

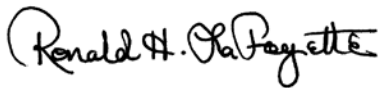
WELCOME TO NORTH SEATTLE COMMUNITY COLLEGE!

It's with pleasure and anticipation I welcome you here on behalf of the faculty, staff and administration of North Seattle Community College. I should also include your student government representatives and the fellow students you'll be meeting in your classes and on campus - they will also play vital roles in your education here. Our college is among the best community colleges in America and indeed the world. We are unique in our approach to teaching and learning. It's an approach that gives our students the skills and knowledge they need to be successful in their professional as well as their personal lives.

In Washington state, more than 60% of those who are enrolled in post-secondary education attend a community college. Graduates will earn an additional \$7,200/year on average as a result of their studies as compared to their peers who don't attend. You're making a wise investment in your future.

By providing training and education for our workforce and preparation for those seeking baccalaureate degrees in our universities, we are an essential part of the social and economic vitality of our community. But we accomplish this one student at a time. Each student's achievement is of utmost importance. So, wherever you want to go, our goal is to provide you with the tools and the support to get you there. Please let us know how we're doing.

My best wishes for a meaningful and rewarding school year.



Dr. Ronald H. LaFayette
President

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

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

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

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About North Seattle Community College

Website: www.northseattle.edu/info/

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

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

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

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

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

NSCC is one of the Seattle Community Colleges.

PLOT YOUR COURSE FOR SUCCESS

Checklist for Earning Your Degree or Certificate

- **Know Where to Get Help**

Successful students know how to get the help they need to succeed. Use the “Services for Students” section of this handbook.

- **Determine Your Educational Goal**

Do you know your educational or career goal? If you are not sure, there are services available on campus to help.

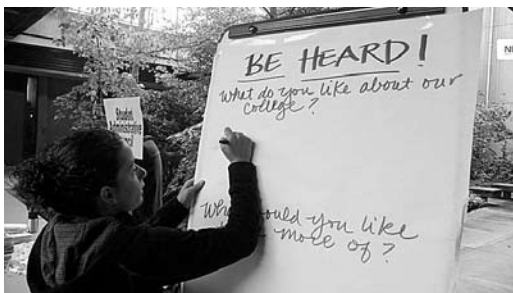
Counseling provides individualized career counseling and helps you develop satisfying career goals. Career exploration tools are available for a nominal fee with free interpretation. (206-527-3676)

Career Services helps students research career possibilities and assists with all aspects of the job search process. (206-527-3685)

Advising can help you evaluate academic skills, interests and goals. (206-527-3658)

- **Educational Planning (Meet with an Advisor)**

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

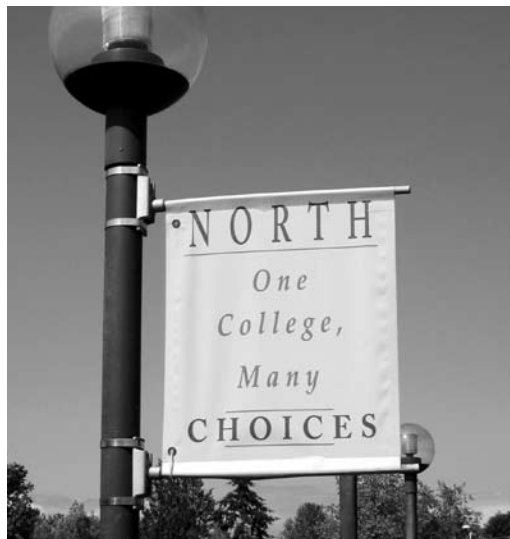


- **Evaluation of Incoming Credits**

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

- **Graduation Application**

After you register for your final quarter, complete the Application for Degree, Certificate or Diploma, and meet with an advisor or faculty coordinator, who will run a final degree audit and assist you with completing any necessary paperwork. The graduation application deadline is the last day of quarter prior to the quarter in which you will be graduating (please see “Graduation and Commencement Ceremony” description under Admissions/Registration/Records/Credentials” for more details).



INSTRUCTIONAL PROGRAMS OFFERED

College Transfer Degrees

Website: transfer.northseattle.edu

Associate of Arts Degree

Website: aadegree.northseattle.edu

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

Associate of Science Degree

Website: asdegree.northseattle.edu

The Associate of Science transfer degrees are designed to allow students to complete many of the prerequisite math, science, and general education courses required for those considering a major in science, math, or a health profession at a four-year university or college. NSCC offers a general Associate of Science degree as well as Associate of Science Option 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

Website: abdegree.northseattle.edu

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

Non-Traditional Transfer Degrees

Associate of Fine Arts Degree/Certificate in Fine Arts

Website: afadegree.northseattle.edu

North offers an Associate of Fine Arts degree (AFA) in Art and in Music, as well as a Certificate in Fine Arts (CFA) in Art and Acting. The Associate of Fine Arts degree is designed to fulfill some of the general education requirements of many Arts and Sciences majors and, at the same time, to provide

the student with an opportunity to concentrate in a major area of study in Art or Music. The AFA degree is not universally recognized as a transfer degree, but most courses do transfer individually. Students seeking a Bachelor of Arts or a Bachelor of Fine Arts should review NSCC Associate of Arts degree requirements and consult with their advisor and their intended university. The CFA programs are intended as concentrated programs for students who wish to pursue and receive certifications in a program centered totally on their interest in Art or Acting. The CFA is not accepted as a transfer degree. AFA and CFA students work with a faculty advisor in their area of study.

