



**NORTH SEATTLE
COLLEGE**

Resource Book 2024

Produced by the NSC President's Office
Generally updated each Summer.

**All changes or additions to existing pages should be submitted to
the NSC President's Office, College Center Building,
Second Floor, Room 2155C.**

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**ASIAN AMERICAN NATIVE AMERICAN PACIFIC ISLANDER SERVING INSTITUTION
(AANAPISI)**

Main Telephone Number: 934-3905
(Please forward all calls to this number)

Email: api.north@seattlecolleges.edu

Office Hours: **Monday – Thursday** **9:00 AM – 5:00 PM**

Location: **AANAPISI Office – College Center 1250**
AANAPISI Resource Center (TARC) - College Center 1260

PROGRAM/SERVICE DESCRIPTION

AANAPISI (Ann-nah-pee-zee) is a 5-year federally funded grant that indicates we are an **Asian American, and Native American Pacific Islander Serving Institution**. The program works to increase student success outcomes and build a stronger sense of belonging for students with Asian, Native American, and Pacific Islander (ANAPI) heritage and the larger North Seattle College community by providing culturally responsive and sustaining programming and holistic student support services.

Services include general advising, support with financial aid and scholarships, culturally relevant workshops and events, community building events, navigations and referral services to on-campus and community resources, student lounge with computer lab, free printing, and coffee/tea/snacks, peer mentoring program, AANAPISI graduation and leadership opportunities.

MAIN CONTACTS

AANAPISI Grant Manager:	Dawn Cheung	934-3905
AANAPISI Navigator:	Jordan Veniegas	934-3914

ACADEMIC ADVISING/STUDENT SUCCESS SERVICES

Main Telephone Number: **934-3658**
(Please forward all calls to this number.)

Office Hours (2023-24 Academic Year):

In Person:

Monday – Thursday **8:00 AM – 4:30 PM**

Friday **8:00 AM – 12:30 pm**

Virtual:

Monday - Friday **8:00 AM – 4:30 PM,**
Extended virtual services Tuesday evenings **4:30 PM – 6:00 PM**

Extended hours may be offered the week prior to and the first week of the quarter. Evening appointments available throughout the quarter by request.

Summer Hours may differ. See website for up-to-date hours.

Location: **2ND Floor, College Center Building, CC2346A**

Website: <https://northseattle.edu/advising>

PROGRAM/SERVICE DESCRIPTION

Advisors assist students with planning to achieve their educational goals. They collaborate with students to compare programs, review program requirements, select appropriate courses, design educational plans, connect with support services, and apply for graduation. Advising works with students seeking college transfer degrees, as well as career training certificates and degrees. The office provides a wide selection of resources to aid in education and transfer planning including degree worksheets, an [Advising Guide](#), and Canvas shells for [Education Planning](#) and [College Transfer Planning](#). Advising coordinates college transfer planning and related workshops, opportunities for students to meet with four-year college transfer representatives and participates in the campus-wide New Student Orientation programs.

Advisors are available to meet with students by appointment and also offer drop-in times each weekday for quick questions. Both in-person and zoom meeting options are available.

The Advising office offers drop-in only advising during the start of each quarter and the start of registration cycles. Updated hours are posted on our website.

Some programs offer specialized advising support and current or prospective students should connect directly with the specific department for assistance, including International Programs, Running Start, Seattle Promise, Watch Technology, Early Childhood Education, BS/BAS Programs (Bachelor’s Degrees), ABE, GED, ESL, and Adult High School Completion programs.

MAIN CONTACTS:

Acting Vice President of Student Services	Alice Melling	934-3693
Program Manager	Grace Sakuma	934-7304
Director of Advising	Molly Brown	934-7306
Assistant Director of Advising	Kara Schwartz	934-7803
Running Start Manager	Christina Sheehan	934-7768
Workforce Education	Laura Lubash	934-7307

ADVISORS BY AREA OF STUDY:

Area of Study	Name	Phone Number Ext
Arts, Design & Graphics: BUSINESS & Accounting	Jillian Fisher	934-3691
	Caleb Martin	934-3698
	Renee Almatierra	934-3902
Social Sciences, Humanities and Language:	Jillian Fisher	934-3691
	Norma Jenner	934-7302
STEM – Biological Sciences:	Julius Kim	934-7312
	Norma Jenner	934-7302
STEM – Physical and Computer Sciences:	Caleb Martin	934-3698
	Renee Almatierra	934-3902
UNDECIDED ADVISOR & Completion Coach:	Daniel Yzaguirre-Vidaurri	934-7305
RUNNING START Advisor	Katy Foster	934-3682

ART GALLERY

Main Telephone Number:

934-4557

(Please forward all calls to this number.)

Gallery Hours:

Monday - Thursday

11:00 AM - 7:00 PM

Friday

12:00 PM - 5:00 PM

(Closed on Saturdays, Sundays, holidays, show change weeks, & during quarter breaks)

SUMMER QUARTER HOURS vary: Hours will be listed at artgallery.northseattle.edu.

Location: **1st level of the Instructional Building** (east of the Bookstore)

PROGRAM/SERVICE DESCRIPTION

The **North Seattle College Art Gallery** seeks to foster the appreciation of the visual arts on the North Seattle College campus. We actively engage the college community through dynamic learning opportunities that directly demonstrate cultural and artistic diversity. The gallery is invested in showcasing art that questions established concepts and excels visually through carefully curated thematic exhibitions.

The **Art Gallery** presents six shows per year that feature art by local and national artists. The last show each spring quarter is the Student Art Exhibition. Each summer quarter we host a Continuing Education Student Art Exhibition.

The **Art Gallery** is funded and jointly operated by the Student Administrative Council and the Art Department.

You can find out more about the North Seattle College Art Gallery and our programming on the web at: <https://artgallery.northseattle.edu/>

Facebook: www.facebook.com/northseattlecollegeartgallery

Instagram: [@nscartgallery](https://www.instagram.com/nscartgallery)

MAIN CONTACTS

Title	Name	Phone number	E-mail
Art Gallery Coordinator	Amanda Knowles	934-4557	amanda.knowles@seattlecolleges.edu
General Gallery e-mail:	N/A	N/A	nscartgallery@seattlecolleges.edu

NSC Art Gallery Website:

artgallery.northseattle.edu

ADDITIONAL NOTES

The **Art Gallery** is administered by the Arts, Humanities and Social Sciences Division - calls may also be forwarded to the division's main number 934-3709.

ARTS, HUMANITIES & SOCIAL SCIENCES

Main Telephone Number: **934-3709**
(Please forward all calls to this number)

Office Hours:

Monday – Thursday
Friday

8:00 AM – 4:30 PM
8:00 AM – 12:30 PM

Quarter Break Hours:

Monday – Friday

Same as above.

Location: IB 2312B – 2nd floor of the Instruction Building

PROGRAM/SERVICE DESCRIPTION

Arts, Humanities & Social Sciences Division offers a wide assortment of traditional college transfer courses that include Art, Anthropology, Communication, Equity and Social Justice, Music, English, World Languages, Humanities, Service Learning, Gender and Women Studies, History, Philosophy, Political Science, Psychology and Sociology. Questions on specific areas should be referred to the Arts, **Humanities & Social Sciences Division** at 934-3709.

Name of Program

Coordinator

Phone
Number
934-4619

ART

Paula Rebsom

Classes include art history, design, drawing, painting in watercolor and oil and printmaking. We also teach sculpture, ceramics, computer art, 3D Computer Modeling & Realization, Mural Art, digital photography and jewelry design.

COMMUNICATION**Scott Ku****934-4544**

Courses include: interpersonal, group, organizational and intercultural communication; media criticism, management, marketing and production; and in-person and media-based presentations. Our comprehensive curriculum offers the student a variety of choices and emphases in communication studies and professional applications for fulfilling the requirements of the Associate of Arts Degree or in completing our cross-disciplinary Associate of Applied Science-Transfer Degree or Certificate Program in Communication, Business and Media.

ENGLISH**Justina Rompogren****934-XXXX**

Classes include pre-college level English courses (numbered under 100) in grammar, reading, writing and study skills. Transfer English courses include Composition, Grammar, Creative Writing and a variety of Literature classes. Many of the Coordinated Studies offerings include an English component. Transfer classes (numbered over 100) can apply to the AA degree.

POLITICAL SCIENCE**Zachary Glass****934-3709**

The following courses are offered for college transfer and personal development (they can apply toward the AA degree): Introduction to Political Science, American Government, International Relations, and The American Presidency.

EQUITY AND SOCIAL JUSTICE**Deepa Bhandaru** 934-6832

The following courses are offered for college transfer and personal development (they can apply to the AA and AS degrees): Intercultural Communication, Equity and Social Justice, Introduction to Gender and Women Studies, and Women in the Global Context.

**SOCIAL SCIENCES: HISTORY,
ANTHROPOLOGY & PHILOSOPHY****Olga Vishnyakova****934-7701**

The following courses are offered for college transfer and personal development (they can apply toward the AA degree): a variety of courses in Anthropology, History and Philosophy. Please see the online course catalog for a listing.

HUMANITIES

Humanities courses include Introduction to the Humanities, Reading in Media, Intercultural Communication, and Introduction to Film. Classes can apply to the AA degree.

MUSIC**Craig Grayson****934-0197**

Offers courses in music history, performance, theory, and computer music. Classes may apply to the AA degree. Music courses include History of Jazz, Introduction to World

Music, Music Fundamentals, Music in the United States, and Music Appreciation. Individual instruction is available on piano, percussion, voice, composition, and guitar and performance classes include the North Seattle Symphonic band.

PSYCHOLOGY & SOCIOLOGY **Brian Holt** **934-4513**

The following courses are offered for college transfer and personal development (they can apply toward the AA degree): Introduction to Psychology, Lifespan Psychology, Abnormal Psychology, Fundamentals of Psychological Research, Survey of Physiological Psychology, Psychology of Climate Change, Human Sexuality, Introduction to Sociology, Criminology, and Introduction to Deviance and Social Control.

WORLD LANGUAGES **Cristina Zahajko** **934-4539**

The following courses are offered for college transfer and personal development (they can apply toward the AA degree): American Sign Language, French, Japanese and Spanish.

MAIN CONTACTS:

Dean: **Brian Palmer** **934-4547**
Program Manager A: **Vladimir Vilkevich** **934-0192**
Administrative Assistant 3: **Parvaneh Ahmadi** **934-3704**

Full-time Instructors and their Discipline:

<u>Name</u>	<u>Discipline</u>	<u>Phone No</u>	<u>Office No.</u>
Robert Atkins	Psychology	934-7011	IB 2327A
Cathryn Cabral	English	934-4538	IB 2306D
Terri Chung	English, Developmental English	934-4570	IB 2409A
Melissa Grinley	Psychology	934-7017	IB 2417A
Brian Holt	Psychology	934-4513	IB 2425A
Jim Jewell	English	934-4536	IB 2312A
Kennan Knudson	English	934-4550	IB 2311A
Scott Ku	Communication/Coordinator	934-4544	IB 2416A
Diana Ma	English	934-4583	IB 2308A
Kelda Martensen	Art	934-4535	IB 2408A
Laura McCracken	English, Developmental English	934-4543	IB 2309B
Geoffrey Palmer	Sociology	934-7021	IB 2310A
Scott Rausch	History	934-7013	IB 2430B
Paula Rebsom	Arts	934-4619	IB 2417A
Justina Rompogren	English	934-0195	IB 2310B

Cristina Zahajko	Spanish, French/World languages Coordinator	934-4539	IB 2309A
Julia Heineccius	Art		IB 2316B
Bo Choi	Art	934-4589	IB 2416A
Erik Jaccard	English	934-7003	IB 2310C
Deepa Bhandaru	Equity and Social Justice	934-6832	IB 2419A

ADDITIONAL NOTES

ART GALLERY

934-4557

The Art Gallery provides the campus and the community with high quality visual arts exhibits. Six shows per year feature local and regional artists. The last show each year is the annual Student Exhibition. It is one of Seattle’s premier art galleries and has been in existence since 1975.

Location: 1st level, east of the Bookstore (See **Art Gallery** page)

MUSIC PRACTICE ROOMS

There are three practice rooms with pianos available for students and staff on the first floor of the Library Building. (LB 1204, 1205, and 1206)

COLLEGE IN THE HIGH SCHOOL

North’s College in the High School program is managed through the AHSS division. For information, see the CHS website at: <https://northseattle.edu/college-high-school>

BASIC AND TRANSITIONAL STUDIES

Main Telephone Number:

934-4720

(Please forward all calls to this number)

Office Hours:

Monday, Wednesday, Thursday, Friday
Tuesday

7:30 AM – 4:30 PM

7:30 AM – 6:30 PM

Quarter Break:

Monday - Friday

7:30 AM – 4:30 PM

Summer Hours:

Monday – Thursday

Friday

7:00 AM – 5:00 PM

7:00 AM – 1:00 PM

Location: Instructional Building - IB2407C

PROGRAM/SERVICE DESCRIPTION

Basic and Transitional Studies Division offers Adult High School Completion (ABE, High School+), GED, English as a Second Language (ESL) and I-BEST (team taught, navigator supported job training) programs. —Basic and Transitional Studies programs provide instruction for those who want to improve their English language in reading, writing, speaking and listening. It also provides college prep in math, reading skills, and composition. Students can earn a high school diploma or a GED and/or begin professional and technical training **in our** IBEST programs in Accounting/Business, Early Childhood Ed, Electronics, IT and Pharmacy Tech. Questions on specific areas should be referred to the Basic and Transitional Studies Division at 934-4720.

