associate degrees such as an associate of Applied Science (A.A.S.). The International Business degree focuses on the skills needed for management of businesses involved in importing and/or exporting or with international supply chain. Courses will teach business practices in the context of work in an international arena and stress cultural competency.

## INSTRUCTIONAL PROGRAMS OFFERED

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### **Application Development B.A.S.**

The B.A.S. in Application Development provides a bachelor's degree opportunity for students who already have Information Technology (IT) related degrees such as the Associate of Applied Science (A.A.S.). The Application Development Degree focuses on the skills needed for software developers and programmers who develop, create, and modify general computer applications software, mobile applications, or specialized utility programs. It also trains students to analyze user needs and develop software solutions and design or customize software for client use. Emphasis is on solving real world application problems that meet customer needs.

### **Adult Basic Education (ABE)**

206-934-7303

[northseattle.edu/programs/abe-ged](http://northseattle.edu/programs/abe-ged)

The ABE program prepares students who are working on basic skills in reading, writing and mathematics. This program is for students who are not yet ready to be in the GED preparation classes, or whose placement tests indicate that they need more work on basic skills.

### **GED Preparation**

206-934-7303

[northseattle.edu/programs/abe-ged](http://northseattle.edu/programs/abe-ged)

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

### **English as a Second Language (ESL)**

206-934-7303

[northseattle.edu/programs/esl](http://northseattle.edu/programs/esl)

The ESL program offers classes to help non-native speakers to communicate in English. Students study reading, writing, and grammar. They may choose from supplementary classes such as speaking and listening, workplace skills, and beginning computer literacy. To qualify, students must have green cards or be immigrants, refugees or U.S. citizens.

NOTE: Tuition for ABE, GED and ESL classes is \$25 per quarter.

### **High School Completion**

206-934-7303

[northseattle.edu/programs/high-school-completion](http://northseattle.edu/programs/high-school-completion)

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 requirements and a college program of study. Beginning with the graduating class of 2008, students will need to fulfill all graduation requirements including testing, the High School and Beyond Plan, and the Culminating Project. NSC does not provide the High School Proficiency Exam; students will need to work with their local high schools to complete testing requirements.

### **Running Start**

Student Success Services

College Center Building, second floor

206-934-3682

[northseattle.edu/running-start](http://northseattle.edu/running-start)

The Running Start program provides academically motivated juniors and seniors enrolled in public high schools the opportunity to take college-level courses with free or reduced tuition costs, as part of their high school education. Classes taken at North Seattle College will count twice: once toward fulfillment of high school graduation requirements and again for college credit.

### **Continuing Education**

206-934-3705

[learnatnorth.org](http://learnatnorth.org)

Continuing Education offers a variety of non-credit personal enrichment and professional development classes for lifelong learners. Find your next hobby, develop your art, or upgrade your skills - look in the back of the quarterly class schedule for our courses, or online at [www.learnatnorth.org](http://www.learnatnorth.org).

## SERVICES FOR STUDENTS

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### **Academic Advising**

Student Success Services  
College Center Building, second floor  
206-934-3658  
[northseattle.edu/advising](http://northseattle.edu/advising)

Advising serves NSC 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)**

College Center Building, second floor  
206-934-3663  
[northseattle.edu/admissions/steps](http://northseattle.edu/admissions/steps)

#### **Web Registration:**

Go to [northseattle.edu/online-services/online-registration-tools](http://northseattle.edu/online-services/online-registration-tools) 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 am to 11 pm, seven days a week.

#### **Registration Start Times**

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**

College Center Building, second floor  
206-934-3663  
[northseattle.edu/credentials](http://northseattle.edu/credentials)

### **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

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**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 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:** After you have registered and paid for your first quarter classes, submit a completed Application for Evaluation of Incoming Credits to the front counter at ARRC.

We will mail you the results of your official evaluation.

### 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/nscckiosk/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 8-10 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

Opportunity Center for Employment  
and Education (OCE&E) Building  
206-934-6074  
[northseattle.edu/career-services](http://northseattle.edu/career-services)  
[careerservices@seattlecolleges.edu](mailto:careerservices@seattlecolleges.edu)

Contact Career Services for one on one job search assistance and to find out more about WorkSource's services and programs available to you. Current students and alumni can access the online job database, Interfase, that is co-hosted by all Seattle Colleges. Interfase is a free service for students and alumni; students can post resumes, search for jobs, arrange to have jobs in specific fields emailed automatically and more.

The Career Services website houses Career Development packets on everything from cover letters to interview preparation and more. It also has a comprehensive and frequently updated list of online job databases and other online resources.