Professional-Technical Degrees and Certificates

Website: proftech.northseattle.edu

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

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

Adult Basic Education (ABE)

Phone: 206-527-7303

Website: precollege.northseattle.edu
(Choose 'Adult Basic Education')

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

INSTRUCTIONAL PROGRAMS OFFERED

GED Preparation

Phone: 206-527-7303

Website: precollege.northseattle.edu
(Choose 'GED Preparation')

The GED Preparation program prepares adult students 18 and older to take the five GED exams (reading, writing, social studies, science, and math). In these classes students review reading, math, grammar, writing, and test-taking skills.

English as a Second Language (ESL)

Phone: 206-527-7303

Website: esl.northseattle.edu

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

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

High School Completion

Phone Number: 206-527-7303

Website: precollege.northseattle.edu

The High School Completion program provides adults 19 years or older an opportunity to earn a high school diploma in a college setting. Students take coursework needed to complete their high school diploma. College level classes may apply towards both high school graduation requirements and a college program of study. Beginning with the graduating class of 2008, students will need to fulfill all graduation requirements including WASL testing, the High School and Beyond Plan, and the Culminating Project. NSCC does not provide WASL testing; students will need to work with their local high schools to complete WASL testing requirements.

Running Start

Location: Room CC 2346A, located across from Admissions/Registration

Phone: 206-527-3682

Website: runstart.northseattle.edu

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

Upward Bound

Phone: 206-527-7762

Website: www.northseattle.edu/services/upward.htm

Upward Bound, a program funded by the U.S. Department of Education, provides high school students with services that support higher academic performance during high school and subsequent entry into college. The program serves 70 students from four high schools: Franklin, Roosevelt, Summit K-12, and Indian Heritage Middle College.

Upward Bound offers regular, intensive support to its students throughout the year. Academic year services include after school sessions, tutoring, academic advising, college preparation, personal counseling, field trips and cultural events. During the summer months, students are taught on the North campus for seven weeks of academic classes and activities to simulate the experience of college.

Continuing Education

Phone: 206-527-3705

Website: www.learnatnorth.org

North offers a variety of continuing education courses designed for people who wish to take classes for personal enjoyment or to upgrade skills. These are self-supporting classes that require a separate tuition payment and are listed in our quarterly class schedule.

SERVICES FOR STUDENTS

Academic Advising

Location: College Center Building,
second floor, north end

Phone: 206-527-3658

Web Page: advising.northseattle.edu

Advisors help you make academic choices to reach your educational goals. Advisors work with student pursuing college transfer, professional and technical degrees or certificates in accounting, business, real estate and engineering technology, English as a Second Language, GED and high school completion programs.

Advising provides resources to students who want to research four-year colleges/universities or professional-technical programs. You are encouraged to meet with an advisor well in advance of registration, in order to develop an educational plan. Advisors are available for appointments and on a drop in basis.

Admissions, Records, Registration, and Credentials (ARRC)

Location: 2nd Floor of the College Center Building

Phone: 206-527-3663

Website: <http://www.northseattle.edu/enroll/admit/>

Web Registration:

Go to www.northseattle.edu/kiosk to register for classes online, make changes to your class schedule (add or drop classes), and to inquire about your class schedule. All currently enrolled students are Web enabled and can use their PIN (See Personal Identification Number below) to access the online services.

Online Services Hours

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

Registration Start Times

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

Student Identification Number (SID)

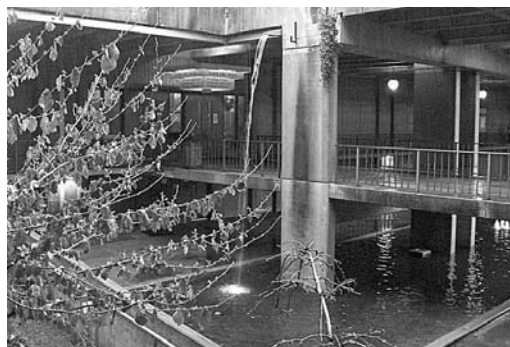
A **Student Identification Number** will be assigned to you upon application to the college. This number will be used to register for classes, access grades or schedules, pay tuition, and all other administrative purposes.