MAIN CONTACTS

Name of Program

Adult Basic Education

Coordinator

Adrienne-Lugg

Phone Number

934-0962

**ENGLISH AS A SECOND
LANGUAGE (ESL)**

Karlee Ikebara

934-4599

I-BEST Sara Stapleton 934-7015

MAIN CONTACTS:

Dean: Curtis Bonney 934-4551
Transition Specialist: Shan Lackey 934-4537
I-BEST Navigator: Nyah Ferreira 934-6030
ESL Navigator: Sarka Faltinova 934-4560
Secretary Senior: Nancy Leverton 934-4575
Program Specialist: Jeff Wang 934-0193
Hourly Assistant 2: Maricela Flores 934-4633

Full-time Instructors and their Discipline:

<u>Name</u>	<u>Discipline</u>	<u>Phone Number</u>	<u>Office No.</u>
Amal Al Faiz	ESL	934-4526	IB2412A
Elinor Appel	ESL	934-4725	IB2409B
Jim Eaton	ESL	934-4542	IB2411A
Sarka Faltinova	ESL	934-4560	IB2405B
Karlee Ikebara	ESL/Coordinator	934-4599	IB2410A
Jessica Logan	ESL	934-4518	IB2409A
Stephanie Solomon	ESL	934-7058	IB2420A
Sara Stapleton	ESL/I-BEST Coordinator	934-7015	IB2413A
Adrienne Lugg	ABE/Coordinator	934-0962	IB2407C
Stephanie Solomon	ESL	934-4720	IB2307A

BENEFITS HUB

Main Telephone Number: (206) 649 - 8124

Location: 2354 College Center

Website: <https://northseattle.edu/edic/united-way-benefits-hub>

Email: BenefitsHubNSC@seattlecolleges.edu

PROGRAM/SERVICE DESCRIPTION

The United Way of King County Benefits Hub program helps students navigate financial challenges and find resources for basic needs while in school. The Benefits Hub provides one-on-one coaching to assist students in the following areas:

- Applying for Emergency financial grants
- Access to groceries & SNAP/EBT enrollment
- Navigating housing assistance programs
- Enrolling in Utility bill discount programs
- Applying for transportation discounts (ORCA Lift)
- Referrals to free financial coaching
- And more, including free tax preparation, health insurance enrollment, financial aid application advice, and legal counsel referrals

Students can make an appointment to meet on Zoom or in person and we offer weekly drop-in hours as well. Please see our website for availability.

MAIN CONTACTS

Benefits Hub Manager:	Maura Nakamichi	934-3903
23-24 Benefits Hub Coaches:	Elizabeth Trever Jessica Parks	

BOOKSTORE

Main Telephone Number: **934-4678**
(Please forward all calls to this number)

OFFICE HOURS

First weeks of each quarter only:

Monday	9:00 AM – 5:00 PM
Tuesday	9:00 AM – 7:00 PM
Wednesday/Thursday	9:00 AM – 5:00 PM
Friday	9:00 AM – 4:00 PM
Saturday	Closed

Regular quarter hours:

Monday – Thursday	10:00 AM – 3:00 PM
Friday	Closed

Location: Instructional Building - IB1324

PROGRAM/SERVICE DESCRIPTION

The bookstore is operated by Follett Higher Education and offers assorted services to the campus. The store provides all course materials needed from textbooks and supplies to apparel and snacks. The store is open both in store and online which customers can order their items to be shipped directly to them or picked up in store. The store also provides services for special orders and unique events by request.

MAIN CONTACTS

Title	Name	E-mail
Bookstore Manager	Joshua Espindola	j.espindola@follett.com
Market Leader	Sione Pauu	spauu@follett.com
Regional Manager	Matt Hanson	mhanson@follett.com

BUSINESS & FINANCE OFFICE

Main Telephone Number: 934-3626

(Please forward all calls to this number)

Office Hours: Monday – Friday 8:00 AM – 4:30 PM
(Please note this schedule changes seasonally.)

Mailstop: 3NC2456A

Location: College Center – CC2456A

Director Budget & Financial Forecasting (Interim):
Andrew Buchanan | andrew.buchanan@seattlecolleges.edu | 934-7707

Billing Analyst Business Operation:
Meseret Tesfaye | meseret.tesfaye@seattlecolleges.edu | 934-6003

Budget Analyst Budget & Financial Forecasting:
Timothy Lorentz | timothy.lorentz@seattlecolleges.edu | 934-7720

Fiscal Analyst 2 Business Operations (Interim):
Huihua Li | huihua.li@seattlecolleges.edu | 934-7702

CAREER & WORKFORCE EDUCATION

(also see Workforce Education)

Main Telephone Number: **934-3787**

(Please forward all calls to this number.)

Office Hours:

Monday – Friday **8:00 AM – 4:30 PM**

Weekly Drop-In Hours: Tuesdays 1:00pm-4:00pm
Open extended hours first week of the quarter.

Location: Opportunity Center for Employment & Education, 2nd floor, room 240

Website: northseattle.edu/workforce-education

PROGRAM/SERVICE DESCRIPTION

The Workforce Education Department provides financial assistance to eligible students in the College’s career training, ESL, or GED programs. In order to qualify for Workforce financial assistance, students must be enrolled in Worker Retraining, WorkFirst, Opportunity Grant, or the Basic Food Employment & Training Program (BFET). Eligibility criteria varies by program.

Programs may provide funding for tuition, textbooks, fees, and/or bus pass or parking permit.

MAIN CONTACTS:

Title	Name	Phone Number
Director:	Jeanice Freeman	934-3727
BFET Specialist:	Hayley Smith	934-6101
Opportunity Grant Specialist:	Misti Uptain	934-6054
Worker Retraining Specialist:	Darcie Callahan	934-6063

WorkFirst Specialist:	Randal Stephens	934-3769
Program Coordinator:	Kimberly Gilbert	934-3771

RELATED:

Financial Aid Specialist:	Jordyne Perry	934-4732
Academic Advisor:	Laura Lubash	934-7307
Employment Security Co-Lo:	Ramon Jimenez	934-3764

CASHIER'S OFFICE

Main Telephone Number: 934-3627

Regular Office Hours:

Monday & Wednesday – Friday 8:00 AM – 4:30 PM
Tuesday 8:00 AM – 5:30 PM
(extended hours at the beginning of the quarter, subject to change)

Summer Office Hours:
Monday –Thursday 8:00 AM – 5:00 PM
Friday 8:00 AM – 1:00 PM
(extended hours at the beginning of the quarter, subject to change)

Location: College Center - CC2455D

PROGRAM/SERVICE DESCRIPTION

The cashier's office is the place to go to:

- Pay tuition and fees
- Process program funded parking permits
- Purchase student photo I.D. cards
- Buy a student or employee quarterly ORCA
- Pay Wellness Center use fee
- Pick up brochures on student insurance

MAIN CONTACTS

Title	Name	Phone number
Program Manager A:	Helen Lee	934-7703
Cashier III:	Louise Tanguy	934-0191

CHILD CARE CENTER

Main Telephone Number: 934-3644

Email: Rose.Buchanan@seattlecolleges.edu

Website: <https://northseattle.edu/child-care>

**Regular Office Hours:
Monday - Friday 8:00 AM – 4:30 PM**

**Summer Office Hours:
Monday – Thursday 8:00 AM – 4:30 PM**

Location: North West corner of campus in Childcare (CH) building - near the pedestrian bridge

PROGRAM/SERVICE DESCRIPTION

The Child Care Center is a service provided for our community; with enrollment priority given first to students, then employees and last community members. Funding support comes from the Associated Student Body in cooperation with parent/guardian fees. Children must be between the ages of 18 months and 5+ years. Students must be enrolled for at least 5 credits at North Seattle College to receive priority consideration. We welcome telephone/email inquiries and in-person visits. Please contact us to make an appointment. (Tours are by appointment only.)

MAIN CONTACTS

Title	Name	Phone number
Associate Director	Rose Buchanan	206-934-3644

CONTINUING EDUCATION

Main Telephone Number: **934-3705**
(Please forward all calls to this number)

Office Hours:
Monday – Friday **8:30 AM – 5:00 PM**

Summer Hours:
Monday – Thursday **8:30 AM – 5:00 PM**
Friday **8:30 AM – 1:00 PM**

Location: **Room CC 1152, ground level, west side of the College Center building (near the Security office)**

PROGRAM/SERVICE DESCRIPTION

Non-credit community education classes offered on campus and at various off campus sites.

MAIN CONTACTS

<u>Title</u>	<u>Name</u>	<u>Phone Number</u>
Director:	Myra Kaha	934-3706
Program Specialist:	Donna Hyatt	934-3774
Marketing Specialist:	Michele Sweeney	934-3707
Customer Service Specialist:	Yazmin Mariscal	934-3629

COUNSELING

Main Telephone Number: (206) 934-3676

Web page with extensive self-help information: <https://northseattle.edu/counseling>

Front Office Hours: Monday – Friday 8:00 AM – 4:30 PM

Location: 2ND Floor, College Center Building, CC2346A | The Counseling front office is located in Student Success Services, north end, second floor of the College Center Building (CC2345). Or you may call (206) 527-3676, visit the office in-person or visit the webpage to request an appointment.

PROGRAM/SERVICE DESCRIPTION

North's counselors are trained to help students cope with various personal life challenges and concerns that may impact personal and academic performance. Counselors help currently enrolled students to:

Identify career interests and select academic programs

- Take interest inventories and use other career identification tools.
- Investigate academic majors, programs of study, and fields of employment.

Strengthen Study Skills

- Improve concentration and memory
- Improve test-taking skills
- Manage test anxiety

Locate Resources and Manage Stressful Situations

- Manage time and stress more effectively
- Manage crisis
- Locate referral resources

MAIN CONTACTS

Title	Name	Phone number
Counselor	Jenny Mao	(206) 934-3676
Counselor	Melissa Allen	(206) 934-3712
Counselor	Emiko Minatoya-Shields	(206) 934-7301
Counselor	Katherine Noson	(206) 934-7793

DISABILITY SERVICES

Main Telephone Number:

934-3697

(Please forward all calls to this number)

Email:

ds@seattlecolleges.edu

Office Hours:

Monday – Friday **8:00 AM – 4:30 PM**
Available outside of these hours by appointment.

Location: College Center - CC2346A

Website: <https://northseattle.edu/disability-services>

PROGRAM/SERVICE DESCRIPTION

DS provides equal access to students with documented disabilities and acts in compliance with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act.

Disability is defined as any physical, neurological, psychological, or sensory condition that significantly interferes with learning or participation in classes and campus activities.

Disability Services recognizes disability as an aspect of diversity that is integral to society and to our campus community and is dedicated to ensuring students with disabilities have access and the opportunity to participate in all aspects of campus life.

MAIN CONTACTS

Director:

Vacant

934-7808

Interim Director

Cebrina Chavez

934-4185

EMBEDDED CAREER SERVICES

Main Telephone Number: **934-6074**

(Please forward all calls to this number)

Office Hours:

Monday – Thursday ***8:00 AM – 3:00 PM (sometimes varies)**

Note: appointments are best, though drop-in students welcome

Location: Please check in with the 2nd Floor WorkForce staff in room 240 of the Opportunity Center

PROGRAM/SERVICE DESCRIPTION

- Career services to North Seattle College students including:
 - resume and interview workshops
 - referrals of students to jobs/employers
- Refer students to WorkSource and other employment partners in the Opportunity Center for Education and Employment

northseattle.edu/career-services

MAIN CONTACTS

Title	Name	Phone number	E-mail
Career Services Liaison:	Meredith Bane	934-6074	Meredith.bane@seattlecolleges.edu

ENROLLMENT SERVICES

Main Telephone Number:

934-3663

In-Person Office Hours: Monday – Thursday

8:00 AM – 4:30 PM

Online Virtual Services:

Monday/Wednesday/Thursday

12:00 PM – 1:30 PM

Tuesday

4:30 PM – 6:00 PM

Friday

10:30 AM – 12:00 PM

Location:

2nd Floor, College Center Building, Window 3

MAIN CONTACTS

Title	Name	E-mail
Dean of Enrollment Services, Registrar	Kathy Rhodes	Kathy.Rhodes@seattlecolleges.edu
Program Manager, Enrollment Services	Camille Sasson	Camille.Sasson@seattlecolleges.edu

Admissions

NSCAdmissions@seattlecolleges.edu

- Prospective student inquiries
- Admissions application inquiries
- Correcting residency status after applying and the student has no academic record at North
- All other admissions related inquiries

Title	Name	E-mail
Director of Admissions	Susan Shanahan	Susan.Shanahan@seattlecolleges.edu
Program Specialist, Admissions	Fleetwood Wilson	Fleetwood.Wilson@seattlecolleges.edu

Registration

NSCRegistration@seattlecolleges.edu

- Add/audit, drop, and withdrawal inquiries
- Late add requests
- Enrollment/non-enrollment verification requests
- Requests to apply student waivers (i.e. senior waiver, WA state employee waiver, etc.)
- SID and ctcLink ID Requests (forgot ID).
- All other registration related inquiries

Title	Name	E-mail
Interim Assistant Registrar	Tiffany Duane-Robinson	Tiffany.Robinson-1@seattlecolleges.edu
Program Specialist, Registration	Casey Adams	Casey.Adams@seattlecolleges.edu
Program Specialist, Registration	Sara Haunreiter	Sara.Haunreiter@seattlecolleges.edu

Records & Testing

NSCRecords@seattlecolleges.edu

- Unofficial/official transcript requests (Outgoing Only)
- Repeat calculations
- All other records related inquiries

NSCTesting@seattlecolleges.edu

- All placement testing inquiries

Title	Name	E-mail
Program Specialist, Records & Testing	Tam Nguyen	Tam.Nguyen@seattlecolleges.edu

Credentials

NSCCredentials@seattlecolleges.edu

- Official transcript inquiries (Incoming Only)
- Application for evaluation of incoming credit inquiries

- Duplicate diploma requests
- Migrating student accounts from Legacy to ctcLink

Title	Name	E-mail
Program Manager, Credentials	Sarah Weiss	Sarah.Weiss@seattlecolleges.edu
Program Specialist, Credentials	Silviana King	Silviana.King@seattlecolleges.edu
Program Specialist, Credentials	Kou Hang	Kou.Hang@seattlecolleges.edu

ENROLLMENT SUPPORT & OUTREACH

Main Telephone Number: 934-3679

(Please forward all calls to this number)

Mail Stop: CC2452A

Office Hours: Monday – Friday 8:00 AM – 4:30 PM

Location: College Center - CC2160D

PROGRAM/SERVICE DESCRIPTION

High School and Community Relations: Outreach cultivates working partnerships with local high school counselors and community groups providing “College Pathway” workshops and North information sessions in area community-based organizations, at local high school college nights and college fairs, and in high school classrooms.