The Educational Resources computer lab on the first floor of the OCE & E is available to students for resume and cover letter updating, job search and other career development-related work.

### Counseling

Student Success Services  
College Center Building, North wing, second floor  
206-934-3676, M-F 8 am-4:30 pm  
[northseattle.edu/counseling](http://northseattle.edu/counseling).

Counseling offers students individual appointments, classes, and online self-help information to help them:

- Identify career interests and programs of study
- Improve concentration, memory, time management, test-taking, and other academic skills
- Locate resources and learn to overcome stress, crisis, and prejudice.
- Learn success skills for college and beyond

### Disability Services

Student Success Services  
College Center Building, second floor  
206-934-3697 TTY: 206-934-0079  
Fax: 206-934-3958  
[northseattle.edu/disability-services](http://northseattle.edu/disability-services)



## SERVICES FOR STUDENTS

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The Disability Services (DS) office provides reasonable accommodations so that qualified students with documented disabilities have an equal opportunity to participate at NSC. Students with a documented disability that impacts them academically may be eligible.

Students are responsible for self-disclosing their disability to DS (the contact must be by the student and not a representative of the student) and for providing documentation in order to determine eligibility. Documentation should be typed, signed, and on letterhead from a licensed professional qualified to diagnose the disability. It should also describe the disability and its impacts in the educational setting. Students can then schedule an intake appointment with the DS Director to discuss potential accommodations.

Accommodations include, but are not limited to, testing modifications, note taking, adaptive equipment and software, tape recorders, Sign Language interpreters, and books in alternative format. Students are encouraged to contact DS six weeks prior to the quarter in which accommodations are needed in order to avoid delays in accommodations.

### **e-Learning**

LB2237, one door south of the library entrance  
206-934-3738  
virtualcollege.org

North Seattle College offers online and hybrid credit courses that require fewer (if any) campus visits. Online classes are designed to keep students in close contact with their instructors through online discussion rooms, email, and through online feedback and grading. Hybrid courses blend on-campus and online instruction, saving you travel time and expense while maintaining the on-campus learning experience. Several on-campus courses incorporate the same technologies as online and hybrid courses to enhance learning in and out of the classroom. Student/teacher ratios in these classes are the same as classes that are held fully on campus.

All online classes transfer the same as on-campus credit classes. With e-Learning courses, your A.A. degree can be earned completely online or with many fewer campus visits at North Seattle College.

### **Financial Aid**

College Center Building, second floor  
206-934-3688  
Fax: 206-934-3608  
northseattle.edu/financial-aid

North Seattle College's Financial Aid Office assists students who otherwise might not be able to attend school. All students in need should apply for financial aid—do not assume you are not eligible! You do not need to be a full-time student to receive financial aid funds. The Financial Aid office is proud of its record of timely financial aid notification.

The 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. See website for hours of operation.

If your tuition or textbooks are being paid by an outside agency such as WorkSource, DVR, JTPA, Labor and Industries, etc., you must provide the Financial Aid Office with an official payment letter or voucher upon registering for classes. The voucher or payment letter should be submitted to the Financial Aid Office at least three business days prior to the tuition payment deadlines. This will allow our office the time necessary to input the information into the student system database and have it ready for you to use to pay the tuition and fee charges.

### **International Student Programs**

College Center Building, second floor  
206-934-3672  
isp.northseattle.edu/

International Student Programs serve 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 Programs also provides study abroad opportunities for domestic students. Programs destinations include England, Spain, Japan, Costa Rica, Italy, South Africa, and others.

## SERVICES FOR STUDENTS

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### Enrollment Support and Outreach Department

CC2451B (Admissions/Registration area)  
206-934-3679

#### Services include:

- Emergency Tuition and Text Book assistance: [northseattle.edu/types-aid#8](http://northseattle.edu/types-aid#8)
- High school Relations  
Campus Information Nights
- Community Relations
- Campus tours: [northseattle.edu/tour-nsc](http://northseattle.edu/tour-nsc)
- High School to College Readiness Presentations

### Testing

College Center Building, second floor  
206-934-3674  
[northseattle.edu/testing](http://northseattle.edu/testing)

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):

- Prepare for the test. See the Testing web page for study guides and test details. See also: [beforey-outest.org](http://beforey-outest.org).
- Apply to North at the Admissions office or online and get your assigned student number.
- Go to the Cashiers office and pay \$19 for your placement test.
- Bring your receipt, picture ID (e.g. driver's license or WA State ID). Intl. students bring a passport and one other picture ID.
- 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](http://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 handwritten 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:** \$19 each

**Compass Test Retakes:** \$19 each

**Compass English Appeal Test:** \$19 each

**Additional copies of placement test scores:** \$3. No scores are released without picture ID. Unofficial scores can be viewed and printed online, at no cost. See Testing Web page for details.