Personal Identification Number (PIN)

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

Social Security Number

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



SERVICES FOR STUDENTS

Credentials

Location: College Center ARRC Office

Phone: 206-527-3663

Website: enroll.northseattle.edu
(Choose "Credentials Evaluation")

Transfer Credit Evaluation

A transfer credit evaluation is necessary if:

1. you plan to earn a degree, certificate, or diploma at North and
2. you have taken credits at another college or university that may apply to your current program at North.

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

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

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

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

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

Graduation

Apply for graduation when you:

1. Register for your final quarter at North.
2. See an advisor or faculty coordinator for a final "check-out". The advisor's or faculty coordinator's signature is required on the application and a current degree audit must be attached.

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

Graduation Application Deadlines

If you will be graduating at the end of:

Summer Quarter 2009; apply between May 18, 2009 and June 19, 2009

Fall Quarter 2009; apply between May 18, 2009 and September 14, 2009

Winter Quarter 2010; apply between November 9, 2009 and December 16, 2009

Spring Quarter 2010; apply between February 16, 2010 and March 24, 2010

A copy of your posted transcript and your diploma will be mailed to you six to eight weeks after grades are posted at the end of the quarter in which you are graduating.

Commencement Ceremony

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

Career Services

Location: Technology Building, Rm 1650

Phone: 206-527-7656

Website: career.northseattle.edu

Currently enrolled students can visit the Career Services Resource Room to create and update your résumé, look for work, and research career possibilities. We have an extensive reference library of career-related information. You can also take free self-assessment tests on our computers to help you identify your career focus and/or college major.

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

SERVICES FOR STUDENTS

Counseling Services

Location: College Center Building, second floor

Phone: 206-527-3676

Website: Offers detailed and extensive self help information and can be found at www.northseattle.edu/services/counseling/

Counseling offers students short term, goal focused help with:

- Identifying career interests (Selecting educational programs and majors),
- Developing study skills,
- Managing test anxiety and improving test taking skills,
- Managing time and stress,
- Dealing with crisis,
- Identifying college and community services.

In addition, counselors teach college transferable credit classes in College Success and Career Planning. Please see the NSCC quarterly schedule for more specific information. Counselors are faculty members with master and doctorate degrees.

Disability Services

Location: College Center Building, second floor

Phone: 206-527-3697

TTY: 206-526-0079

Fax: 206-985-3958

Website: access.northseattle.edu/services/disability/

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

Students seeking accommodation or use of special equipment will need to become registered with the Disability Services office. To do this, students will fill out an intake packet. After completing the intake packet, students will make an appointment to complete the intake and discuss accommodations. Students will then provide written documentation of their disability with a typed, signed letter

on letterhead from a licensed professional qualified to diagnose their disability, describing their disability and the impact of the disability in an educational setting.

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

Distance Learning/e-Learning

Location: LB2237, one door south of the library entrance

Phone: 206-527-3738

Website: <http://www.virtualcollege.org>

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

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



SERVICES FOR STUDENTS

Financial Aid

Location: College Center Building, second floor

Phone: 206-527-3688

Fax: 206-527-3608

Website: financialaid.northseattle.edu

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

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

International Student Programs

Location: College Center building, second floor

Phone: 206-527-3672

Website: www.northseattle.edu/isp

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

Student Outreach and Enrollment Services

Location: 2451B (Admissions/Registration area)

Phone: 206-527-3679

Website: www.northseattle.edu/enroll/tour.htm

Services include:

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

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

Testing

Location: College Center Building, second floor

Phone: 206-527-3674

Website: testing.northseattle.edu

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

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

What To Do For Drop-In Placement Testing (No Appointment Needed):

1. Apply to North at the Admissions office or online and get your assigned student number.
2. Go to the Cashiers office and pay \$17 for your placement test.
3. Bring your receipt, picture ID (e.g. driver's license or WA State ID), and your assigned NSCC student number.

SERVICES FOR STUDENTS

4. Come for your placement test during the drop-in hours. Testing Calendar and office hours are available at the Testing Center or at our website. Go to testing.northseattle.edu.

Retake Policy:

English Placement: You may take the test once. After that, you may take it again after three months.

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

Fees: (Subject to change)

Compass Combined Math/English Test; English Only Test; or Math Only Test—\$17 each

Compass Test Retakes—\$17 each

Compass English Appeal Test—\$17 each

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

ESL placement and GED testing are available by appointment.

Tutoring

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

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

The Loft Writing Center Plus

Location: Top floor of the Library

Phone: 206-526-0078

Website: <http://northseattle.edu/services/loft>

Students are invited to visit The Loft for free assistance with any reading, writing, listening or speaking assignment. Skilled tutors will help you at any stage of your learning process. Tutor-facilitated study groups can be arranged through The Loft director, or your instructor.