Community Activities: The office coordinates North’s participation in various community educational outreach activities for groups such as: North Seattle Family Service’s Muslim Women’s group, North Seattle Chamber of Commerce, YMCAs, Seattle Youth Employment Fairs, Tree House Education Nights, etc.

Employer Sponsored Employee Education Fairs

Financial Assistance - Emergency Assistance provides temporary financial assistance to currently enrolled, degree or certificate seeking students. If qualified a returning and currently enrolled student may receive up to 75% of tuition, 100% of books and \$150 toward personal expenses.

Enrollment Management– Conversion of prospects to enrolled students. Prospects (applied or inquired leads) receive a series of strategic enrollment messaging. Support teams are established to respond to these messages.

MAIN CONTACTS

Director:

Susan Shanahan

934-3679

EQUITY, DIVERSITY AND INCLUSION

Main Telephone Number: 934-3719

Email: edi.north@seattlecolleges.edu Website: <https://northseattle.edu/edic>

Location: Equity and Welcome Center RM CC1151

Main Contacts:

Title	Name
<u>Interim Director</u>	Cooper Sealy
<u>Administrative Assistant</u>	VACANT
<u>EDIC Navigators</u>	Carlos Serrano Belinda Tillman Jessica Albavera

The President’s Cabinet, students, faculty, staff and community stakeholders came together in 2018 to develop the framework for the historic Equity & Welcome Center at North. The framework supports and advocates for the success of diverse and historically underserved communities on the NSC campus.

The Equity and Welcome Center aims to provide helpful resources for our students, faculty, staff and community that will inform our ongoing quest for racial equity and create a sense of belonging for all. It aims to identify and implement equitable strategies to end all racial and other equity gaps at North Seattle College.

This includes communities from all cultures, ages, religious beliefs, races/ethnicities, sizes, gender identities, abilities, qualities, sexual affiliations, socioeconomic classes, veteran status, political beliefs, and citizenship status and sovereign nations.

Project Baldwin

Project Baldwin is a mentoring initiative for underrepresented men of color attending Seattle Colleges to provide support, funding, structure, and mentorship for Seattle

Colleges' affinity mentorship group initiatives. Project Baldwin at North Seattle College is a collective of students, staff and faculty who connect to empower through mentorship. This is a safe and inclusive environment to develop academically, socially, and emotionally through service and leadership.

Project Baldwin Navigator

Ebrima Banda

Commitment

North Seattle College is committed to fostering a welcoming and inclusive campus climate for all staff and students. As evidence of this ongoing commitment to diversity and social equity, the college has implemented a variety of programs, workshops and ongoing trainings to increase cultural competency and awareness to build community and facilitate student success. The President's Diversity & Inclusion Council for Equity (DICE) is an advisory council that supports and advocates for the strategies, vision and values around diversity. For information on upcoming DICE meetings, events and workshops please see our calendar.

Equal Opportunity Statement

The Seattle Colleges District VI (including 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.

Associate Vice Chancellor

D'Andre Fisher

934-3655

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.

Section 504/ADA Coordinator

J.D. Burchfield

EVENTS

Major Events Committee

Best Practice Recommendations for Events at North Seattle College

North's Major Events Committee coordinates the room reservations and set-up, IT/media, and security needs of high-volume events for both internal and external constituents to support successful community events, revenue generation, and cross-department collaboration. We meet monthly, and routinely include representatives from Security, IT/Media Services, Student Leadership & Multicultural Programs, and the President's Office. The President's Executive Assistant serves as committee chair.

The following deadlines represent the needs of each listed area, and share with you the time needed in order for us to provide the best service possible. If you have any questions, please feel free to contact any member of the Major Events Committee for guidance.

Area of Service	Service Description	Primary Contact	Primary Mode of Communication	Deadlines	Notes
Events Office	Room Reservation and set-up arrangements	Gana Ganbold Gantuya.Ganbold@seattlecolleges.edu 206-934-4614	25Live If you or your department would like to request and schedule events on	A minimum of 14 business days' notice required for initial event / room booking; minimum of 3	Requests submitted past deadlines may not be granted. Confirm & request specific room arrangements details within 25Live's Comments Section,

			campu s, please have at least two trained 25Live sched ulers; contac t Gana for more info.	business days' notice for last- minute amendmen ts to any event details.	and/or attach a set-up map within 25Live, or via email follow-up with 25Live Event ID# in the subject line. For events involving external / off- campus invitees, ideally 30-days advance notice is needed to begin planning work orders, labor requests and additional services. If any last- minute requests are fulfilled, service fees up to a 20% surcharge may be billed
IT / Media Servic es	IT Services/ Media assistance , including PC, mic/sound and projector	Pablo Basilio Pablo.Basili o@seattlec olleges.edu 206.934- 3647	Email: Helpde sk.seat tlecolle ges.e du	10 business days	Mics, speakers, laptop, PC, cables, projector assistance, etc. – all must be identified to ensure enough equipment is

	set-ups				available for various events when needed.
Security	Room unlock / lock, security patrol and parking arrangements	Arnulfo Ramirez Arnulfo.ramirez@seattlecolleges.edu 206.934.3646	Email: Arnulfo.ramirez@seattlecolleges.edu	10 business days	Security requires time to schedule additional personnel for events of ~100 participants.
Transportation/ Parking	Parking arrangements for events, permits for volunteers / vendors	Casey Chow casey.chow@seattlecolleges.edu 206-934-0060	Email: nsctransit@seattlecolleges.edu	10 business days	Transportation will need time to receive requests, prepare and send parking codes to vendor/event coordinator, and work with the rentals/business office if payment for parking is expected. The Transportation Office is not staffed on weekends.
President's Office	General guidance regarding major campus events	Toni Stankovic Toni.stankovic@seattlecolleges.edu	Email or phone	N/A	Available to provide guidance on procedures, paperwork, contacts, and

		206.934.3605			best practices for successful campus events
Communications	Support event with marketing, comms as appropriate	Mike Sprouse Michael.Sprouse@seattlecolleges.edu 206.934.7791	Email or phone	10 business days	Support campus events with announcements, marketing, etc. Important to be brought in early to help ensure resources are available.
Campus Operations	Administrator for Campus Operations which includes Facilities, Security, Micro Market and vendor relationships	Kristen Burton Kristen.Burton@seattlecolleges.edu 206.934.4567	Email or phone	N/A	Available to provide guidance on requirements, the colleges' contractual agreements/partnerships, and to liaise with various stakeholder groups as necessary.

FACILITIES OPERATIONS

Main Telephone Number: **934-3633**
(Please forward all calls to this number)

Mail Stop: **3NC0306**

Office Hours:	Monday & Tuesday	7:00 AM – 4:00 PM
	Wednesday	7:00 AM – 4:00 PM
	Friday	7:00 AM – 4:00 PM
	Saturday	CLOSED
	Sunday	CLOSED

Location: **3NC0306, Instructional Building (Garage/Street Level)**

PROGRAM/SERVICE DESCRIPTION

Facilities Operations provides building, grounds, custodial, mail and shipping/receiving services. In addition, the following are included within our operations: utilities, telephones, motor vehicles, event coordination, archives, recycling and surplus. All capital projects, repairs, minor improvements, and remodels are administered within Facilities Operations.

On-Line Work Orders: You may submit or check on the status of work orders via our on-line work order system. Please type either: facilities or facops in the URL address bar of your internet browser to access this service.

MAIN CONTACTS.

Title	Name	Phone number	E-mail
Director of Facilities Operation:	Vacant	N/A	N/A
Capital Projects:	Kord Kurisu	N/A	kord.kurisu@seattlecolleges.edu
Building and Grounds Supervisor:	Michael Saunders	934-6020	N/A
Custodial Supervisor:	Vacant	N/A	N/A
Adm. Services Manager:	Ariel Zastrow	934-4709	N/A
Mail Services:	Cisco Pinto	934-3634	N/A

FINANCIAL AID & VETERANS SERVICES

Financial Aid Main Telephone: 934-3688

(Please forward all calls to this number)

Website Address: <https://northseattle.edu/financial-aid>

Financial Aid Email: FinancialAid.North@seattlecolleges.edu

Regular Office Hours:

Monday 8:00 AM – 4:30 PM

Tuesday 8:00 AM – 4:30 PM *

Wednesday 8:00 AM – 4:30 PM

Thursday 8:00 AM – 4:30 PM

Friday 8:00 AM – 12:30 PM

***FA is available via virtual services till**

6pm

Location: 2nd Floor – College Center Building, CC 2448A

PROGRAM/SERVICE DESCRIPTION

The Financial Aid and Veteran Affairs Office works to support racial equity and to increase opportunities for students access to and success in higher education by helping students seek, obtain, and understand all financial resources available to them. The Financial Aid Office provides information on student aid eligibility, types of aid available, and policies and guidelines for federal, state, and institutional programs. The Financial Aid and Veterans Affairs office disburses funds for the following types of aid: Federal Grants and Loans, State Grants, Institutional Aid, Work-Study funds, Outside Scholarships, Alternative Loans, Workforce Education Funds, Employer & Agency supported funds, and awarding all chapters of Veteran Tuition Assistance funding.

For general assistance, students can stop by the office during our open office hours, so no appointment is necessary. Students may make an appointment outside normal

business hours by calling 206-934-3688 or requesting an appointment via email at FinancialAid.North@seattlecolleges.edu.

ADDITIONAL NOTES

The annual and quarterly financial aid application deadlines are posted to the website and published in our Conditions of Award document. Please call the office if you have any questions.

FUNDING PROGRAMS

- **Federal Grant Aid:** Pell Grant and the Federal Supplemental Educational Opportunity grant (FSEOG). *Federal need-based grants, such as these, do not need to be paid back as long as students maintain eligibility for aid, including academic progress and financial eligibility.*
- **State Grant Aid:** Washington College Grant, College Bound Scholarship, Passport to College, WAVE, and the Washington State Opportunity Scholarship. *State grant funds do not need to be paid back as long as students maintain eligibility for aid, including academic progress and financial eligibility.*
- **Work-study Programs:** Work Study programs give students the opportunity to gain valuable work experience while earning money for college. Federal, state, and institutional grant funds are available. Federal Veterans Work-study is also available to eligible Veteran students enrolled at North Seattle College.
- **Federal Student Loans:** Federal Perkins Loan and Federal Direct Loan funds must be paid back with interest and fees.
- **Scholarships:** Scholarships have a unique set of criteria that a student must meet in order to be eligible. Two basic types of scholarships are merit based for excellence in academics, arts, athletics, or other specific abilities and need based, heavily based on student's (and often family's) financial situation. North Seattle College Education Fund offers scholarships under donor criteria for both need based and merit-based scholarships
- **Veteran and Military Educational Benefits:** Payments are facilitated for student veterans, reservists, active-duty personnel and eligible family members who receive Veteran's Administration education benefits. We also verify and apply the Washington State Veterans tuition waiver.
- **VA Benefits:** NSC VetCorps Navigator can assist Veterans, their families and community members with information regarding other VA benefits such as housing referrals, VA medical, and referrals for Veteran emergency funds from the

WA State Department of Veterans Affairs. The VetCorps Navigator works out of the Student Veterans Lounge on the first floor of the College Center Building.

- **Workforce Education:** See *Workforce Education Section of Resource Book for comprehensive list of programs and eligibility requirements.*
- **Tuition Assistance and Employer Supported Programs:** Payment authorization for employer tuition assistance accounts, L&I, Department of Vocational Rehabilitation (DVR), grant funds, and other tuition sponsorships programs are administered through the financial aid office.

MAIN CONTACTS

Director – Financial Aid & Veterans Services	Brittany Harper	934- 4703
Interim Assist. Director- Financial Aid Coaching	Andrea Dahl	934- 4731
Program Manager – Veterans Services	Gregg Tessensohn	934- 3699
Financial Aid Coach- STEM & Undecided/Exploratory	Adriana Rocha	934- 4610
Financial Aid Coach- Workforce Education, Skilled Trades, & Technical Training	Jordyne Perry	934- 4732
Financial Aid Coach- Arts, Design, Graphics, Education, & Human Services	Thanh “Sam” Huynh	934- 2803
Financial Aid Coach- Business & Accounting	Kieran Conroy	934- 3688
Financial Aid Coach- Health, Medical, Social Sciences, Humanities, & Language	Raimi Yuen	934- 4726
Interim Assist. Director- Processing	Angie Tarino	934- 3685
Program Specialist- Processing	Chigusa Sonobe	934- 5683
Program Specialist- Processing	Pornpran Ungchaiyapong	934- 2802
Program Specialist- Funds Management	Galina Kobiako	934- 4704
Program Specialist- Funds Management	Garrett Remsen	934- 4733

Program Specialist-
Funds Management

Kwei Wong

934-
4705

FOOD PANTRY

Location: East Parking Garage Entrance (under the Grove)

Hours: Tuesdays from 4 – 7pm, including when school is not in session

PROGRAM/SERVICE DESCRIPTION

North Seattle College operates a pop-up style Food Pantry on Tuesday evenings to provide a variety of food to students, staff, and the community who are experiencing food insecurity. This food pantry is made possible through a partnership with the University District Food Bank and offers the option to walk up or drive thru, follow signs from the N 95th St entrance. We are always looking for volunteers, please contact Maura Nakamichi at maura.nakamichi@seattlecolleges.edu if you are interested.

FOUNDATION

Main Telephone Number:

934.2939

advancement@seattlecolleges.edu

Office Hours:

Monday – Friday

9:00 AM – 5:00 PM

Website: [Home | Seattle Colleges Foundation](#)

Location: We reserve meeting spaces on campus and district-wide, as needed.
The Vice Chancellor of Advancement and Executive Director of Finance and Administration are located in District Offices.