ESL placement and GED testing are available by appointment. See Admissions & Registration to make an ESL test appointment. Go to [ged.com](http://ged.com) to create an account and schedule a GED exam. Valid photo ID required for all testing. See website for details.

### Tutoring

[northseattle.edu/tutoring](http://northseattle.edu/tutoring)

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 [northseattle.edu/tutoring](http://northseattle.edu/tutoring).

## SERVICES FOR STUDENTS

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### ***The Page One Writing & Language Center***

The Learning Center  
Health Sciences & Student Resources Building  
206-526-0078  
[northseattle.edu/tutoring/page-one-writing-center](http://northseattle.edu/tutoring/page-one-writing-center)

Students can visit Page One 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 Learning Center director or an instructor.

Page One 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 Page One Web page for updated information, online tutoring, and a collection of helpful language learning links.

### ***Math and Science Learning Center***

The Learning Center  
Health Sciences & Student Resources Building  
206-934-3746  
[webshare.northseattle.edu/MLC/](http://webshare.northseattle.edu/MLC/)

### ***Biology and Chemistry tutoring***

The Learning Center  
Arts & Sciences Building, Room 1614  
206-934-3746  
[webshare.northseattle.edu/MLC/biology/tutors.html](http://webshare.northseattle.edu/MLC/biology/tutors.html)

The Math/Science Learning Center offers free tutoring to all NSC students currently enrolled in math, physics, chemistry, or computer science classes. Biology and additional Chemistry 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 and Military Services Office***

College Center Building, second floor, Room CC2261B  
206-934-7309  
Fax: 206-934-3608  
[northseattle.edu/office-veterans-services](http://northseattle.edu/office-veterans-services)  
[NSCCVeterans@seattlecolleges.edu](mailto:NSCCVeterans@seattlecolleges.edu)

The Office of Veterans Services at North Seattle College offers a range of assistance for veterans,

reservists, active duty personnel and eligible family members who receive Veteran's Administration education benefits. We offer certification services for anyone eligible for Chapter 33 Post 9/11 GI Bill, Chapter 30 Montgomery GI Bill, Chapter 31 Vocational Rehabilitation, Chapter 35 Aid for Eligible Family Members, and Chapter 1606/1607 Selective Reservists. If you want to receive educational benefits through the VA, you must apply through the NSC Office of Veterans Services. We recommend that you apply at least 30 days before the quarter begins, or as early as possible.

If you are a veteran and a resident of Washington state, you may be eligible for a partial tuition waiver. Apply for the waiver before the tenth day of the quarter. Visit the NSC Office of Veterans Services.

The Veterans Services office also provides assistance for issues related to veteran status and serve as a resource for military personnel transitioning into civilian life. Tutoring and work-study jobs may be available for eligible veterans.

## **Waivers**

### ***Senior Adult Education***

[northseattle.edu/tuition-fees/waivers-discounts#5](http://northseattle.edu/tuition-fees/waivers-discounts#5)  
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 sixth day of the quarter through the tenth day (fifth day and eighth day for summer) of the quarter. Students who enroll prior to the sixth day will forfeit their waiver eligibility.

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, classes being used for degrees, or certificate completion. Continuing Education courses are not eligible for these programs.

To be considered a resident, a student must be a U.S. citizen or a permanent resident of the U.S. for at least one year and must have been physically present in the state of Washington for one full year prior to the first day of the quarter you enroll. Students not meeting residency requirements are required to pay the higher non-resident tuition rate.

## SERVICES FOR STUDENTS

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### **WA State Employee Tuition Waiver**

northseattle.edu/tuition-fees/waivers-discounts#1  
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 sixth through the tenth instructional days of the quarter (fifth and eighth for summer) with instructor signature and space availability. Students who enroll prior to the sixth day will forfeit their waiver eligibility.
- Students enrolled in over six 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 [seattlecolleges.com/forms.aspx](http://seattlecolleges.com/forms.aspx).

### **Women's Center**

Student Success Services  
College Center Building, second floor  
206-934-3696  
[northseattle.edu/womens-center](http://northseattle.edu/womens-center)

The Women's Center supports the educational and professional goals of current and prospective students: women, men and gender non-conforming folks. 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, LGBTQ support, 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 at North.

### **Workforce Education**

Opportunity Center for Employment and Education Building, second floor, room 240  
206-934-3787  
[northseattle.edu/workforce-education](http://northseattle.edu/workforce-education)  
[startnextquarter.org](http://startnextquarter.org)

Workforce Education programs provide tuition assistance for qualifying students enrolled in Career Training, ESL or GED classes. Visit [startnextquarter.org](http://startnextquarter.org) or give us a call to find out if you might qualify for assistance!