The Loft has a multimedia computer lab, where students can use specialized software to strengthen their skills in reading, writing, listening, vocabulary, spelling, and pronunciation. Keyboarding programs are also available. No appointments are necessary. Assistance is provided on a first come, first served basis.

Visit The Loft website for updated information, online tutoring, and a collection of helpful language learning links.

Math and Science Learning Center

MLC Location: ED1845B

Phone: 206-527-3746

Website: <http://northstar.northseattle.edu/MLC/>

Biology Tutoring Location: AS 1615

Phone: 206-527-3746

Website: <http://northstar.northseattle.edu/biology/tutors.html>

The Math/Science Learning Center offers free tutoring to all NSCC students currently enrolled in math, physics, chemistry, or computer science classes. Biology tutoring is also offered in a lab setting. In addition to our trained tutors, the MLC provides computers and various references. Students are highly encouraged to use the MLC as an avenue to start a study group and share ideas.

Veterans' Services

Location: CC 2261B

Phone: 206-527-3699

Fax: 206-527-3608

Website: veterans.northseattle.edu

The Office of Veteran's Affairs serves veterans, reservists, active duty personnel and eligible family members who receive Veterans Administration education benefits. It also determines eligibility for the veteran's tuition discount. Certification services are available for those eligible for Ch. 30/Montgomery G.I. bill; Ch. 31 Vocational Rehabilitation; Ch. 32/VEAP; Ch. 35/Aid for Eligible family members and Ch. 1606/Selective Reservists. Veterans who are Washington State residents may be eligible for a partial tuition waiver if they have been deployed

SERVICES FOR STUDENTS

to a combat zone or have been activated in support of an operation. Veterans who wish to use the waiver should see the Veterans coordinator prior to the tenth day of the quarter. Tutoring and work study jobs are available for some veterans. Counseling and referral for all those who have served in the U.S. Armed Forces is provided.

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

Waivers

Senior Adult Education

Website: www.northseattle.edu/senior/

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

WA State Employee Tuition Waiver

Website: www.seattlecolleges.com/forms.aspx

Permanent Washington state employees employed 50 percent or more may register on a space-available basis using the State Tuition Waiver. The cost is \$20 for the first six credits and is non-refundable. Students are responsible for any additional charges such as class fees, books, photo I.D., transportation fee, Universal Technology fee, etc.

- Students may enroll the 6th through the 10th instructional days of the quarter (5th and 8th for summer) with instructor signature and space availability. Students who enroll prior to the 6th day will forfeit their waiver eligibility.
- Students enrolled in over 6 credits will be charged at the regular tuition rate.

- This waiver cannot be used for Continuing Education classes or Distance Learning WAOL classes.

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

Women's Center

Location: College Center Building, Second Floor

Phone: 206-527-3696

Website: women.northseattle.edu/services/women/

We offer individual support to current and prospective students pursuing their educational and professional goals. Information and referrals are available for: housing, health care, domestic & sexual violence, legal issues, child care, non-traditional fields of study, and more.

The Women's Center welcomes everyone—we are an inclusive service that strives to raise awareness about women's issues, minimize barriers, empower students, and support success.

Workforce Education

Location: College Center Building, first floor

Phone: 206-527-3787

Website: www.northseattle.edu/programs/workforce
Programs offered through Workforce Education include:

- **Work First**
If you are receiving TANE, the Work First Program is designed for you! This program gives you the opportunity to get a job that offers a living wage by training you in an industry that is in high demand. We can also help you obtain your GED and/or sharpen your ESL skills. Work First can pay for tuition and books and our counselors will work with you to provide the resources necessary to help you find a job at the end of your training. Attend one of our information sessions every Wednesday at 1:00pm in room CC3450 or visit the Workforce Education office.

SERVICES FOR STUDENTS

- **Worker Retraining**

Are you receiving unemployment or have you exhausted your benefits within the last 24 months? Are you re-entering the workplace after a long period of not being in the workforce? The Worker Retraining Program may be able to assist you in finding a new career or upgrading your skills to re-enter the workforce. We may be able to pay for tuition, books, and fees if you are eligible. We also provide a full range of student services including academic advising and one-on-one job search assistance.

Attend one of our information sessions, every Tuesday at 2:30 p.m. in the college center building, Room 3449.

- **Basic Food Employment and Training (BFET) Program**

If you are receiving Basic Food Assistance from DSHS, the Basic Food Employment and Training Program may be able to help you with tuition and books for a career/technical training program at NSCC. Attend one of our information sessions every Wednesday at 1 p.m. in room CC3450 or visit the Workforce Education office.

- **Opportunity Scholarship Grant Program**

Are you studying Accounting, HVAC, IT for Healthcare or any of the nursing programs? You may be eligible for the Opportunity Scholarship Grant Program. This program can pay for 45 credits of tuition, fees and books for eligible students. Attend one of our information sessions every Wednesday at 1 p.m. in room CC3450 or visit the Workforce Education office.