PROGRAM/SERVICE DESCRIPTION

The Seattle Colleges Foundation is a separate 501c3 nonprofit entity with a volunteer board of directors. It is an “institutionally-related” foundation whose purpose is to raise private support (individuals, corporations and foundations) for Seattle Colleges and to manage contributions and assets. Advancement staff are Seattle Colleges employees who work with the Foundation’s board of directors to carry out the mission of the Foundation.

Types of Funding

Based on donor designation

Restricted: Restricted funds can only be spent for the purpose designated by the donor/funder. Grants are considered “restricted” funding. **90% of the funds raised are “restricted.”**

Unrestricted: No donor restrictions apply. Approximately **10% of funds raised are unrestricted**. Unrestricted funds are used to: 1) provide an annual allocation for discretionary spending to the Chancellor and Presidents, and 2) support a portion of Advancement's operating budget. In FY 2023-24, the Colleges covered 60% of Advancement's operating budget (staff salaries and benefits); the Foundation covered 40% (all other operating expenses.)

Based on spending timeframe or investment

Current Use Gift: Contribution can be spent right away with spending based on whether the contribution is restricted or unrestricted (see above).

Grants: Grant spending is typically based on a grant budget, timeline or grant term.

Endowment: Contribution is invested to generate income. A percentage of the income is distributed annually to support the donor/donors' intended purpose.

How We Work Together

The Foundation works closely with Seattle Colleges faculty, staff, leadership (the chancellor and all three college presidents serve on the Foundation board), board directors, individual, foundation, and corporate partners to define mutually beneficial needs and to prioritize investments needed. Data analytics support is particularly essential as it informs strategy and helps inform and engage the greater external community. The Foundation welcomes the creativity and willingness of Seattle Colleges' colleagues and community members who are interested in engaging and stewarding

donors, participating in campus tours, promoting availability of scholarships, reviewing scholarship applications, and spending raised funds in accordance with donor intent.

Fundraising:

Would you like to introduce a potential donor to us?

Do you work with a corporate partner who might be interested in increasing engagement?

Do you need help preparing a donor report?

The appropriate fundraiser contact varies depending on a variety of factors. You can start by reaching out to advancement@seattlecolleges.edu, and they will route you to the right person.

Scholarships

Do you have ideas about how to effectively market scholarship availability?

Do you have friends and family who would like to become scholarship reviewers?

Do you have a student who doesn't know who to talk to about the application?

Contact: Director of Scholarships, Annabel Cholico Williams (206-841-1654)

Accessing Program Support / Private Foundation Grant Funds

If you just learned that you have a program support fund, do you know how to access it?

Would you like to know the fund balance? Or, what limitations/restrictions apply, if any?

Contact: Executive Director of Finance and Administration, Nicholas Pennington (206-941-1857)

GRANTS/PLANNING

Main Telephone Number: 934-5661

(Please forward all calls to this number)

Office Hours: Monday – Friday 8:30 AM – 4:30 PM

Location: College Center - CC2260F

PROGRAM/SERVICE DESCRIPTION

The Grants Office provides leadership in the college’s search for external funding, with an emphasis on government sources, and serves as the liaison between the college and external funders or grantors.

MAIN CONTACTS

Director: Kate Montgomery 934-5661

HUMAN RESOURCES

Main Telephone Number: **934-4710**
(Please forward all calls to this number)

Office Hours: **Monday – Friday** **8:30 AM – 5:00 PM**

Summer Hours: **Monday – Thursday** **8:30 AM – 5:00 PM**
Friday **8:30 AM – 1:00 PM**

Location: **College Center – 2259E, 2260A & 2260B**

PROGRAM/SERVICE DESCRIPTION

The North Seattle College Human Resources Department provides assistance to employees and administrators regarding HR questions including employee relations, recruitment, job descriptions, performance management, interpretation of state and federal employment rules and other issues related to employment at the college. The HR Director is the Title IX Coordinator for the college campus and is responsible for investigating sexual misconduct matters involving employees.

The North Seattle College Human Resources Department website can be found at:
<https://northseattle.edu/human-resources>

The Seattle Colleges District Human Resources website can be found at:
<https://www.seattlecolleges.edu/administration/human-resources>

Information regarding employment opportunities can be found at the Seattle Colleges Careers website:
<https://www.seattlecolleges.edu/careers-seattle-colleges>

MAIN CONTACTS

Human Resources Director:	JD Burchfield	934-4710
Human Resources Business Partner:	James Grigsby	934-7792
Human Resources Specialist:	Barbara Smith	934-3656

INFORMATION TECHNOLOGY (IT) SERVICES

Main Telephone Number: 934-3630

Hours and Lab Location:

Open Lab, 40 computers: Instructional Building - IB3303:

Hours:

Fall, Winter, and Spring:

Monday - Thursday

9:00 AM to 4:00 PM

Friday

12:00 PM to 2:00 PM

Saturday - Sunday

Closed

Closed for school holidays and between Summer quarter and Fall quarter.

Title III Lab, 32 computers: Location: Library Building Room CC 1353A:

Hours: (Subject to change when Library is fully open after remodel)

Fall, Winter, and Spring:

Monday - Thursday

9:00 AM to 4:00 PM

Friday

12:00 PM to 2:00 PM

Saturday - Sunday

Closed

Closed for school holidays and between Summer quarter and Fall quarter.

<https://itservices.seattlecolleges.edu/north-seattle-college-labs>

PROGRAM/SERVICE DESCRIPTION

IT Services provides Seattle Colleges IT infrastructure and support services to students, faculty, and staff with college network systems, applications and computing equipment. Students at North Seattle College have access to 40 computers in the Library and 43 computers in the Open Computer Lab in IB 3303.

Students with a MySeattleColleges Login have wireless access throughout campus and full access to online Microsoft 365 software and document storage space, accessible on or off-campus.

See <https://itservices.seattlecolleges.edu/myseattlecolleges-login> for details.

MAIN CONTACTS

IT HelpDesk:

Phone:

934-3630

Online HelpDesk:

[Helpdesk.seattlecolleges.edu](https://helpdesk.seattlecolleges.edu)

Email:

ITHelp@seattlecolleges.edu

Chat feature on website:

[ITServices.seattlecolleges.edu](https://itservices.seattlecolleges.edu)

Pablo Basilio

IT Client Services Manager, North:

934-3647

INSTITUTIONAL EFFECTIVENESS, OFFICE OF

Office Hours: Monday – Friday 8:30 AM – 4:30 PM

Location: College Center - CC2259C

PROGRAM/SERVICE DESCRIPTION

The Office of Institutional Effectiveness leads the college’s strategic planning process and provides data and support for a variety of activities such as institutional and program planning, program review, accreditation self-studies, marketing and recruitment, enrollment management, retention, learning outcomes assessment, grants and overall management of the college.

MAIN CONTACTS

Executive Director of Institutional Effectiveness:	Neal Parker	
Director of Grants and Strategic Initiatives:	Kate Montgomery	934-5661
Sr. Research Analyst:	Michael Giannetto	934-4676

INSTRUCTION, OFFICE OF

Main Telephone Number: 934-3700

(Please forward all calls to this number)

Office Hours: Monday – Friday 8:00 AM – 4:30 PM

Location: 2159F - 2ND Floor, College Center Building

PROGRAM/SERVICE DESCRIPTION

The Vice President for Instruction provides leadership and management direction to the instructional programs and library and media services of the college through planning, development, managing, allocating and monitoring resources, and evaluating curriculum, programs and instructional personnel to ensure that quality education is provided to meet student and community needs.

MAIN CONTACTS

Vice President for Instruction:	Peter Lortz	934-3701
Executive Assistant:	Mel Corning	934-3621
Program Specialist 3:	Farideh Faraz	934-3702

INTEGRATED STUDIES

Main Telephone Number:

934-3709

Email: terri.chung@seattlecolleges.edu

Mail Stop: 3NC2407C

Office Hours: Monday – Friday

By appointment.

Location: IB 2313A

PROGRAM/SERVICE DESCRIPTION

Integrated Studies is an interdisciplinary studies program, which encompasses both linked and coordinated courses. Serving approximately 150 students per quarter, this program is a requirement for all students receiving an AA degree. Six to seven coordinated studies courses taught by interdisciplinary faculty teams are offered fall through spring quarters and at least one linked course is offered each summer quarter. Interdisciplinary studies create cooperative learning communities and combine the knowledge and approaches of several distinct fields of study to examine a compelling central topic.

Linked classes are different from coordinated studies in that they are separate classes “linked” by the instructors with a shared topic and with inter-related assignments.

For more information about the integrated studies program, please refer to:
<https://northseattle.edu/programs/integrated-studies>

MAIN CONTACTS

Dean:	Brian Palmer	934-4547
Faculty Coordinator:	Terri Chung	terri.chung@seattlecolleges.edu

INTERNATIONAL PROGRAMS

Main Telephone Number: **934-3672**
(Please forward all calls to this number)

Office Hours: **Monday-Thursday** **9:00 AM – 4:30 PM**
 Friday (remote) **9:00 AM – 4:30 PM**
Location: **CC 2357**

PROGRAM/SERVICE DESCRIPTION

North Seattle College is proud to welcome a diverse population of international students from all over the world. These students can choose to study in North’s career training and college transfer programs. Many are also active in campus activities and organizations.

The International Programs office is dedicated to helping students succeed in their studies and adjust to life in Seattle, offering assistance with admissions, academic and immigration advising, scholarships and housing. The Intentional Programs Office provides special programming and advising services for international students throughout their time at the college.

STUDY ABROAD: North Seattle College offers a variety of international study opportunities that are available to all students, including quarter-length and short-term options. These credit bearing offerings are updated annually, so interested students should contact the International Programs Office to learn about programs and scholarship opportunities. The International Programs Office also works with faculty interested in leading study abroad programs.

MAIN CONTACTS

Director, International Student Services:	Deleasha Vincent	934-5859
Associate Director of Study Abroad:	Sancha Elevado	934-3155
International Student Advisor:	Shunsuke Kanazawa	934-3684

Front Desk Manager

VACANT

LIBRARY SERVICES/eLEARNING/SMC/TLC

Main Telephone Number: **934-3607**
(Please forward all calls to this number)

Mail Stop: **LB 2127 A** **Website:** <https://library.northseattle.edu/>

Office Hours: **Monday – Friday** **8:00 AM – 5:00 PM**
 Saturday – Sunday **C L O S E D**

Library Hours:
(Varies by quarter) **Monday – Thursday** **9:00 AM – 7:00 PM**
 Friday **9:00 AM – 1:00 PM**
 Saturday – Sunday **C L O S E D**

Summer Hours, and quarter Break Hours vary.

Library Hours: <http://libguides.northseattle.edu/welcome/hoursstaff>

SMC Hours: <https://northseattle.edu/student-media-center>

TLC Hours: <https://northseattle.edu/tlc>

Location: **Library Building – LB 2nd & 3rd Floors**

Dean of Library and Learning Support's Office: LB 3107

TLC: LB 2102

SMC: LB 3202

PROGRAM/SERVICE DESCRIPTION

North's library offers a wide range of resources and services to students, faculty and staff. Through classes, workshops, and one-on-one assistance at the Reference desk, faculty librarians teach patrons how to use the library's online catalog; research databases, eBooks and other e-Resources; and the Internet. Emphasis on the research process enables patrons to find materials more efficiently and take full advantage of resources. The library catalog and many of the research databases are accessible both on and off campus via the Internet. In addition, interlibrary loan service is available to borrow materials from other libraries.

Students, faculty, and staff may check out materials at the Circulation desk: books, periodicals, DVDs, anatomy and physiology models, Chromebooks, HappyLights, boardgames. Course reserve materials have limited checkout periods to ensure that as many students as possible have access. Group study rooms for current students, staff, and faculty may be reserved up to three business days in advance at <http://northseattle.libcal.com/booking/groupstudyrooms>.

For details about eLearning, please see the section in this book titled “North’s eLearning Support Center (NeLSC)”.

The Student Media Center (SMC), located on the upper floor of the library, provides equipment, online resources, and tutorial assistance to students who wish to incorporate audiovisual and print media into their course assignments, presentations, and portfolios, or are working independently to improve their technology and research skills. In-house resources include the Collaboration Studio, a great place to create and practice class presentations or interviewing technique using an interactive SMARTBoard, projector, and video recording equipment. Five computers include software for graphic design and several kinds of editing: photo, audio and video. Two scanners and a color printer, along with poster-making equipment round out the in-house resources. Available for check-out: camera and camcorder kits, tripods. If you would like to introduce your students to the center, call to arrange for a tour or a short in-class presentation.

The Teaching and Learning Center (TLC) is a professional development resource for faculty and staff, supporting and encouraging creative and continuous improvement of teaching and learning for all college employees. Resources include a classroom, quiet work area and casual seating, and knowledgeable staff available for one-on-one advice and consultation. TLC provides broad support for full and part-time faculty, partners with eLearning, IT, Office of Institutional Effectiveness, Student Development Services, the Academic Divisions and many other campus entities in support of initiatives and projects. TLC also assists in the programming of all-college Development Days and sponsors the Making Learning & Teaching Visible Symposium each spring.

MAIN CONTACTS

Dean:

Daniel Tarker

934-3612

**Administrative Assistant
III:** Willa Sweeney 934-3610

DEPARTMENTS:

Circulation Desk: 934-3607

Circulation Supervisor: Mary Parent 934-7714

Circulation Staff: 934-6021

Michael 934-7715

Montague

Sidney Kemp 934-6021

Asuka Anan 934-7713

Reference Desk: 934-3609

Full-time Faculty Librarians: Caroline Conley 934-4521

Shireen Deboo 934-7716

Zola Mumford 934-3616

Kimberly Tate-
Malone 934-3624

Ana Villar 934-7719

Part-time Faculty Librarian: Deanna Sukkar

Kelle Rose

Peter Oliver

Student Media Center (SMC)

Coordinator: Kannika Styron 934-0070

Teaching and Learning Center (TLC)

Faculty Development Coordinator: Dani Blackman 527-3741

For details about eLearning, please see the section in this book titled “North’s eLearning Support Center (NeLSC)”.