#### **• Worker Retraining**

The Worker Retraining program provides tuition assistance for dislocated workers. Have you received unemployment benefits in the last two years, is your spouse receiving unemployment benefits (and you're unemployed), closed down your own business because of the recession, or are you a homemaker returning to work due to a drop in family income, or a recently separated veteran? The Worker Retraining program may be able to help with tuition assistance.

#### **• WorkFirst**

The WorkFirst program is designed for people receiving TANF cash assistance (Temporary Assistance for Needy Families) from DSHS. This program gives you the opportunity to train for a living wage job while meeting your TANF participation requirements. We can also help you obtain your GED or take ESL classes. WorkFirst can pay for tuition and books and offers lots of support along the way!

#### **• Basic Food Employment and Training (BFET) Program**

The Basic Food Employment and Training Program helps people who are receiving federal Basic Food Assistance from DSHS with the cost of tuition and books. BFET can work with students pursuing professional/technical education, ESL or GED courses.

#### **• Opportunity Grant Scholarship Program**

Are you studying Accounting, HVAC, Phlebotomy, Medical Assisting, or any of the Nursing programs? The Opportunity Grant Scholarship Program may be able to help pay for up to 45 credits of tuition, fees and books for eligible students. Opportunity Grant is available to students who have lived in Washington State for at least 12 months, who have not yet earned a college degree, and who meet income guidelines.

## STUDENT PROGRAMS & ACTIVITIES

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### **Art Gallery**

IB1430, first level (next to the bookstore)  
206-934-4557  
northseattle.edu/art-gallery

The NSC Art Gallery is a professional gallery featuring work by contemporary artists. The mission of the Art Gallery is to foster the appreciation and experience of the visual arts on the North Seattle College campus while engaging the college community in learning opportunities and supporting cultural and artistic diversity. The gallery is invested in showcasing art that questions the boundary of fine art and craft. The gallery hangs six different exhibitions annually including a student show in spring. The gallery is open Monday through Friday from 11 am-3 pm and Wednesday and Thursday evenings from 5-8 pm.

### **Phi Theta Kappa International Honor Society**

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 if they meet the required criteria. 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.

### **Student Leadership and Multicultural Programs (SLMP):**

College Center Building, ground floor (CC1446)  
206-934-3641  
studentleadership.northseattle.edu

The department of Student Leadership and Multicultural Programs administers North's Student Leadership program, which consists of approximately forty paid student leaders. Student leaders coordinate and execute activities and initiatives that support North's values for being an inclusive, innovative, caring, and responsive community. Student leaders develop leadership and professional skills to implement programs, activities and advocacy efforts that benefit each student. Join us by checking out our website for current happenings or contacting us to discuss ways to collaborate.

### **Student Government—**

#### ***The Student Administrative Council (SAC)***

College Center Building, ground floor  
206-934-3641  
[https://studentleadership.northseattle.edu/  
student-administrative-council](https://studentleadership.northseattle.edu/student-administrative-council)

The Student Administrative Council (SAC) works on behalf of the student body to ensure our college remains a vibrant, supportive, accessible and responsive community that actively supports student success. SAC achieves these goals through working with the six branches of student leadership. Each board is made up of student leaders who are hired and trained to carry out the work of the board and who continue, throughout the year, to receive ongoing mentoring and learning opportunities for further developing and refining their leadership and professional skills.

1. **Arts, Lectures, and Activities Board:** Plans and executes student life activities including concerts, cultural events, speakers, etc.
2. **Clubs:** Provides support for student generated interest and affinity groups though helping them access resources to achieve their goals
3. **Communications Board:** Promotes programs, activities and opportunities available to all students

## STUDENT PROGRAMS & ACTIVITIES

4. **Research and Advocacy Board:** Identifies student concerns and advocates for change
5. **Student Cabinet:** Students representing the |“student voice” on more than a dozen campus-wide committees
6. **Student Fee Board:** Annually allocates and awards more than \$1.2 million dollars to programs and initiatives that directly serve students

### Student Clubs

College Center Building, ground floor  
206-934-3650  
[studentleadership.northseattle.edu/clubs](http://studentleadership.northseattle.edu/clubs)

Clubs are created by students with a similar hobby or interest and advised by faculty and staff members. Clubs provide students with opportunities to develop leadership skills, to promote intellectual growth and to cultivate personal relationships. Participation provides practical experience in planning, organizing and working in teams. The Student Administrative Council office has information about starting or joining a club.