- **LEP Pathway Program**

If you are receiving TNAF from DSHS, or are an immigrant or a refugee needing ESL classes, the LEP Pathway Program may be able to pay for your tuition and books. If you need help, please visit or call the Workforce Education office to make an appointment for assistance.

STUDENT PROGRAMS & ACTIVITIES

Art Gallery

Location: Instructional Building, first level (north of the Bookstore)

Phone: 206-528-4557

Website: www.northseattle.edu/services/art.htm

The Art Gallery is funded by the Associated Student Body, and is jointly operated by the Student Art Group and the art faculty. The group's purpose is to bring art works to the campus. Art forms exhibited include painting, sculpture, drawing, ceramics, photography, jewelry, weaving, and most other arts and crafts. Exhibits change twice quarterly.



Northern Flicker Monument

The Northern Flicker Monument was created by lifelong Washingtonian Ross Matteson. Funded by the Washington State Arts Commission and the students of the college, it was dedicated at North Seattle Community College on June 7, 2005. Matteson says "The Flicker is a woodpecker that is still able to find viable ecosystems in the diminishing greenbelts of Seattle. But in place of an old tree, this whimsically scaled interpretation jackhammers on the encroaching concrete." His art is informed by "hands on," direct experience with his subjects. Cultural influences include Northwest Native American, Ancient Egyptian and Asian art. Matteson's Website provides additional photos of his work (www.mattesonsculpture.com). His sculptures are found in 15 countries worldwide.

STUDENT PROGRAMS & ACTIVITIES

Athletics—Intercollegiate Basketball

Phone: Athletic Director 206-528-4591
Women's Coach 206-527-3733
Men's Coach 206-527-3745

Website: storm.northseattle.edu

There's a STORM a-brewin'! If you weren't offered a basketball scholarship after your senior year and still have that desire to play hoops, you should consider playing for the Seattle Community College Storm intercollegiate basketball teams. We have teams for both men and women. Our Storm recruits play their freshman and sophomore years for the Seattle Community College Storm basketball team. Some of our players get recruited and transfer to continue playing at the next level (Division I, II or NAIA).

Our teams compete in the Northwest Athletic Association of Community Colleges (NWAACC) league. Visit our website today for more information! The ball is in your court.

Just a fan of the game? Check out a game on our season schedule for some entertaining, fast-paced excitement on the court. Your fellow student athletes will appreciate your support. GO STORM!

Phi Theta Kappa National Honor Society

Website: <http://ptk.northseattle.edu>

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

Stage One Theatre

Location: Library, ground floor (LB 1236)

Phone: 206-527-3661

Website: <http://northseattle.edu/services/stage1.htm>

Stage One is a student theater production group that sponsors or produces free or low-cost theater events, such as performances, workshops, discussions, field trips, and visiting artists.

Students are encouraged to participate in all aspects of production, either as a volunteer or for credit. This includes acting, stage management, production administration, scenery design and construction, lighting, properties, sound, costuming, publicity, make-up, and house and ticket management. Student Government funds Stage One Theatre.

Student Leadership and Multicultural Programs:

Location: College Center Building, ground floor

Phone: 206-527-3641

Website: www.northseattle.edu/services/student-leadership/

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

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

STUDENT PROGRAMS & ACTIVITIES

Student Government—The Student Administrative Council

Location: College Center Building, ground floor

Phone: 206-527-3641

Website: www.nscstudentleadersip.org/

The Student Administrative Council, North's official student government, identifies and represents the interests of the student body to the college administration. Members work collaboratively with campus staff to provide programs and services that enhance and support student's academic success. Members receive an hourly wage as well as training and mentoring aimed at strengthening their leadership skills while providing them with a foundation for success.

Student Clubs

Location: College Center Building, ground floor

Phone: 206-527-3641

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

Student Publications

Licton Springs Review and Literary Guild

Phone: 206-527-3711

Website: www.lictonspringsreview.com

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

CAMPUS RESOURCES

Bookstore

Location: Instructional Building, first level, south end of building

Phone: 206-527-3637

Website: northsc.bkstore.com. To reserve a textbook go to whywaitforbooks.com

The North campus bookstore is located on the first level of the Instructional Building.

The Bookstore, operated by Barnes & Noble College Bookstores, Inc., carries a wide variety of merchandise. New and used textbooks, school supplies, general reading materials, greeting cards, and other gifts are available to purchase. The Bookstore also carries North Seattle Community College campus wear.

Used textbooks save money; they sell first and fast, so come in early to buy your textbooks.

The Bookstore accepts cash, all credit cards, and personal checks, with proper photo I.D. Receipts are required for all refunds and exchanges. Textbooks are fully refundable within the first 7 days (subject to change) of each quarter, with a receipt and as long as the books are in original condition. Other merchandise purchased is returnable within 24 hours from the date of purchase.