LICTON SPRINGS REVIEW

Main Telephone Number:

934-3711

Office Hours: **Varies**

Location: ED1841B

PROGRAM/SERVICE DESCRIPTION

Literary Guild/The Licton Springs Review

The Licton Springs Review is North's award winning, annual student literary and art magazine, which features poetry, short stories, essays, and art. The magazine staff welcomes students who are interested in working on the magazine or in submitting their work for publication. For submission guidelines and other general information, please visit our electronic edition of Licton Springs Review at <http://lictonspringsreview.com/>

MAIN CONTACTS

Literary Guild

Tracy Heinlein

934-3711

Advisor:

LOCKSHOP

Main Telephone Number: **934-6130**
(Please forward all calls to this number)

E-mail: jesse.rodriques@seattlecolleges.edu

Mail Stop: **3NC0306**

Office Hours: **Monday – Friday** **7:30 AM – 3:45 PM**

Location: **Instructional Building – Garage/Street Level**

PROGRAM/SERVICE DESCRIPTION

Provides and maintains keys and locksets for the campus.

MAIN CONTACTS

Locksmith Supervisor: **Jesse Rodrigues** **934-6130**

Director of Facilities and Plant Operations: **Vacant**

MAIL ROOM

Main Telephone Number: 934-3636

Office Hours: Monday – Friday 7:30 AM – 4:00 PM

Location: Instructional Building - IB0303A – Garage/Street Level

PROGRAM/SERVICE DESCRIPTION

Receives and distributes all incoming mail, packages, and freight from various carriers, including but not limited to: United States Post Service (USPS), United Postal Service (UPS), DHL, FedEx, etc.

Receives and distributes Seattle College District inter-campus mail.

Provides campus bulk mail services for NSC quarterly class schedules, catalogs, flyers, etc.

Acts as a resource for questions regarding the above functions.

MAIN CONTACTS

Mail Rater: Cisco Pinto 934-3634

ADDITIONAL NOTES

Outgoing Campus Mail Taken to U.S. Post Office: 1:00 PM, Monday - Friday

The campus mailroom does not sell stamps or meter personal mail.

Services from UPS, FedEx, and DHL are for school/business only.

When inquiring about expected incoming packages please have the carrier's name and the tracking number.

MARKETING & PUBLIC RELATIONS

Main Telephone Number: 934-7791

Office Hours: 8:30 a.m. – 4:30 p.m.

Location: College Center Building (2156E, 2159D)

PROGRAM/SERVICE DESCRIPTION

Communications and Marketing informs the campus and community about North Seattle College and responds to general information needs from the public. Areas of responsibility include marketing, advertising, media relations, college website (content, guidelines and standards), publications, program brochures, college branding, internal communications and community relations. For departments creating their own material please use [logos approved by the Communications and Marketing team](#) for emails, letterhead, fliers and web materials.

MAIN CONTACTS

Director of Communications	Mike Sprouse CC2156E	934-7791
Marketing Manager	Rakhee Phelps CC2159D	934-5681

ADDITIONAL NOTES

Please contact Mike Sprouse or Rakhee Phelps for assistance in developing program/department marketing plans or promotional materials. **All communications about the college, whether electronic or printed, must be reviewed by this office prior to dissemination outside of the campus.** To ensure a smooth process, please talk to us prior to developing materials.

MATHEMATICS/SCIENCES DIVISION

Main Telephone Number: **934-3746**
(Please forward all calls to this number.)

Office Hours: **Monday–Thursday** **8:00 AM – 4:30 PM**
Friday **8:00 AM – 12:30 PM**

Location: **IB 2429 (2nd floor of Instruction Bldg, directly above Bookstore)**

PROGRAM/SERVICE DESCRIPTION

Academic Programs

COMPUTER SCIENCE – CSC COURSES ONLY, refer IT/CSB courses to Workforce Instruction Division

ECONOMICS

ENGINEERING – ENGR COURSES ONLY, refer Electronics Engineering to Workforce Instruction Division

MATHEMATICS

MATH & SCIENCE LEARNING CENTER – refer students to the Student Learning Center, 1st floor of the HSSR Bldg.

SCIENCE (Anatomy & Physiology, Astronomy, Biology, Chemistry, , Environmental Sciences, Geology, Health, Nutrition, Physics, Science, Undergraduate Research)

PHYSICAL EDUCATION

Student Support Programs

LSAMP (contact Tina Akinyi, 934-4505)

Computer Science Academy (contact Margo DeFiglia, 934-4751)

MAIN CONTACTS

Dean	Vashti Bryant	934-3747
Program Manager A	Star Conrad	934-0184
Program Assistant	David Spindel	934-7001
Program Assistant	Aurien Watson	934-3710
Laboratory Technicians:	Laurie Bauman	934-0067
	Al Burns	934-0182
	Jacob Franck	934-4617
	Sarah Fenton	

Full-time Instructors and their Discipline:

<u>Instructor</u>	<u>Discipline</u>	<u>Phone Number</u>	<u>Office No.</u>
Agnello, Alissa	Chemistry	934-7007	IB 2427A
Alamillo, Hugo	Biology	934-4572	IB 2420A
Barry, William	Computer Science	934-7006	IB 2325B
Furutani, Tracy	Physics	934-4509	IB 2328B
Goulet, Elizabeth	Biology	934-7016	IB 2419B
Grollmus, Daniel	Mathematics		IB 2425B
Hong, Jackie	Chemistry	934-4590	IB 2429B
Iverson, Heidi	Anatomy & Physiology/Biology	934-7018	IB 2329B
Jasso, Edgar	Mathematics	934-4516	IB 2430A
Materowski, April	Mathematics	934-7009	IB 2422B
Murkowski, Ann	Biology	934-4511	IB 2428B
Owens, Kalyn	Chemistry	934-6034	IB 2429B
Pew, Caroline	Chemistry	934-7014	IB 2426B
Price, Heather	Chemistry	934-7020	IB 2429A
Root, Trish	Health	934-4593	WC 0932B

Sastry, Vinod	Mathematics	934-4507	IB 2326A
Schlador, Suzanne	Anatomy & Physiology/Biology	934-4579	IB 2428A
Steffancin, Michael	Physics	934-3680	IB 2321A
Suk, Jae	Engineering	934-4586	IB 2330A
Tse, Wing Chun	Economics	934-7012	IB 2329A
Wilson, Samuel	Mathematics	934-7023	IB 2421B

NORTH'S eLEARNING SUPPORT CENTER (NeLSC)

Main Telephone Number: **934-3738**
(Please forward all calls to this number)

Office Hours:

In person Hours: Mon- Thu 10:00am to 4:00pm

Virtual Hours: Mon-Thu 8:30am to 7:00 pm, Fri 8:30am to 4:30pm

Location: LB 2206

PROGRAM/SERVICE DESCRIPTION

eLearning is a district department, and we have staff located at all three campuses. North students/faculty/staff can get eLearning support at any campus that is convenient for them.

North Seattle College offers a wide range of eLearning/distance learning options. eLearning at NSC is flexible, convenient, and affordable. eLearning staff supports student success and provides innovative and culturally responsive solutions in collaboration with students, faculty, and staff in the creation, implementation, assessment, and promotion of high-quality programs, courses, and opportunities across all learning modalities and college-supported technology tools.

For faculty, we offer support in the designing, development, implementation, and evaluation of their courses – no matter the modality. Whether you're teaching your first course or updating an existing one, our Instructional Designers are ready to help. We provide professional development in the areas of Pedagogy, Accessibility, and Technology Tools with opportunities for faculty to earn a stipend for completing program requirements. We also offer technical support for Canvas, Panopto, Zoom

along with support for creating, editing, and captioning instructional videos.

Many resources are available at the eLearning websites
for faculty –<https://www.seattlecolleges.edu/employees/elearning>
for students <https://northseattle.edu/programs/elearning> and through the eLearning
mailbox elearning@seattlecolleges.edu

MAIN CONTACTS

Executive Director of eLearning	Kevin Bowersox-Johnson	934-2966
Instructional Designer:	Rebecca Brown	934-3681
Program Specialist 3:	Thuy Nguyen	934-3738
Canvas Administrator:	Terre O'Malley	934-3904
Educational Technologist:	Shawn Rodriguez	934-3724

OPPORTUNITY CENTER at North Seattle College (OC)

previously Opportunity Center for Employment & Education

Main Telephone Number 934-6147
Building Hours 8:30 AM – 5 PM
Location The 2-story blue building on the south end of campus, facing N. 95th St.

The Opportunity Center is a unique resource center that serves students and the broader community, with many services under one roof. This is NSC's Opportunity Center!

We provide Employment, Educational and Social & Support Services:

- JOB SEARCH HELP & TOOLS
- HELP PAYING FOR COLLEGE
- BASIC NEEDS SUPPORT & PUBLIC ASSISTANCE PROGRAMS
- COMMUNITY RESOURCE INFORMATION & NAVIGATION

On-site Partners include:

- WorkSource North Seattle, Employment Security Department
- Workforce Education, North Seattle College
- King North Community Services Office (CSO, DSHS)
- Division of Vocational Rehabilitation (DVR, DSHS)
- Division of Child Support (DCS, DSHS)
- Public Health, Seattle & King County

We also have access to other community resources and student supports.

How to Reach OC Partners (for Customers & Public)

- **WorkSource North Seattle** (206) 440-2500
- **Workforce Education, North Seattle College** (206) 934-3787
- **Statewide DSHS Customer Contact Center** (877) 501-2233
for King North Community Services Office (CSO, DSHS)

- **Division of Vocational Rehabilitation (DVR, DSHS)** (206) 440-2230
- **Division of Child Support (DCS, DSHS)** (800) 442-5437

KEY CONTACTS for OC

Kathleen Cromp and Emily Rodriguez work as a team and are your go-to contacts at the OC to answer questions, help you find services, and otherwise learn how to take advantage of this multi-service center on campus.

Integration Manager	Kathleen Cromp	934-6077
Customer Service Specialist	Emily Rodriguez	934-6163

ROOMS AVAILABLE FOR USE

The OC has flexible spaces of varying sizes for group meetings. These are shared spaces, used by OC partners, the College, and other groups. And because of this, the OC manages its own scheduling calendar. Check with Kathleen Cromp and/or Emily Rodriguez to learn about what is available that may meet your needs.

PARKING & TRANSPORTION INFORMATION

Main Telephone Number:

934-0060

Office Hours: Monday – Friday 8:00 AM – 4:00 PM

Location: College Center - CC2455D, Business Office/Cashier

Contact: Casey Chow, Transportation Coordinator

casey.chow@seattlecolleges.edu; nsctransit@seattlecolleges.edu

PROGRAM/SERVICE DESCRIPTION

PARKING PERMITS ARE REQUIRED OF ALL STUDENTS, GUESTS AND EMPLOYEES WHO PARK ON CAMPUS.

A valid parking permit is required to park on campus 7 days a week.

Returning students can purchase parking permits 2 weeks before the start of the quarter and new students must wait until the first day of the quarter. Student Permits are sold online in the T2 Parking Portal. Students who have funded parking permits should go to the campus cashier for assistance. The college does not assign physical permits. Parking permits are virtually linked to vehicle license plates.

Employees can enroll in payroll deduction for an annual parking permit or Orca card at any time by contacting the Transportation Coordinator.

Less than full-time employee quarterly parking requires a verification of employment at the department level. Contact the transportation office for assistance.

Visitor lot parking is by permit sold at machines located in the Visitor lots. Students and employees, please leave these lots available for visitors only. See parking regulations below.

GARAGE PARKING is reserved for employee parking (excludes student employees and volunteers) and guests of the college by permission of the transportation office. However, access to garage disabled parking for students, guests, and employees is permitted during day and evening hours with a disabled permit.

PERMIT VIOLATIONS, state motor vehicle laws and city traffic codes are strictly enforced.

The 3rd unpaid infraction results in vehicles marked with a tow sticker, the 4th infraction may result in vehicles towed at owner expense. No-permit citation fees are \$30 per infraction in most cases, and higher for parking in disabled spaces without a disabled placard/hangtag.

CARPOOLERS receive a reduced quarterly parking rate and must park in designated carpool areas. Register for Commute Trip Reduction (CTR) Program to receive the carpool rate. A new CTR application must be filled out during the first 2 weeks of each quarter. For details and to apply, see the Transportation Coordinator. Use of the West (Carpool) Lot from 7:00 AM - 9:00 AM is reserved for CTR carpoolers only.

DISABILITY PARKING: Students and employees with a disability placard or license plate must also have an NSC parking permit to park on campus and may park in disability designated spaces anywhere on campus.

GUEST PERMITS: Individual guest permits may be requested by non-student employees for one-time use by campus departments. Email the Transportation Coordinator to request these. For events hosting 20 or more, contact the Security Director by email—well in advance—to request parking arrangements.

CAMPUS PARKING REGULATIONS

Parking permits are required to park on campus. Parking permits may be purchased online through the T2 Parking Terminal. Only registered students may purchase a quarterly parking permit. Parking permits are virtually linked to vehicle license plates. A student may register 2 vehicles to their permit, but only one vehicle may be parked on campus at any time.

WorkSource and DSHS Client Parking is located in the Southwest Parking lot on 92nd ST. This lot is for DSHS and WorkSource Clients.

Student parking lots are around the campus perimeter and are the North, Northeast, East, South, and Southeast Lots. Employees, 2 hrs, all day visitors, and students may park in these lots. Current SCD permits from Seattle Central, South Seattle and SVI are valid in the general lots at NSC.

Visitor lots are reserved for prospective students and guests of the college. Visitors must purchase a daily or 2 hr parking permit for \$6 from the pay meter located at the North or South visitor parking lot. Parking is limited to 2 hours in Visitor Lots. Current students and SCD employees must park in designated student and employee lots only.

The Carpool lot is in the West Lot near the library building entrance. This lot is open to vehicles with a current carpool permit 7am – 9am Monday through Friday. All permitted vehicles may park in the west lot after 9am.