### Student Literary Publication

*Licton Springs Review* and Literary Guild  
206-934-3711  
[lictonspringsreview.com](http://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. Enquire about these opportunities in the Humanities division.

## CAMPUS RESOURCES

### Bookstore

Instructional Building, first level,  
south end of building  
206-934-4768  
[northsc.bncollege.com](http://northsc.bncollege.com)

Your class textbooks (including Rental/Used textbooks), Drinks & Snacks, School Supplies and more!

Your Bookstore, operated by Barnes & Noble College Bookstores, Inc., carries a wide variety of merchandise. Your choice of rental, used and new textbooks, eBooks, school supplies, drinks, snacks and more, general reading materials, greeting cards, and other class materials are available to purchase. The Bookstore also carries campus wear, from sweatshirts to scrubs.

Rental books have quickly become the most popular and cheapest option on campus – saving an average of 50% off the new price of the book.

Used textbooks save money; they sell first and fast, so come in early to buy your textbooks, or go to the website and order online. You can pick up your order in store for free, or have it shipped directly to your home.

The Bookstore accepts cash, most 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 15 days from the date of purchase.

The Bookstore buys back textbooks all year around. The best time to sell your book is during the last 3 weeks of each quarter. The Bookstore may pay up to 50% of purchase price on books if they are being used the following quarter. Books must be in good condition (i.e., no water damage and not too many markings and/or highlights).

Visit the Bookstore and find out what they have to offer.

## CAMPUS RESOURCES

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### Cashier's Office

College Center Building, second floor  
206-934-3627  
northseattle.edu/cashiers-office

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 an Orca Pass
- Pay Wellness Center use fee
- Pick up brochures on student insurance

### Child Care Center (ASB)

Northwest corner of campus  
206-934-3644  
northseattle.edu/child-care

The center offers a safe, nurturing environment and provides developmentally appropriate activities for children ages 18 months to 5 years. It is licensed for 50 children by the Department of Early Learning and participates in the City of Seattle Child Care Assistance Program. Parents must be enrolled at NSC with a minimum of 10 credits, children must attend 20 hours/week. There is often a waiting list. Inquire via telephone or in-person. Operating hours are 7:30 am-4 pm Monday-Friday (closures during quarter breaks).

### Computing and Technology

#### Computer Lab

Instructional Building, third floor (IB 3303)  
206-934-3630  
itservices.northseattle.edu/content/  
open-computer-lab

The open computer lab is available on a walk-in basis during operating hours (check Web site) 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)

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.

*Info/Setup:* northseattle.edu/online-services/netid

*Email:* mail.northseattle.edu

*Calendar:* cal.northseattle.edu

*Office apps:* docs.northseattle.edu

### 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.

### Food and Beverage

206-934-3728

#### The Grove

Health Sciences & Student Resources Building

North's newest food venue offers Grab-and-Go convenience along with hot, fresh, made-to-order fare. Our new "Super-Espresso" features gourmet coffee drinks, teas, juices, and smoothies. Grab a fresh, nutritious salad, delicious deli-style sandwich, fruit parfait, or pastry if you are on the go. For more substantial options try a hot-off-the-grill Panini sandwich, gourmet pizza, and hearty homemade soups. Come by often to catch specials and see what's new on the menu. Open Monday through Thursday 7 am-8 pm and Friday 7 am-3:30 pm.

#### Espresso Lounge

College Center Building, first floor

The Espresso Lounge offers a great place for studying and meeting up with friends! It is sponsored by Food Services and offers a full range of coffee drinks and food items at reasonable prices. Hours are 7 am-8 pm. Occasional early closures and weekend openings may arise due to special events. Please check our Food Services page for information.

## CAMPUS RESOURCES

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### Library, Media and Student Media Center

Library Building, 2127A, second floor  
206-934-3607  
library.northseattle.edu/

North's library offers a wide range of resource materials and services to students. Librarians help you take full advantage of the library's 80+ research databases, our print, audio-visual, and digital materials, and the web. Librarians also provide workshops, group and individual research consultations to help you find materials efficiently. They can help you evaluate online resources and fine-tune your research process for a particular assignment.

Off campus? No problem. Our Voyager library catalog and most of our research databases can be accessed from off campus. You can call or email us with a question, or use our 24/7 chat reference service—Ask Wa. Visit our website and join us on Facebook to keep up with our special exhibits, guest speakers, films and other events.

On campus, you can check out books, magazines, DVDs, digital cameras, digital audio recorders, headsets, and reserve materials from our circulation desk. You can also purchase CDs for language classes at the circulation desk. A 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 DVDs. Reservations for these rooms are strongly recommended. There are also carrels available for individual walk-in viewing or listening.