The Bookstore buys back textbooks all year around. The best time to sell your book is during the last week of each quarter. The Bookstore pays up to 50% of purchase price on books if they are being used the following quarter.

Cashier's Office

Location: College Center Building, second floor

Phone: 206-527-3627

Website: cashier.northseattle.edu

The Cashier's office is the place to go if you want to:

- Pay tuition and fees/learn about a tuition payment plan
- Buy parking permits
- Purchase student I.D. cards
- Buy a GoPass
- Pay Wellness Center use fee
- Pick up brochures on student insurance
- Pick up financial aid checks

CAMPUS RESOURCES

Child Care Center (ASB)

Location: Northwest corner of campus

Phone: 206-527-3644

Website: childcare.northseattle.edu

The ASB Child Care Center offers a safe, nurturing environment that provides developmentally appropriate activities for children ages 18 months to 5 years. Operating hours are 7:30 a.m.–4 p.m. Monday–Friday with closures during quarter breaks. The Center is licensed by the Department of Social & Health Services and typically serves 50 children per quarter. There is often a waiting list. Parents must be enrolled with a minimum of 10 credits. We welcome telephone inquiries and in-person visits.

Computing and Technology

Computer Lab

Location: Instructional Building, third floor (IB 3303)

Phone: 206-527-3630

Website: www.northseattle.edu/services/complab.htm

The open computer lab is available on a walk-in basis during operating hour (check the website) to all NetID account-holders. The computers are equipped with the largest assortment of software on campus. Laab staff are typically available to explain usage policies & procedures (posted in the lab) and troubleshoot login and technical problems.

NetID Accounts (computer & email accounts)

Info/Setup: netid.northseattle.edu

Email: mail.northseattle.edu

Calendar: cal.northseattle.edu

Office apps: docs.northseattle.edu

NetID accounts provide login credentials for lab and classroom computers, network storage space, web space, and Google web-based services like email, calendar, IM, and office applications. With the exception of a few library computers, NetID accounts are required to use campus computers.

Internet & WiFi Access

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

Food and Beverage

Phone: 206-527-3781

Cafeteria

Location: College Center Building, first floor, southeast corner

The Cafeteria offers a variety of quality food, including entrees, sandwiches, salads, desserts, snacks and beverages. Breakfast is served during the morning hours.

Espresso Lounge

Location: College Center Building, first floor

The Espresso service is sponsored by Food Service and offers a full range of coffee drinks and food items at reasonable prices.

Library and Media Services

Location: Library Building, 2127A, second floor

Phone: 206-527-3607

Website: <http://dept.sccd.ctc.edu/nslib/>

North's library offers a wide range of resource materials and services to students. Librarians help you take full advantage of the library's research databases, print and non-print materials, and the Internet. Librarians also provide instruction and classes to help you learn how to find materials more efficiently and do research for class assignments. Our Voyager library catalog and many of our research databases can be accessed from off campus. Stop by the library to learn how to do this.

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

CAMPUS RESOURCES

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

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

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

Photo I.D.

Location: College Center Building, second floor in Registration area

Phone: 206-527-3713

Website: www.northseattle.edu/enroll/photoid.htm

Campus photo identification cards are required for all students at North Seattle Community College. There is a one-time charge of \$5 for this card, payable at the Cashier's window. If your card is lost, you will need to pay an additional \$5 to replace the card.

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

Hours follow the Registration/Admissions hours.

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

Safety and Security Services

Location: College Center Building, ground floor

Phone: 206-527-3636

Website: www.northseattle.edu/services/security/

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

- **Evening Security Escort:** Staff will escort you to your vehicle if parked on campus grounds.
- **First Aid:** Staff is qualified to provide CPR, treat minor injuries, help those in wheelchairs, and provide care until paramedics arrive.
- **Vehicle Assistance:** Staff will assist with battery jumps and keys locked inside vehicles with non-power door locks for those cars parked on campus.
- **Parking:** Staff patrols parking areas to detect and deter vehicle theft, vandalism and illegal parking.
- **Lost and Found:** Lost articles turned into the Security office can be retrieved when properly identified. Articles are held for one month. Items left unclaimed after this period are donated to charitable organizations.

Transportation: Metro/Carpooling

Location: College Center Building, Safety & Security office

Phone: 206-526-0060

Website: www.northseattle.edu/services/transportation/

Limited parking and environmental concerns prompt college officials to strongly encourage carpooling or bus transportation for students.