All-day Parking Permits cost \$10 and are available at all campus parking meters for immediate use. All-day parking permits are for use in any parking lot except for Visitor Lots, the garage, DSHS/ Worksource lot and the West (Carpool) Lot before 9:00 am.

The parking garage for NSC employees requires an annual permit, annual reserved or a garage carpool permit between 6 am – 5 pm, Monday through Friday. Weekdays after 5 pm, students may park in the garage with their current quarterly permit correctly displayed. The garage closes Monday through Thursday at 10:30 pm and at 6:00 pm on Fridays. The garage is closed all weekend.

NSC STUDENTS, FACULTY AND STAFF & WorkSource EMPLOYEES: Hang parking permits from rear view mirror facing outward, or placed—visibly—face up on dash. If needed, secure permits on dash with tape or other adhesive to prevent misplacement. Permit number and current dates must be clearly visible. Vehicles should be locked to prevent theft and vandalism.

STUDENTS, FACULTY AND STAFF WITH DISABLED PLACARDS / LICENSE PLATES: A current quarter parking permit is required to park on campus. Handicapped permits are required to park in designated spaces. Students displaying a disabled placard are allowed to park in these areas at these times: 1) anywhere in the Carpool (West) Lot at any time, if

other disabled spaces are full; 2) in the garage at any time, but only in disabled spaces; 3) disabled spaces in the East lots located in front of the Wellness Center and the Peter Ku Education Building and in front of the Childcare Center in the North Lot. **REMEMBER:**
DISABLED PLACARDS / LICENSE PLATES MUST BE CLEARLY DISPLAYED.

PAYROLL & BENEFITS

Website: www.seattlecolleges.edu/HR

Information: 934.4100

Vice Chancellor for Human Resources

Jennifer Dixon 934.4101 jennifer.dixon@seattlecolleges.edu

Executive Assistant

Eric VanHooser 934.4156 eric.vanhooser@seattlecolleges.edu

Director of Compensation and Benefits

Annie Butler 934.6982 elizabeth.butler@Seattlecolleges.edu

Payroll Manager

Petrina Sims 934.6982 Petrina.sims@Seattlecolleges.edu

Payroll Partner

Young Lim(North) 934.4129 young.lim@seattlecolleges.edu

Linda Braziel(South) 934.5512 linda.braziel@seattlecolleges.edu

Mary Jane Munoz (Central) 934.5512 maryjane.munoz@seattlecolleges.edu

Payroll Coordinator

Truong Luu (Employment Verification) 934.4112 truong.luu@seattlecolleges.edu

Mac Cole (Stipend)

mac.cole@seattlecolleges.edu

Benefits

Alan Suarez: Classified, Exempt, Full Time Faculty

934.5505 alan.suarez@seattlecolleges.edu

Linda Tran: Part Time Faculty A – K

934.4388 linda.tran@seattlecolleges.edu

Michel Large: Part Time Faculty L – Z

934.3152 michel.large@seattlecolleges.edu

PRESIDENT'S OFFICE

Main Telephone Number: **934-3601**
(Please forward all calls to this number)

Mail Stop: **3NC2155**

Office Hours: **MONDAY – FRIDAY** **8:00 AM – 4:30 PM**

Location: **College Center – CC2155C**

PROGRAM/SERVICE DESCRIPTION

The Office of the President supports the chief executive officer of the college in leadership, strategic planning, development, assessment, communications, and daily management of the policies and practices of the college. The President's unit includes the following departments: Communications and Marketing, Grants, Office of Institutional Effectiveness, and the President's Office.

MAIN CONTACTS

Interim President:	Dr. Rachel Solemsaas	934-3601
Executive Assistant to the President:	Toni Stankovic	934-3605
Administrative Assistant IV:	Myele Johnson	934-3601 or 934-3603

ROOM RESERVATIONS (25LIVE)

A new, web-based room scheduling system, called 25Live, launched district-wide in November 2016, in preparation for the ctcLink implementation at Seattle Colleges. 25Live has replaced Outlook room calendars, Meeting Room Manager, and other systems used around our District to schedule classrooms, conference rooms, and event spaces.

The 25Live launch includes access for all employees, using their @SeattleColleges.edu email and password. Training and assistance are available.

Who can I ask for more information?

For assistance, contact the following functional administrators:

Farideh Faraz	Scheduling Coordinator/Program Manager B for the Office of Instruction	Farideh.Faraz@seattlecolleges.edu	934- 3702
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The following is a cheat sheet of commonly used meeting and events spaces. For inquiries regarding instructional classroom use, please contact Farideh Faraz.

COMMONLY USED EVENT SPACES

AREA OF CAMPUS	ROOM NAME	ROOM #	MAXIMUM OCCUPANCY	PROJECTOR?
CC second floor, west wing	President's Board Room	CC2161B	20	Yes
CC first floor, southeast side	World Community Events Center	CC1456	500	Yes
CC first floor, southwest side	Conference Room	CC1161	225	Yes
CC first floor, west wing, by Security	North Star Dining Room	CC1254B	70	Yes
CC first floor, west wing, under the bridgeway near Security	Continuing Ed Conference Room	CC1152B	10	Yes
CC second floor, west wing, behind president's elevator	Coordinated Studies Classrooms	CC2153C,D,E and F	60	Yes
CC second floor, east side	Business Office Conference Room	CC2455B	5	No
CC second floor, across from the	SDS Conference Room (CC2453A)	CC2354A	10	

Business Office				Yes
CC first floor, center	Baxter Student Events Center	CC1349A	100	Yes
CC first floor, south side	General Classroom	CC1360	30	Yes
CC first floor, north side (joins Espresso through sliding doors)	Green Room	CC1442	24	Yes
IB second floor, south side	MS Conference room	IB2428C	10-12	Yes
IB second floor, center	Business Division Conference Room	IB2412C	25	Yes
IB second floor, northeast side	Arts, Humanities & Social Science and Basic & Transitional Studies Conference Room	IB2410C	14-20	Yes
ED second floor	General Classroom	ED2843A	100-120	No
Roy Flores Wellness Center	Roy Flores Wellness Center	WC1727	500	Varies
Health Services & Student Resources (HSR) Bldg.	Grove	HS1536A	250	Varies

Health Services & Student Resources (HSR) Bldg.	Grove Seminar Room	HS1540A	30	Varies
OC second floor	OC Conference Room 220B	OC 220B	15	No
OC second floor	OC Conference Room 230	OC 230	26	Yes
OC first floor	OC Conference Room	OC 142 A&B	57	Yes
OC first floor	OC Computer Lab 101-D	OC 101D	22	No
Roy Flores Wellness Center	Roy Flores Gym Wellness Center	WC1727	500	No

RUNNING START PROGRAM

Main Telephone Number: 934-7768

Email: NSCCRStart@seattlecolleges.edu

To set up an appointment to meet with a Running Start advisor, please call (206) 934-3658.

Office Hours: Updated hours and appointment modalities listed on the **Running Start website**. Generally, availability is Monday – Friday 8:00 AM – 4:30 PM, Evening appointments available throughout the quarter by request.

Location: 2ND Floor, College Center Building, CC2346A

Website: <https://northseattle.edu/running-start>

PROGRAM/SERVICE DESCRIPTION

Running Start provides high school students the opportunity to enroll in college-level courses at a low cost or tuition free, earning both high school credit and college credit at the same time.

Running Start is available to students who are:

- At the 11th or 12th grade level and enrolled in a Washington state public high school
- Must provide proof of placement into college-level English OR math.
- Ready to take advanced level courses on topics that may not be available in high school.

MAIN CONTACTS

Running Start Manager:	Christina Sheehan	934-7768
Student Success Specialist:	Katy Foster	934-3682
Program Manager A:	Grace Sakuma	934-7304

SAFETY & SECURITY SERVICES

Main Telephone Number:

934-3636

Office Business Hours: Monday – Friday

8:00am-4:30pm

Location: College Center - CC 1252

PROGRAM/SERVICE DESCRIPTION

The North Seattle College Safety and Security staff serve the campus in providing a safe and secure environment for students to learn and instructors to teach. The staff is committed to serving the safety needs of the students, faculty, and staff of North Seattle College by providing services such as:

Evening Security Escort – Security guards will escort individuals safely to their vehicles if parked on campus grounds.

First Aid – Security guards are qualified to provide CPR, treat minor injuries, assist those in wheelchairs and provide care until paramedics arrive.

Vehicle Assistance – Staff will assist with keys locked inside vehicles **without electric locks and/or side airbags**, battery jumps, etc. for those cars parked on campus grounds.

Lost and Found – Lost articles turned into the Security office can be retrieved when properly identified. Articles are maintained for a reasonable length of time. Lost and Found is located in the Safety and Security Office (CC1252). Hours: Monday – Friday 8:00 am – 4:30 pm

Event Assistance – Staff helps with guest parking and general parking and general help for workshops and conferences held on campus, including weekends.

Parking – Staff patrols parking areas to detect and deter vehicle theft, vandalism, and illegal parking.

MAIN CONTACTS

Director: Arnulfo “Oso” Ramirez 934-3646

Program Manager A: Dan Raub 934-3636

Security Officers:	Donald Garner	934-3636
	Arnulfo Ramirez	934-3636
	Viktor Mokhnach	934-3636
	Henry Lin	934-3636
	Ethan Radford	934-3636
	Tim Yee	934-3636

SCCTV (SEATTLE COLLEGES TELEVISION)

Office Hours: MONDAY –FRIDAY 8:00 AM – 5:00 PM

Location: Education Building 0841C – Garage Level

PROGRAM/SERVICE DESCRIPTION

The Seattle Colleges television station, SCCTv, delivers educational and community interest programming via cable to residents of Seattle on Comcast cable channel 28, Wave Broadband cable channel 19 and via streaming video on the Internet to the worldwide community. In addition to television broadcast, SCCTv also produces original programs and series. SCCTv offers professional video production services for education and community based projects.

Visit: <https://www.seattlecolleges.tv/>

IRIS Education is a leading force within North America for providing technology and technology related solutions to K-12, Higher Education and Educational Content Providers. Currently, IRIS Education serves Public Schools, colleges, and universities in the United States from our data center.

In 2001, SCCTv built IRIS Education (Internet Resource Instructional System for Education). This advanced digital distribution system allows organizations to use IRIS as a web portal to deliver high-quality video, graphic and multimedia educational content over the web. SCCTv serves as the streaming portal for the top 5 major telecourse producers in the U.S., the League for Innovation, and many Educational Content Producers. In addition to website services and custom digital delivery options, IRIS Education produces custom hybrid training courses using a custom course management system.

SEXUAL HARASSMENT

The Seattle College District recognizes its responsibility for investigation, resolution, implementation of corrective measures, and monitoring the educational environment and workplace to stop, remediate, and prevent discrimination on the basis of race, color, national origin, age, perceived or actual physical or mental disability, pregnancy, genetic information, sex, sexual orientation, gender identity, marital status, creed, religion, honorably discharged veteran or military status, or use of a trained guide dog or service animal, as required by Title VI of the Civil Rights Act of 1964, Title VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Sections 504 and 508 of the Rehabilitation Act of 1973, the Americans with Disabilities Act and ADA Amendment Act, the Age Discrimination Act of 1975, the Violence Against Women Reauthorization Act and Washington State's Law Against Discrimination, Chapter 49.60 RCW and their implementing regulations. To this end, the Seattle College District has enacted policies prohibiting discrimination against and/or harassment of any student, employee, visitor or any member of a legally protected class. Further, the Seattle College District is committed to ensure that all employees and students work and learn in an environment that fosters mutual respect and professionalism, free from all forms of "bullying" behaviors, including "cyber bullying", as defined in Procedure 419. All employees and students are responsible for contributing to such an environment and are expected to treat other employees, students, and visitors with courtesy and respect.

Any individual found to be in violation of this policy will be subject to disciplinary action up to and including dismissal from the College or from employment.

Any employee, student, applicant, or visitor who believes that he or she has been the subject of discrimination, harassment, or bullying should report the incident or incidents to the College's, or District's Title IX / EEO Coordinator identified in Procedure 419, Discrimination and Harassment. If the complaint is against that Coordinator, the complainant should report the matter to the college president's or Chancellor's office for referral to an alternate designee.

<http://seattlecolleges.edu/HR/about.aspx>

The Title IX Coordinator is also responsible for investigating sexual harassment issues for all **employees**. For more information, please contact J.D. Burchfield, HR Director
JD.Burchfield@seattlecolleges.edu
Student-to-student situations should be referred to the Student Conduct Officer (see Student Conduct / Misconduct)

SEATTLE PROMISE

Main Telephone Number: 934-4606
Department Email: promise@seattlecolleges.edu

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Regular Office Hours:

Monday - Friday 8:00 AM – 4:30 PM
Tuesday extended hours 4:30 PM – 6:00 PM
(extended hours at the beginning of the quarter, subject to

change)

Summer Office Hours:

Monday – Thursday 8:00 AM – 4:30 PM
Friday 8:00 AM – 1:00 PM
(extended hours at the beginning of the quarter, subject to

change)

Location: CC 2255

PROGRAM/SERVICE DESCRIPTION

Seattle Promise is a college tuition and success program launched by Seattle Colleges, Seattle Public Schools, and the City of Seattle following passage of the [Families, Education, Preschool, and Promise \(FEPP\) Levy](#) in 2018.

Seattle Promise has three core components:

1. Free tuition at any of the Seattle Colleges: [North Seattle College](#), [Seattle Central College](#) or [South Seattle College](#) for up to two years, 90 college credits or a student's first degree, whichever comes first.
2. Equity scholarships, which provide flexible funding to students, for books, transportation, housing, etc. for those with financial need.

3. Student support and advising beginning in the junior year of high school and lasting through completion of a degree, certificate, credential or transfer to a four-year institution.

All graduating seniors attending Seattle public high schools are eligible for the Seattle Promise program regardless of grade point average (GPA), income, ability, or country of birth.