Check out the library's Student Media Center (SMC) located on the third floor of the library. Get expert help with Power Point presentations, video editing, poster production, and visuals, and space for collaborating on media projects.

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. Check it out!

### Photo I.D.

College Center Building, second floor  
in Registration area  
206-934-3713  
northseattle.edu/cashiers-office/photo-id

Campus photo identification cards are required for all students at North Seattle 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

College Center Building, ground floor  
206-934-3636  
northseattle.edu/safety

The North Seattle College Safety and Security staff serves the campus seven days a week, day and evening hours. Some of the services include:

- **Overnight security:** Monday through Friday 11:30 pm to 5:30 am.
- **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 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.



## CAMPUS RESOURCES

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### **Transportation: Metro/Carpooling**

College Center Building, Safety & Security office  
206-934-3646

[northseattle.edu/transportation](http://northseattle.edu/transportation)

Limited parking and environmental concerns prompt College officials to strongly encourage walking, 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 16,40,346, and 345 routes stop along the West side of campus on College Way at regular intervals. Most routes connect NSC to Northgate Transit Center near Northgate Mall, allowing students easy connections to routes citywide. For detailed information regarding bus schedules, visit [northseattle.edu/transportation/bus-transit-options](http://northseattle.edu/transportation/bus-transit-options). On that page you'll find a link to the Metro Trip Planner.

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

### **Commute Trip Reduction**

NSC 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 reduced carpool parking during the first two weeks of every quarter. Email [toni.bajado@seattlecolleges.edu](mailto:toni.bajado@seattlecolleges.edu) or call 934-0060 for more information.

### **Wellness Center**

*Front Desk:* 206-934-3631

*Information Line:* 206-934-3649

*Wellness Center Director:* 206-934-4591

[northseattle.edu/health-fitness](http://northseattle.edu/health-fitness)

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 a great option to get you motivated. These classes vary by quarter, but typically include yoga, Pilates, kickboxing, Tai chi, aerobics and an "Ab Lab." Our staff is very experienced in putting together fitness programs for all levels. We also offer a variety of intramural activities such as basketball, volleyball, ping pong and dodgeball. 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, Pilates, and First Aid.

### **Membership Rates:**

**Student Fees (per quarter):** \$1.25/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 is \$25 for the summer quarter.

## COLLEGE POLICIES

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*Policies:* northseattle.edu/about-north/policies

*College Statistics:* northseattle.edu/about-north/college-statistics

### 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 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 cumulative 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. 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. 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. 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.

#### **Animals on Campus**

No pets will be admitted on the grounds of North Seattle College in accordance with WAC 132F-136-070 at all times. Animals, except for service animals (RCW 70.84), are prohibited from entering buildings operated by North Seattle College.

#### **Children on Campus**

As a general rule, employees and students shall not bring children with them to their work sites or to classes. Infrequently, employees and students may bring children to their work sites and/or classrooms only in special circumstances, and then only upon approval by their instructor (for students) or supervisor (for employees), and upon their compliance with college rules.

#### **Complaint Process:**

##### **How to Resolve Complaints**

<http://seattlecolleges.edu/DISTRICT/policies/polPro.aspx?policyID=pro370> doesn't work!

##### **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.

## COLLEGE POLICIES

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**Step 3: Investigation/Fact-Finding**—The supervisor/dean will then work toward a resolution with the parties.

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

You may request the complaint officer's assistance in obtaining a resolution during the informal process.

The informal process must be initiated and completed in a timely manner.

### **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**

To be considered under the formal process, a complaint must be filed in writing with the campus complaints officer by the final day of the quarter following the quarter in which the problem occurred, with the exception of a grade complaint. For the purposes of complaints, the quarter which follows spring quarter is fall quarter. You must specify the facts and other grounds on which the complaint is based, attach relevant supporting documents and forward to David Bittenbender, Complaints Officer, College Center Building, room 2354E.

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

If the complaints officer determines that the complaint does not qualify to be addressed through the formal process, that officer must inform the student in writing within five working days. The student may obtain review of that notice of complaint disqualification by filing a written request with the complaints officer. If the complaints officer determines that the complaint does qualify as such, the grievance officer will send a copy of the formal complaint to the respondent and supervisor within five working days of receipt of your complaint. The respondent is required to reply in writing to the grievance officer and the respondent's supervisor within 10 working 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 working 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 working days of your receipt of the notice.