Several Metro Transit bus routes serve North. Pick up a schedule in the hallway north of the cafeteria. Some schedules are also available at information stands in the Safety & Security Office (1st floor College Center, Room 1252) and near the Cashier's office. The #5, 16, 75, 316, 345, and 346 routes stop along the West side of campus on

CAMPUS RESOURCES

College Way at regular intervals. Most routes connect NSCC to Northgate Transit Center near Northgate Mall, allowing students easy connections to routes citywide. For detailed information regarding bus schedules, visit the college website: www.northseattle.edu/services/transportation/bus.htm.

Metro Trip Planner at: <http://tripplanner.metrokc.gov/>
Quarterly student-rate bus passes for students and non-students are available in the Cashier's Office.



Campus Wetlands

North Seattle Community College is proud to feature the restored wetlands that exist on our campus. These wetlands are important ecologically for the Thornton Creek watershed as they sit at the headwaters of the South Fork of Thornton Creek.

Environmentally, the wetlands serve as a sponge to hold surge flows of storm water runoff, a kidney to filter out pollutants from that water, and as critical habitat for organisms that need this kind of wet environment in the urban "desert."

Biologically, the wetlands support a large bird community with over 100 species identified over the past 10 years. Campus ponds are home to some of the largest breeding populations of native Pacific tree frogs and long-toed salamanders in the Seattle area. Reptiles, mammals and a large diversity of invertebrates also make the wetlands their home.

This nationally recognized wetland habitat provides its own first-rate education. Science instructors take classes here to study the physical, chemical, and biological environment. Art, writing, and history classes also make use of this landscape.

Commute Trip Reduction

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

Wellness Center

Front Desk: 206-527-3631

Information Line: 206-527-3649

Wellness Center Manager: 206-528-4591

Website: www.northseattle.edu/services/wellness

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

We have many choices to fit your active lifestyle including a well-equipped strength and conditioning room, a running track and gym for playing basketball or volleyball. Drop-in fitness classes are also a good option to get you motivated. These classes vary by quarter but typically include yoga, Pilates, kickboxing, Tai chi, aerobics and an "Ab Lab." Our staff is very experienced in putting together fitness programs for all levels. Check out our website for the current schedule. Take action! Your road to a healthier YOU begins TODAY!

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

Membership Rates:

Student Fees (per quarter) \$1/credit up to 10 credits, charged when you pay tuition.

Summer quarter only: if student is taking Summer quarter off, and can show proof of registration for Fall quarter, membership will be \$25 for the Summer quarter.

COLLEGE POLICIES

Policies and Statistics: www.seattlecolleges.com/ccprogressgrades.aspx

Academic Standards/Student Progress

Academic Recognition

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

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

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

Student Progress

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

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

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

Minimum Standards—Financial Aid

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

Student Progress/Specific Programs

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

Reinstatement

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

Children On Campus

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

Complaint Process: How To Resolve Complaints

Website: <http://www.seattlecolleges.com/sturighcomplaints.aspx>

First: Attempt to Resolve the Complaint Informally

If you have a complaint, the best and first step is to try to settle your complaint through the informal process. Here's how it works:

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

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

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

It is essential to provide the following information:

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

COLLEGE POLICIES

Second: Resolving a Formal Complaint

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

Step 1: Filing the Complaint

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

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

Step 2: Respondent Has Opportunity to Reply

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

Step 3: Opportunity to Resolve

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

Step 4: Resolution Conference

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

Step 5: Appealing the Result

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

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 & Public Information

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

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

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

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

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

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

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

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

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

Ethical Conduct:
www.seattlecolleges.edu/custom.aspx?page=policies&pagec=documentdisplay&policyID=pol400

Grade Complaints (Formal)

Website: <http://apps.leg.wa.gov/WAC/default.aspx?cite=132F-121-090>

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

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

Your complaint must be filed in writing to Roy Flores, grievance officer, College Center Building, room 2259.

COLLEGE POLICIES

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

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

Sexual Harassment Complaints

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

Please report all sexual harassment incidents.

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

If you are experiencing sexual harassment here are some steps to follow:

- Document your experiences with specific times, dates, witnesses, etc.
- Talk to the person you are having difficulty with, about your concerns. If you don't feel safe speaking directly to the other party, you may contact for support: Counseling, 206-527-3676, Student Success & Retention Services, 206-527-3679; Disability Services, 206-527-3697, Multicultural Student Services, 206-527-3698 or Women's Services, 206-527-7308.

- For a student-to-student complaint, please report the incident to the Vice President for Student Development, 206-527-3656. If the situation involves a student and an employee of the college, please report the incident to David Bittenbender, Human Resources Administrator, 206-526-7792.

Grading System

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

The Seattle Community College District uses a numerical grading system. Passing grades range from 4.0 to 0.7; 0.0 is given for unsatisfactory performance. No grades will be awarded in the range 0.1–0.6. Numerical grades may be considered equivalent to letter grades as follows:

Excellent	High	Average
A 4.0 - 3.9	B+ 3.4 - 3.2	B- 2.8 - 2.5
A- 3.8 - 3.5	B 3.1 - 2.9	C+ 2.4 - 2.2
		C 2.1 - 1.9
Minimum	Unsatisfactory	
C- 1.8 - 1.5	D- 0.8 - 0.7	
D+ 1.4 - 1.2	0.0	
D 1.1 - 0.9		

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

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

See SCCD catalog (2004-2006, page 14), for grade descriptions. For questions regarding grades, contact the records coordinator at 206-527-3665.