<https://www.seattlecolleges.edu/promise>

MAIN CONTACTS

<https://www.seattlecolleges.edu/promise/contact>

TITLE	NAME	Email
Sr. Executive Director	Melody McMillan	Melody.mcmillan@seattlecolleges.edu
Director of Research & Planning	Lisa Malik	Lisa.malik@seattlecolleges.edu
Director of Retention	Alex Milan	Alex.milan@seattlecolleges.edu
Director of Outreach	Christian Granlund	Christian.granlund@seattlecolleges.edu

STUDENT LEADERSHIP AND ENGAGEMENT

Office Hours: **Varies**

Location: **College Center – CC1446**

PROGRAM/SERVICE DESCRIPTION

The Student Leadership and Engagement (SL&E) team is made up of 15 students who serve as the executive branch of student leadership and who work with North administrators, faculty and other decision makers to align Student Leadership work priorities with the college mission and student body needs. SL&E members undergo extensive training and are required to work throughout the summer preparing for the academic year ahead. SL&E members coordinate and directly support the involvement and work of the Governance Board, Student Fee Board, , Events Board, and Club Board.

MAIN CONTACTS

Dean of Student Support Services:	Jeanette Miller	934-3643
Program Specialist 2:	Ruby Foote	934-3642
Program Specialist 2:	Jeane Robles	934-3648

STUDENT COMPLAINTS

Main Telephone Number: **934-3643**
(Please forward all calls to this number)

Office Hours: **Monday – Friday** **8:00 AM – 4:30 PM**

PROGRAM/SERVICE DESCRIPTION

The complaints officer has the responsibility for investigating, mediating and seeking resolution for formal complaints.

To file a complaint visit: <https://northseattle.edu/student-life/student-conduct-policy>

MAIN CONTACTS

Student Formal Complaints Officer:	Jeanette Miller, Dean of Student Support Services	934-3643
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STUDENT CONDUCT / MISCONDUCT

Main Telephone Number: **934-3643**
(Please forward all calls to this number)

Office Hours: **Monday – Friday** **8:00 AM – 4:30 PM**

Location: **College Center – CC2354D**

Student Conduct:

Web page: <https://northseattle.edu/student-life/student-conduct-policy>

Any institution operating with thousands of people must have in place rules, policies and procedures protecting and supporting a cooperative educational environment. To maintain this environment, the college outlines a code of conduct that defines both misconduct and proper/ appropriate conduct [WAC 132F-121-100](#).

A student's responsibility in maintaining a good environment is to:

- Maintain high standards of academic integrity
- Respect the rights of others
- Refrain from actions that endanger themselves or others
- Comply with district and college rules and regulations
- Comply with civil authority

When these areas are violated and a simple and direct means of resolution is attempted and is unsuccessful, conduct proceedings may begin. Infractions of the code are subject to intervention, sanctions or disciplinary action. For additional information, please review the [Student Conduct Policy & Procedures](#).

An instructor may take appropriate action to maintain order and proper conduct in the classroom and to maintain the effective cooperation of students in fulfilling the objectives of the course. If a student is so disorderly or disruptive that it is difficult or impossible to maintain classroom decorum **faculty may remove the student from that day's class session.**

As faculty, if you experience classroom disruption resulting from misconduct, witness misconduct on school premises, or are aware of student academic dishonesty, please see your Dean and submit an incident report through [Maxient](#) to report the specific violation to Student Conduct Officer.

Staff have the right to a peaceful and professional work environment. If a student is so disorderly or disruptive that it is difficult or impossible to interact with them, staff should immediately contact the Safety and Security Office at (206) 934-3636 and/or their supervisor to report the incident.

In summary: Steps in Reporting a Misconduct Issue:

- Contact and report to Dean (faculty) or your supervisor (staff).
- If applicable contact the Safety and Security Office at (206) 934-3636.
- **Document the situation immediately after the incident including:**
 - Date
 - Time
 - Location
 - People involved
 - Witnesses
 - Statement of what occurred

Report a conduct issue through [Maxient](#).

PROGRAM/SERVICE DESCRIPTION

MAIN CONTACTS

**Dean, Student Support
Services:**

Jeanette Miller

934-3643

STUDENT LEARNING CENTER

Main Telephone Number: 934-4752

(Please forward all calls to this number.)

Office Hours: **Monday – Thursday** **9:00 AM – 5:00 PM**
 Friday **9:00 AM – 2:00 PM**

Location: **1st Floor of the HSSR Building, next to the Grove Cafe**

Website: <https://northseattle.edu/tutoring>

PROGRAM/SERVICE DESCRIPTION

The Learning Center at North Seattle College offers one-on-one tutoring on a drop-in basis in a variety of subjects including accounting, business, computer programming, math, science, world languages, writing, and more. Services are provided through the **Accounting and Business Learning Center**, the **Math/Science Learning Center**, and the **Page One Writing & Language Center**.

In addition to tutoring, the Learning Center also features:

- A computer rich environment with numerous educational programs in addition to Microsoft Office applications
- 5 breakout study rooms that students can reserve for group study sessions
- A seminar room hosting workshops, trainings, and class orientations
- Numerous other educational resources including handouts, reference books, study guides, DVDs and more

Instructors are encouraged to bring their classes to the Learning Center for a tour and orientation by contacting the Learning Center Manager.

MAIN CONTACTS

Director:	Lyall Rudenskjold	934-4754
Program Coordinator:	Jax Mello	934-4756

STUDENT SERVICES

Main Telephone Number: 934-3693
Office Hours: Monday – Friday 8:00 AM – 4:30 PM
Location: 2nd Floor, College Center Building, CC2346A

MAIN CONTACTS:

Acting Vice-President of Student Services	Alice Melling	934-3693
Executive Assistant	Mel Corning	934-3621

PROGRAM/SERVICE DESCRIPTION

The Vice President for Student Services provides leadership and management direction to the student services of the college through planning, development, managing, allocating and monitoring resources, and evaluating programs and personnel to ensure that quality student support is provided to meet student and community needs.

Student Service includes Financial Aid and Veterans Services, Advising, Running Start, Disability Services and Counseling; and Student Life and Engagement which includes the Childcare Center, The Roy Flores Wellness Center, Student Leadership, and College Access Partnerships (AANAPISI and TRIO).

Some key additional areas of support within Student Services include the following:

Department	Contact	Phone Number
AANAPISI (Asian American Native American Pacific Islander Serving Institution)	Dawn Cheung	934-3915
Advising	Molly Brown	934-7306
Child Care	Rose Buchanan	934-3644
Counseling	--	934-3658
Emergency Assistance	Jeanette Miller	934-3679
Financial Aid	Brittany Harper	934-3688

Roy Flores Wellness Center	Megan Valerio	934-3631
Running Start	Christina Sheehan	934-7768
Student Complaints	Jeanette Miller	934-3643
Student Conduct/Misconduct	Jeanette Miller	934-3643
Student Life	Jeanette Miller	934-3643
TRiO	Quinton Neal	934-4753
Veterans Services	Gregg Tessensohn	934-7309

TEACHING AND LEARNING CENTER (TLC)

Main Telephone Number: **934-3776**
(Please forward all calls to this number)

Mail Stop: **3NC3229B**

Office Hours: **Monday – Thursday** **9:00 AM – 6:00 PM**
Friday **9:00 AM – 5:00 PM**

Location: **Room 3231C- 3rd Floor, Library Building**

PROGRAM/SERVICE DESCRIPTION

The Teaching and Learning Center (TLC) is an on-campus resource dedicated to the continuous improvement of teaching and learning at North and the professional development of all college faculty and staff. All employees—full- and part-time—are welcome and encouraged to participate in TLC professional development activities and events. The TLC collaborates with the Faculty Development Coordinator, eLearning, IT Services, the Office of Equity, Diversity and Inclusion, Disability Services, Classified Development Advisory Committee, Student Development Services, and many other initiatives on campus to offer or co-sponsor a variety of professional development activities related to the College’s Core Themes: Advancing Student Success, Excelling in Teaching and Learning, and Building a Sustainable Community. For details and our complete schedule, please view our website at <http://webshares.northseattle.edu/tlc>.

MAIN CONTACTS

Assistant Manager/ VACANT
Instructional Technologist:
Faculty Development
Coordinator: Jamie Wilson 934-3709
Instructional/Technical Chris Sanders 934-3777
Support:

TESTING CENTER

Main Telephone Number:

934-3674

(Please forward all calls to this number)

nsctesting@seattlecolleges.edu

Office Hours: Monday - Thursday

10:00 AM – 4:00 PM

Location: CC 2459 C- 2ND Floor, College Center Building

Around the corner from International Programs (in the SE corner)

PROGRAM/SERVICE DESCRIPTION

Placement tests are required for students to enroll in Math or English courses. Students who have completed English 101 or Math 107 (or their equivalents) at an accredited college or university might not need to test. For further information contact the Testing Center or your program advisor. See the testing calendar for placement testing drop-in hours (they are not the same as open office hours).

Running Start Students: Juniors & Seniors (or sophomores after Jan. 15th of their sophomore year) may take the Direct Self Placement English/Math tests as part of the Running Start application process. Direct Self Placement tests links can be accessed through the Testing Center's website <https://www.seattlecolleges.edu/promise/high-school-students/placement-classes>

ESL testing is for placement into ESL classes for non-native speakers with beginning to advanced intermediate English skills. Prospects need to register for the ESL test in person at One Stop. Testing will take 3 - 3.5 hours. Must show a current, valid photo ID (Washington State ID or Driver's License, passport, or Green Card) to register and test. The paper I-94 form, or other paper forms, with attached photo, are not accepted as valid

ID. **Retake policy:** Tester must wait 6 months to retest after taking the ESL test. There is no fee for ESL.

ESL Testing are now offered through Basic and Transitional Studies and no longer with the Testing Center.

MAIN CONTACTS

Manager, Testing Center

Tam Nguyen

934-3721

TRIO STUDENT SUPPORT SERVICES (SSS)

Main Telephone Number: 934-4753

Regular Office Hours:

Monday – Friday 8:00 am – 5:00 pm

Location: College Center (CC) 1349A (Located Across from Black Coffee)

Department Email: Trio.North@SeattleColleges.edu (Monitored daily)

PROGRAM/SERVICE DESCRIPTION

What is TRiO?

TRiO was given its name after the first three programs (Upward Bound, Talent Search, Student Support Services) were implemented; the name is not an acronym. TRiO Student Support Service program (SSS) is a federally funded program designed to identify and provide services for individuals from disadvantaged backgrounds. This program exists to increase the academic success of first-generation, low-income students, and students with disabilities. We provide a variety of services that promote student’s personal, academic, and professional goals at North Seattle College and beyond.

MAIN CONTACTS

Director of College Access Partnerships Quinton C Neal Jr. 934.3617

Director Email: Quinton.Neal@seattlecolleges.edu

Trio Navigator

Grace Seo

934.4573

Trio Navigator Email: Grace.Seo@seattlecolleges.edu

Program Specialist 2

Paul Cortez

934.4753

Program Special Email: Paul.Cortez@seattlecolleges.edu

VETERANS' SERVICES

Main Telephone Number: 934-7309
(Please forward all calls to this number)

Student Veteran Lounge: 934-4727

Website Address: <https://northseattle.edu/office-veterans-services>

Financial Aid Email: NSCCVeterans@seattlecolleges.edu

Regular Office Hours:

Monday	8:00 am – 4:30 pm
Tuesday	8:00 am – 4:30 pm
Wednesday	Appointment Only
Thursday	8:00 am – 4:30 pm
Friday	8:00 am – 4:30 pm

**Assistance is available through the
Financial Aid Office if the Veteran's
Services Staff are unavailable.**

Location: 2nd Floor – College Center Building

PROGRAM/SERVICE DESCRIPTION

The Office of Veterans Services at North Seattle College offers a range of assistance to veterans, reservists, active duty personnel and eligible family members who receive Veteran's Administration education benefits.

We provide help with any issues having to do with veteran status and serve as a resource for military personnel transitioning into civilian life.

We also 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.

FUNDING PROGRAMS:

- **Veteran and Military Educational Benefits:** Payments are facilitated for student veterans, reservists, active duty personnel and eligible family members who receive Veteran's Administration education benefits. We also verify and apply the Washington State Veterans tuition waiver.
- **VA Benefits:** NSC VetCorps Navigator can assist Veterans, their families and community members with information regarding other VA benefits such as housing referrals, VA medical, and referrals for Veteran emergency funds from the WA State Department of Veterans Affairs. The VetCorps Navigator works out of the Student Veterans Lounge on the first floor of the College Center Building.
- **Tuition Assistance Programs:** Payment authorization for active duty military personnel are facilitated through the Veterans Office.
- **Work-study Programs:** Federal Veterans Work-study is also available to eligible Veteran students enrolled at North Seattle College, in eligible jobs.

MAIN CONTACTS

Veterans Services	Gregg Tessensohn	934-3699
Coordinator:		
Director:	Brittany Harper	934-4703

WATCH TECHNOLOGY INSTITUTE

Main Telephone Number: **934-0169**
(Please forward all calls to this number)

Office Hours: **Monday – Friday** **9:00 AM – 12:00 PM**

Location: **Instructional Building - IB3321**

PROGRAM/SERVICE DESCRIPTION

Through North Seattle College's Watch Technology Institute (WTI), in partnership with the Swiss American Watchmakers Training Alliance (SAWTA), learn the art and science of watchmaking in an intensive 2-year course. NSC is one of only a few partnership-training programs nationally and the sole program on the West Coast.

Rolex Watch USA, Inc., joined with NSC to create a state-of-the-art facility for North's long-established watchmaking school. The SAWTA curriculum is supported by Rolex to encourage the training of watchmakers in the U.S.