#### **Step 4: Resolution Conference**

Within five working 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 10 working days, or as soon thereafter as feasible. The intent of this conference is to reach a resolution. The grievance officer will provide a written summary to all attendees within 10 working 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 working days with the grievance officer, who will forward it to the vice president within five working days for review. This administrator shall review the complaint and documentation and render a written decision within 10 working days or as soon as there after feasible. The administrator may accept, reject, or modify any of the previous action(s) in the matter, and/or take other actions(s). This decision of the reviewing administrator shall be the final decision of the district on that complaint, and shall be served in writing to the student complainant and others deemed appropriate.

You may read the entire policy and procedure at: <http://apps.leg.wa.gov/WAC/default.aspx?cite=132F-121-060>.

### **Student Right to Know and 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):*  
[northseattle.edu/policies/family-educational-rights-and-privacy-act-ferpa](http://northseattle.edu/policies/family-educational-rights-and-privacy-act-ferpa)

*Financial Aid:*  
[northseattle.edu/financial-aid](http://northseattle.edu/financial-aid)

## COLLEGE POLICIES

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*Completion and Transfer Rates:*  
[northseattle.edu/about-north/college-statistics](http://northseattle.edu/about-north/college-statistics)

*Safety and Security:*  
[northseattle.edu/safety](http://northseattle.edu/safety)

*Hostile Work Environment:*  
[seattlecolleges.edu/DISTRICT/currentstudents/studentrulescs.aspx](http://seattlecolleges.edu/DISTRICT/currentstudents/studentrulescs.aspx)

*Equal Opportunity Statement:*  
[seattlecolleges.edu/DISTRICT/currentstudents/studentrulescs.aspx](http://seattlecolleges.edu/DISTRICT/currentstudents/studentrulescs.aspx)

*Drug-Free Workplace:*  
[seattlecolleges.edu/DISTRICT/currentstudents/studentrulescs.aspx](http://seattlecolleges.edu/DISTRICT/currentstudents/studentrulescs.aspx)

*Ethical Conduct:*  
[seattlecolleges.edu/custom.aspx?page=policies&pagec=documentdisplay&policyID=pol400](http://seattlecolleges.edu/custom.aspx?page=policies&pagec=documentdisplay&policyID=pol400)

### **Grade Complaints (Formal)**

<http://tinyurl.com/7e2l95w>

A student may formally grieve only the final grade received in a course.

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. SCD WAC 132F-120-090 (370.40)

Your complaint must be filed in writing to David Bittenbender, Complaints Officer, College Center Building, room 2354E. 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**

<http://tinyurl.com/7b9o3r9>

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: [david.bittenbender@seattlecolleges.edu](mailto:david.bittenbender@seattlecolleges.edu) or 206-934-7792.

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: 206-934-3676, Disability Services: 206-934-3697, or Women's Services: 206-934-3696.
- For a student-to-student complaint or a student-to-employee complaint, please report the incident to David Bittenbender, Human Resources Administrator, 206-934-7792.

### **Disability Discrimination Complaints**

No student shall, on the basis of his or her disability, be excluded from participation, be denied the benefits of, or otherwise be subject to discrimination under any program or activity at North Seattle College. NSC is committed to providing qualified students with a disability an equal opportunity to access the benefits, rights, and privileges of NSC services, programs and activities in an accessible setting appropriate to the student's needs in compliance with the Americans with Disabilities Act, as amended, Section 504 of the Rehabilitation Act of 1973, as amended, and the disability laws of the State of Washington.

Inquiries regarding compliance and/or grievance procedures for disability discrimination or accommodations should be directed to the College's Section 504/ADA Coordinator, Sarah Nagpal, by email or phone at [sarah.nagpal@seattlecolleges.edu](mailto:sarah.nagpal@seattlecolleges.edu) or 206-934-7808.

## COLLEGE POLICIES

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### Grading System

Grades are not mailed. Approximately 7 to 10 days after the end of the quarter students can access their grades via the Web at [northseattle.edu/kiosk](http://northseattle.edu/kiosk).

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

<i>Letter</i>	<i>Numeric</i>	<i>Letter</i>	<i>Numeric</i>
A	4.0 - 3.9	C	2.1 - 1.9
A -	3.8 - 3.5	C -	1.8 - 1.5
B+	3.4 - 3.2	D+	1.4 - 1.2
B	3.1 - 2.9	D	1.1 - 1.0
B -	2.8 - 2.5	F	0.0
C +	2.4 - 2.2		

See course syllabus for grading criteria.

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. 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 SCD catalog for grade descriptions. For questions regarding grades, contact the records coordinator at 206-934-3665.

### Indoor Air Quality (Fragrance & Pollutant-free)

[northseattle.edu/policies/indoor-air-quality](http://northseattle.edu/policies/indoor-air-quality)

North Seattle 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.