COLLEGE POLICIES

Indoor Air Quality (Fragrance & Pollutant-free)

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

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

Registration/Admissions Policies & Procedures

Website: www.northseattle.edu/enroll/admin/policy.htm

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

Smoking Policy

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

Designated Smoking Areas

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

Software Piracy

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

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

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

Student Conduct

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

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

Student Misconduct

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

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

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

- a. Academic dishonesty that includes cheating, plagiarism, or knowingly furnishing false information to the college.
- b. Intentional falsification of statements and/or filing false charges against the college or members of the college.
- c. Forgery, alteration or misuse of college or district documents, records, funds or identification cards, with the intent to defraud.
- d. Intentional disruption of teaching, administration, or other campus activities.

COLLEGE POLICIES

- e. Physical and verbal abuse of any person on college premises or at any college-sponsored functions; or conduct which threatens or endangers the safety and health of any individual.
- f. Theft from, or damage to, the college premises and/or to property of a member of the college community.
- g. Possession, use or furnishing on college premises of alcohol, controlled substances or unlawful drugs.
- h. Failure to comply with the direction of campus employees acting in the performance of their duties.
- i. Violation of published college/district regulations.
- j. Possession of firearms.
- k. Unauthorized possession, duplication or use of keys to any campus premises or unauthorized entry to, or use of, campus premises.
- l. Theft or other abuse of computer time, including, but not limited to:
 - 1. Unauthorized entry into a file, to use, or change the contents, for any purpose
 - 2. Unauthorized transfer of a file
 - 3. Unauthorized use of another individual's identification and password
 - 4. Use of computing facilities to interfere with the work of another student, faculty member or college official
 - 5. Use of computing facilities to send obscene or abusive messages
 - 6. Use of computing facilities to interfere with normal operations of the college computing system
 - 7. Use of computing facilities for personal profit or gain.

Disciplinary Actions

Website: <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.

Your Privacy: FERPA—Notification of Rights

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

The Family Educational Rights and Privacy Act of 1974 is designed to protect the privacy of a student's educational records. The law applies to all schools that receive funds from the US Department of Education. Information about North Seattle Community College students is collected, maintained, and used for the purpose of meeting the Colleges' educational objectives. Students are protected against improper disclosure of their records.

This Federal law affords students certain rights with respect to their educational records. They are as follows:

- 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.

COLLEGE POLICIES

Students should submit to the registrar, dean, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish 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 or misleading.

Students may ask the College to amend a record that they believe is inaccurate or misleading. They should write the College Official responsible for the record, clearly identify the part of the records they want changed, and specify why it is inaccurate and misleading. If the College decided not to amend the records as requested by the student, the College will notify the student of the decision and advise the student of his or her 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 consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure with consent.

One exception, which permits disclosures without consent, is disclosure to school officials with legitimate educational interest. 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 (such as an attorney, auditor, or collection agency), 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 responsibility.

Upon request, the College discloses education records without consent to officials or another school in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by "State College" to comply with the requirements of FERPA.

The name and address of the Office that administers FERPA are:

- Family Policy Compliance Office
- US Department of Education
- 600 Independence Ave SW
- Washington, DC 20202-4605

North Seattle Community College defines student directory information as:

- Student's Name
- Enrollment status in the college
- Date(s) of enrollment
- Area of study
- Awards granted by the college activities
- Height/weight of athletic team members
- Email address(es)

Students may request that the College not release directory information by notifying the Registrar's Office each quarter.

Exceptions

Some exceptions to the directory-information-only restrictions are:

- Judicial subpoena of records, upon condition that the college makes a reasonable effort to notify the student in advance of the release of records;
- Emergency situations, if knowledge of personnel information is necessary to protect the health or safety of a student or person(s).
- Patriot Act and military requests.

For more information regarding student rights, see the Seattle Community College 2006-2008 Catalog, in the Student Rights and Responsibilities Section, or contact the Registrar's Office.

GLOSSARY

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

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

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

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

Associate of Science Degree (AS): An Associate of Science 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. NSCC offers a general Associate of Science degree as well as Associate of Science Option One and Option Two. Students should consult with an advisor to learn about these options and to help them determine which degree will best serve their needs.

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

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

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

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

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

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

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

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

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

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

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

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

GLOSSARY

Educational Plan: An education plan is a 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 NSCC or they can be hand delivered to the Admissions/Registration Office in a sealed envelope.

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

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

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

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