MAIN CONTACTS

Dean Workforce		
Instruction:	Dr. Melana Yanos	934-4532
Assoc. Dean		
Technology Programs:	Michelle Melero	934-7025
Program Manager A:	Roberta Lord	934-3767
Office Assistant 3:	Owen Van Helmond	934-7799
Full-time Instructors:	David McConnon	934-0169
	Zan Simunovic	934-0169
Part-time Instructor,		
Program Contact:	Jimmy Lin	934-0169

WELLNESS CENTER (ROY FLORES WELLNESS CENTER)

Main Telephone Number: 934-3631

Mail Stop:

Hours of Operation:
Monday – Thursday 8:00 AM – 8:00 PM
Friday 8:00AM - 12:00 PM

Location: Roy Flores Wellness Center - PE0832D - East side of campus, adjacent to the central stairway leading from the parking lots

Website: [Wellness Center Facilities | North Seattle College](#)

PROGRAM/SERVICE DESCRIPTION

The mission of the Roy Flores Wellness Center is to promote holistic health for all students, staff, and faculty of North Seattle College as well as members of the surrounding community by providing the resources, education, and support for improving overall mental and physical health in a comfortable and safe environment. We are committed to providing programming that is responsive to feedback and inclusive of the individual differences and needs of our members. Additionally, the Wellness Center hosts Physical Education courses, Continuing Education courses, community events, and facility rentals.

In order to achieve our mission, we offer the following support services to students and community members:

- Well maintained fitness facilities and equipment including a fully stocked weight room, dance studios, a mindfulness room, basketball court, and indoor running track
- Drop-In Fitness Classes and Wellness Workshops
- Dedicated Open Gym times for pickleball, volleyball, and basketball
- Free basic needs resources including hygiene products, PPE, menstrual health products, sexual health products, health information materials, TransTape kits (gender

affirming supplies that provide access to fitness), first aid supplies, and showers and changing facilities

- Free Emergency Food Kits (both large boxes filled with pantry items and smaller to-go snack bags)
- Student Clubs (Basketball, Dance, and Weightlifting)

MAIN CONTACTS

Director:	Megan Valerio megan.valerio@seattlecolleges.edu	(206) 934-4591
Recreation and Athletic Specialist 3:	Marle Ethelbah marle.ethelbah@seattlecolleges.edu	(206) 934- 3657

Who Can Help – Who Do I Call?

* Starred items are for **INTERNAL USE OR EVENTS** only.

For Information On	Contact	Phone Number
Car jumps and keys locked in car.	Security	934-3636
Emergencies	911, then Security	911 then 934-3636
Event Planning*	Toni Stankovic	934-3605
Directions to North	https://northseattle.edu/directions-and-maps	
Facility & maintenance Work Orders (restroom problems, etc.)	http://dlweb.megamation.com/SNCC/DLWEB.php/O4W_INFO_PAGE	934-3633
Information Technology Services / Computer help work orders	https://helpdesk.seattlecolleges.edu	
Lost and Found	Security	934-3636
Parking (Employee and Guest)	Transportation	934-0060
Parking Permits (Student)	Cashier's Office	934-3627
Public Records Request	Sonja Renner	934-4634
Publicity*/Calls from Media	Mike Sprouse	934-4634
Readerboards*	Rakhee Phelps	934-4634
Room Unlocks	Security (For authorized personnel only.)	934-3636
Transcripts	https://northseattle.edu/transcripts	934-3663
Vehicle Assistance	Security	934-3636
Visitor parking (see meters in visitor lots)	To arrange for a group to park on campus, see Transportation/Security. For handicap parking questions, see Transportation/Security.	934-0060

WORKFORCE EDUCATION

Main Telephone Number: **934-3787**
(Please forward all calls to this number.)

Office Hours: Monday – Friday: **8:00 AM – 4:30 PM**
Fridays (OPEN TO STUDENTS) **8:30 AM- 12:30 PM**

Weekly Drop-In Hours:
Tuesdays: **1:00 PM – 4:00 PM**

Drop-ins from 1pm-4pm Monday-Thursday during 1st week of quarter

Location: Opportunity Center for Employment & Education, 2nd floor, room 240

Website: <https://northseattle.edu/workforce-education>

PROGRAM/SERVICE DESCRIPTION

The Workforce Education Department provides financial assistance to eligible students in the BAS (Bachelor of Applied Science), Approved associate degrees, College's career training, ESL, or GED programs. To qualify for Workforce financial assistance, students must be enrolled in Worker Retraining, WorkFirst, Opportunity Grant, or the Basic Food Employment & Training Program (BFET). Eligibility criteria varies by program. You can find more information on eligibility criteria for each program on the website.

Programs may provide funding for tuition, textbooks, fees, and/or bus pass or parking permit.

MAIN CONTACTS

Director, Workforce Education:	Jeanice Freeman	934-3727
BFET Specialist:	Hayley Smith	934-6101

Opportunity Grant Specialist:	Misti Uptain	934-6054
Specialist, Workforce Education:	Darcie Callahan	934-6063
WorkFirst Specialist:	Randal Stephens	934-3769
Program Coordinator:	Kimberly Gilbert	934-3771
Workforce Resource Specialist:	Tomoko Okada	934-6022
Financial Aid Specialist:	Jordyne Perry	934-4732
Academic Advisor:	Laura Lubash	934-7307
Employment Security Co-Lo:	Ramon Jimenez	934-3764
Career Service Specialist:	Meredith Bane	934-6074

WORKFORCE INSTRUCTION

Main Telephone Number:

934-3790

(Please forward all calls to this number)

**Office Hours: Monday – Thursday
Friday**

**8:00 AM – 5:30 PM
8:00 AM – 4:30 PM**

Location: Instructional Building – IB2402

PROGRAM/SERVICE DESCRIPTION

<u>Name of Program</u>	<u>Coordinator</u>	<u>Phone Number</u>
Accounting	Lauren Psomostithis	934-3730

The Accounting program offers a wide variety of accounting programs and coursework to accommodate students at any academic level. Both an Associate of Applied Science Degrees and specialized Certificates are offered.

Accounting with International Accounting (AIA BAS)	Johnnie Mobley	934-6072
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The Accounting, with International Accounting Bachelor of Applied Science (AIA BAS) program provides graduates with the knowledge and skills required for employment in the field of accounting. The degree builds on an associate of applied science (AAS-T) degree in business, accounting, or real estate, and provides students with preparation for, and a clear pathway toward, meeting the Washington State CPA licensure requirements. The degree will provide knowledge and skills regarding the application of FASB/GAAP principles and GAAS auditing standards, effective business communications, understanding of legal and ethical frameworks for business, intermediate transaction posting and financial statement preparation, use of general ledger software, and a thorough understanding of International Financial Reporting Standards (IFRS). Students from several different business, accounting, and real estate programs will be qualified to enter the AIA program.

**Application Development
Bachelor of Applied Science
(AD BAS)**

Jeffrey Eng

934-3772

The AD B.A.S. provides an opportunity for you — who may already have an IT-related associate degree or who may want to focus on computer programming and software/application development — to earn a Bachelor’s Degree of Applied Science by leveraging the strong IT-related programs at North, Central and South Seattle Colleges.

Business

Toni Anderson

934-4522

Our Business programs prepare students for the workplace demands of the local community and the economic challenges of the global marketplace. Whether you need only one or two classes to upgrade your job skills or wish to pursue a certificate or degree, we have something for you.

**Computer Science
(BS-CSc)**

Jeff Eng

934-3772

The BS in Computer Science degree covers a wide range of critical knowledge and skill-building areas including, the design and usability for software and computing systems, effective team collaboration, information technology leadership and preparation for advanced learning in computing, science, engineering and other professional fields.

Information Technology

Bob Bunge

934-4530

North’s Information Technology program is the largest in the Pacific Northwest region and draws students from throughout Washington state and the world. Graduates of our programs are prepared to work in a wide variety of fields in Information Technology, including: Network Administration, Programming, Web Development, and Network Security. Our technology programs cover both current and well-established technologies.

**Early Childhood Education
(ECE BAS)**

Annie Garrett

934-4587

This degree provides an opportunity for students who have completed an associate degree in Early Childhood Education or a related program to continue their studies and earn a Bachelor of Applied Science degree. The degree provides professional development training for early care and education professionals, allowing them to keep pace with the increasing professionalization of the field.

Early Childhood Education (ECE AAS)	Anna Saradeth	934-4566
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Whether you're a novice or a seasoned preschool teacher, the Early Childhood Education program at North Seattle College will provide you with valuable training and insight into how children learn. The program is designed for students who already work full-time, so classes are offered in the late afternoons and evenings. NSC'S Early Childhood Education Program is built upon the Washington State Stackable Certificates, allowing students to complete certificates while working towards the AAS degree.

Electronics Engineering Technology	Benjamin Roberts Chuck Eckard	934-4503 934-4588
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Electronics deals with electricity, electronic circuitry and software. The program at NSC starts out with basic electricity, expands to integrated circuits and then electronic systems. Students attend this program from all over the world.

Emergency Medical Technician	Megan Bloomingdale	934-4568
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This program teaches students the roles and responsibilities of the Emergency Medical Technician according to state and King county standards and requirements. Students develop skills in patient evaluation and other emergency medical procedures. Graduates of this program are eligible to take the National Registry Exam to qualify for state certification after meeting the Washington state requirement of employment.

International Business Bachelor of Applied Science (IBN BAS)	Honorio Todino	934-7504
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The International Business Bachelor of Applied Science uses a combination of upper division courses in international business and hands-on learning experiences to prepare graduates to work in the international business industry. The IB BAS degree an accessible and affordable bachelor degree designed to meet global business demand in the greater Seattle area.

Parent Education	Betty Williams	934-4571
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Parent Education classes help adult students become more effective and satisfied in their roles by helping them understand child behavior, by encouraging the recognition of developmentally appropriate activities, by assisting in acquiring valuable information in areas which affect the welfare of the "whole child," and by

teaching methods that help children develop responsibility. North also provides education and support for children and families with online classes for parents and preschool providers, short-term classes and lectures focused on topics relevant to child-rearing, and classes for families enrolled in local child care centers.

Pharmacy Technician Leann Dittmar 934-6051

In North's established 9-month Pharmacy Technician Certificate program, you'll get comprehensive career training that will prepare you well to pass the certification exam and get a job as a pharmacy tech. The program has been in existence since the mid-1980s and has a strong reputation in the healthcare community.

Real Estate Mark Potter 934-3725

In the North Seattle Real Estate Program you will acquire the skills necessary to satisfy Washington State licensing requirements, industry continuing education requirements, and excel in your chosen real estate specialty.

Residential & Commercial Carol (Cate) O'dahl 934-6053
Property Management
Bachelor of Applied Science
(RCPM BAS)

This program prepares students for a career in either residential or commercial property management. It is a multi-disciplinary curriculum, combining business, accounting, and real estate courses. This bachelor's degree program combines a business, accounting, or real estate AAS-T degree with upper division courses in property management. Our focused curriculum ensures students are prepared for career opportunities upon graduation.

Watch Technology Institute Jimmy Lin 934-0169

The Watch Technology Institute, with support from Rolex Watch U.S.A., is one of five Watchmakers of Switzerland Training and Education Program (WOSTEP) partnership programs in the United States. We offer a 3000-hour Basic Watch Repairer Training Course that will provide our students with a certificate in Watch Repair, preparation for the WOSTEP certification exams administered at the completion of the course, and job opportunities throughout the country. Recent graduates have received job offers with entry level annual salary ranging from \$28,000- \$55,000 plus benefits. Over 90% of students that completed the course are working in the watch repair industry.

MAIN CONTACTS

Dean	Dr. Melana Yanos	934-4532
Interim Associate Dean of Education and Human Services	Dr. William White	934-7798
Interim Associate Dean of Business and Accounting Programs	Nausica Zorzi	
Associate Dean of Technology Programs	Michelle Melero	
Program Manager	Roberta Lord	934-3767
Program Coordinator	Oleg Koltman	934-0183
Office Assistant	Owen van Helmond	934-3767
Program Specialist 2	Veronica Duran Sisk	
Fiscal Analyst	Marianne Adler	

Full-time Instructors and their Discipline:

Discipline	Name	Phone Number	Office No.
Accounting	Marla Lockhart	934-6026	IB 2415A
Business	Toni Anderson	934-4522	IB2312
Business	Alif Tisha	934-4523	IB 2415B
Business	Nausica Zorzi	934-4564	IB 2404A
Early Childhood Education (ECE AAS) (ECE BAS)	Noris Daniel	934-4624	IB 2304B
	Samantha Dolan	934-4625	IB 2305B
	Ninder Gill	934-6019	IB 2304A
	Angel Kim		
	Jawahir Ali	934-5664	
Electronics Engineering Technology	Elidia Sangerman	934-6107	
	Benjamin Roberts	934-4503	IB 2317A
	Chuck Eckard	934-4588	

Information Technology	Bob Bunge Nicole Cook	934-4530 934-4594	IB 2418D
International Accounting	Johnnie Mobley	934-6072	IB2414A
International Business	Honorio Todino	934-7504	IB 2322B
Parent Education	Betty Williams Beth Goss Tania Hino Lea Evans Khavin Debbs	934-4571 934-7796 934-4622 934-3790 934-6028	IB 2303B IB 2305A IB 2403B IB2415A IB 2303A
Residential and Commercial Property Management	Lyle Crews	934-4524	
Watch Technology	Zan Simunovic	934-0169	IB 3322
Watch Technology	Dave McConnon	934-3950	IB 3322

WORKSOURCE CENTER NORTH SEATTLE

Main Telephone Number: **440-2500**
(Please forward all calls to this number)

Mail Stop: **OC0104**

Office Hours: **Monday – Friday** **8:00 AM – 5:00 PM**

Location: **Opportunity Center for Employment and Education**

Website: <https://www.worksourcewa.com/>

PROGRAM/SERVICE DESCRIPTION

WorkSource is Washington's premier one-stop employment center for job seekers and employers. WorkSource is a partnership of many government and community-based organizations who can help you find a good job. This means that all the information and resources are in one place – WorkSource offers a variety of complementary services that are free of charge such as a job search resources, computer labs, workshops, employer connections and professional consultations.

MAIN CONTACTS

Administrator:	Henry Gillon hgillon@esd.wa.gov	934-6078
Placement and WorkFirst Supervisor:	Kevin Gerhard kgerhard@esd.wa.gov	934-6104
Administrative Assistant:	Nicki Hofland nhofland@esd.wa.gov	934-6079