### 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.

### Smoking Policy

North Seattle 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.

## COLLEGE POLICIES

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### NSC Computing Resources: Acceptable Use

You are responsible for the following:

- **Log out when done:** You are responsible for logging out of your NSC NetID. In order for the systems to work properly and keep your files secure, you must log out when done, if leaving your computer for any period of time, or before logging into another computer.
- **Keeping your password safe:** If you think your password has been compromised, change it right away. If you are unable to change it using the web interface, please see a staff member in the open computer lab (IB 3303) as soon as possible to reset the password.
- **Back up your files:** Backing up the files in your personal storage drive to CD/RW, ZIP, floppy, or some other media. NSC makes every effort to keep the files in your personal store intact but is not responsible for any potential hardware or software failures that may result in the loss of your files. It is your responsibility to keep copies of all items stored in the personal storage drive.
- **Leaving?** When you are no longer enrolled, your NetID will become unavailable. Make alternate arrangements for permanent email and data storage. Transfer any data you wish to keep elsewhere before the end of the quarter. Your @northseattle.edu email address will go away, and may even be assigned to someone else.
- **No copyrighted or otherwise illegal materials:** You are responsible for the content of the files in your personal store. (Be aware that installing file sharing programs and then downloading MP3, or other copyrighted materials is illegal.)
- **Understand the EIR Policy:** Reading and adhering to the SCCD Electronic Information Resource (EIR) Policy

### Applicable WA State Laws

You should also be familiar with these State of Washington laws which would apply to your college-supported computer use when:

Revised Code of Washington (RCW) - Laws enacted by the Washington State Legislature

- RCW 9a.52.110: Computer trespass in the first degree.
- RCW 42.52.180: Use of public resources for political campaigns.

- RCW 42.56.070: Documents and indexes to be made public.
- RCW 42.52.160: Use of persons, money, or property for private gain.

### Student Conduct

<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

<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, 206-934-3656 or email [marci.myer@seattlecolleges.edu](mailto:marci.myer@seattlecolleges.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 including forgery, alteration or misuse of college or district documents, records, funds or identification cards, with the intent to defraud.
- c. Intentional disruption of teaching, administration, or other campus activities.
- d. Physical and verbal abuse—including bullying—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.
- e. Theft from, or damage to, the college premises or property of a member of the college community.
- f. Failure to comply with the direction of campus employees acting in the performance of their duties.

## COLLEGE POLICIES

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- g. Possession of a firearm or other weapon which could cause harm to a person or property.
- h. Hazing—any initiation into a student organization or amusement engaged in with respect to such an organization that causes, or is likely to cause physical harm, serious mental or emotional harm, to any student.
- i. Possession, use or furnishing on college premises of alcohol, legend drug, marijuana, narcotic drug or controlled substances.
- j. Obstruction of the free flow of pedestrian or vehicular movement on district property or at a district activity.
- k. Conduct which is disorderly, lewd, or obscene.
- l. Breach of the peace, or aiding, abetting, or procuring a breach of the peace.
- m. Sexual harassment of a student or district employee.
- n. Other harassment of a student or district employee—stalking, making a threat which places that person in reasonable fear of bodily harm.
- o. Smoking inside a campus building or in or on any other property where smoking is not authorized.
- p. 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.
  - 8. Failure to comply with the district's Electronic Use Policy.
- q. Unauthorized possession, duplication or use of keys anywhere on campus or unauthorized entry to, or use of, campus premises.
- r. Violation of published college or district regulations.

### Disciplinary Actions

<http://apps.leg.wa.gov/WAC/default.aspx?cite=132F-121-160>

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.

**Grade change:** Lowering of a student's grade in a course below that awarded by the instructor.

### Your Privacy: FERPA—Notification of Rights

[northseattle.edu/policies/student-confidentiality-ferpa](http://northseattle.edu/policies/student-confidentiality-ferpa)

### 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 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.

## COLLEGE POLICIES

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### ***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: [www.seattlecolleges.edu/DISTRICT/currentstudents/studentrulescs.aspx](http://www.seattlecolleges.edu/DISTRICT/currentstudents/studentrulescs.aspx)



## GLOSSARY

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**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 coursework based on the requirements of their program and specific educational goals.

**Associate of Arts Degree (AA):** A 90-credit 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 transfer 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. NSC 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 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 two years of coursework completed at North Seattle 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 online 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, technical, and two-year 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

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**Educational Plan:** An education plan is a road-map 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 NSC 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 College requirements. Transcripts may be evaluated in the Registrar’s Office when working toward a North Seattle College degree. Advisors may do unofficial evaluations.

**Transferability:** Classes that transfer to four-year colleges 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.

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