



UPDATED EDITION

STUDENT HANDBOOK

NORTH SEATTLE COLLEGE

Resources, services, campus life and student success

TABLE OF CONTENTS

01**WELCOME TO NORTH**

College President • About North • Mission, Vision & Values

4**02****GETTING STARTED**

Enrollment & Registration • Tuition & Fees • Placement • Orientation

7**03****ACADEMICS & FINANCIAL SUPPORT**

Programs & Degrees • Academic Advising • Financial Aid • Scholarships

15**04****STUDENT LIFE, WELLNESS & BELONGING**

Student Life • Child Care • Wellness • Leadership, Clubs & Events

23**05****STUDENT SUPPORT SERVICES**

Counseling • Disability Services • Workforce & Tutoring • Veterans & One Stop

35**06****SAFETY, RIGHTS & TECHNOLOGY**

Campus Safety • Emergency Preparedness • Reporting & Clery • IT Help Desk

49

Use the section pages and colored headings to navigate quickly.



SECTION 1



WELCOME TO NORTH

- College President
- About North
- Mission, Vision & Values

College President

Dr. Rachel Solemsaas, President



Dr. Rachel Solemsaas was named president of North Seattle College, effective July 1, 2024, after serving as interim president beginning in September 2023. Her career spans more than three decades in progressive public service. Dr. Solemsaas' journey includes 20 years in leadership and administrative roles at community colleges, where she has held chief executive officer positions. Prior to being named interim president for North Seattle College, she served as chancellor of Hawaii Community College for seven years. Her unwavering commitment to institutions aligns with her personal values as an anti-poverty activist and social justice advocate.

Dr. Solemsaas also made substantial contributions as the chief financial officer or chief business officer at Truckee Meadows Community College in Nevada, Bellevue College, and Edmonds College, both in Washington State. Prior to her tenure in the community and technical college system, she served Snohomish County and King County in various finance-related capacities, supporting public governance, community development, health, and human services.

She served as Board Director for the American Association of Community Colleges, the primary advocacy organization for the nation's community colleges. The association represents nearly 1,200 two-year associate degree-granting institutions and more than 12 million students. She has also served as a Commissioner for the Northwest Commission for College and Universities since 2020, as the Board Director and past president of the National Asian Pacific Islander Council, and as a member of the Hawai'i Leadership Forum as an Omidyar Fellow.

Her commitment to social causes is evident in her role in Collective Impact Movements and impactful organizations in her community. She played a pivotal role in the establishment of Vibrant Hawai'i, serving as its inaugural board chair. Under her guidance, Vibrant Hawai'i evolved from an anti-poverty movement to a catalyst for creating opportunities and abundance for the Hawai'i Island community. Her dedication to community welfare is further demonstrated by her support for the Child Advocacy Center in Snohomish County, known as Dawson Place, and her appointment as Snohomish County Children's Commissioner.

Dr. Solemsaas holds a Doctor of Education with an emphasis on community college leadership from Washington State University, a master's in public administration from the University of Washington, and a Bachelor of Science in accounting from De La Salle University in Manila, Philippines.

She considers the Pacific Northwest her home. Her humble beginnings as an immigrant started at Lake City Way in Seattle, Washington, in 1986, when her family moved from the Philippines due to opportunities with Boeing. She met her husband, Ron, in Renton and raised their family, settling in Lake Stevens, Washington. Today, they enjoy being grandparents.

Learn more here: <https://northseattle.edu/leadership-organization/college-president>

Welcome

About Us

Established in 1970, North Seattle College is an accredited two-year public institution known for the breadth of its educational choices, its student support services and the excellence of its instruction. North's programs prepare students to transfer to a four-year college or university and/or enter the workforce, as well as serving those needing precollege work. North also offers five Bachelor of Applied Science degrees and now offers a new Bachelor of Science degree in Computer Science.

The [Institutional Effectiveness Department](#) at North Seattle College provides the information on this page as well as data and research resources to all areas of the College.

Core Values & Mission-

Our Mission- As an open-access learning institution, Seattle Colleges prepares each student for success in life and work, fostering a diverse, engaged, and dynamic community.

Our Vision- Seattle Colleges is recognized as an exemplary learning institution that transforms lives, promotes equity, and enriches the community.

Our Values-

1. **Accessibility for all learners and partners**
2. Collaboration through open communication and commitment to working together.
3. Diversity, inclusion, and equity for all individuals, particularly the underserved in our community.
4. Fiscal sustainability for long-term viability and excellence in service and operations.
5. Growth and development of faculty and staff through professional development
6. Innovation in instruction, student services, operations, and organizational culture
7. Integrity by adhering to the highest standards of ethics and public stewardship

Strategic Plan- CLICK to learn more about the [Strategic Plan 2024-2034](#)

SECTION 2

GETTING STARTED

- Enrollment & Registration
- Tuition & Fees
- Placement
- Orientation



Enrollment and Registration

Steps to apply and enroll- [First Time in College | North Seattle College](#)

Full time

First Time in College

Congratulations! You've taken the first step towards continuing your education and developing the skills you need for your career. But don't stop now – click on the links below to get a step-by-step guide of what to do next in the enrollment process.

Questions? Connect with a member of our admissions team by referencing the contacts on the left. Whether you're ready to register or still need information to decide on the best program for you, we're here to help.

Step 1:

1. **Domestic.** [CLICK HERE](#) for the Application
2. **International.** [CLICK HERE](#) for the INT Application
 - a. ESL. Contact NSCadmissions@seattlecolleges.edu
3. **Running start.** [Running Start Admissions information](#)
4. **Adult Basic Education (ABE)/General Education Development**
 - a. Email: Shan.lackey@seattlecolleges.edu
5. **Health, Medical and I-Best Programs**
 - a. Contact Nyah.Ferreira@seattlecolleges.edu

Step 2: Plan Funding

Scholarships

1. **Foundation**
2. **Seattle Promise**
3. **WashBoard**

Workforce Education

- a. Eligibility for worker retaining support or displaced work find information on page

Tuition and Fee table

Tuition Rates for Lower Division Courses

1	\$131.96	\$150.94	\$339.30
2	\$263.92	\$301.88	\$678.60
3	\$395.88	\$452.82	\$1,017.90
4	\$527.84	\$603.76	\$1,357.20
5	\$659.80	\$754.70	\$1,696.50
6	\$791.76	\$905.64	\$2,035.80
7	\$923.72	\$1,056.58	\$2,375.10
8	\$1,055.68	\$1,207.52	\$2,714.40
9	\$1,187.64	\$1,358.46	\$3,053.70
10	\$1,319.60	\$1,509.40	\$3,393.00

11	\$1,384.69	\$1,575.50	\$3,466.57
12	\$1,449.78	\$1,641.60	\$3,540.14
13	\$1,514.87	\$1,707.70	\$3,613.71
14	\$1,579.96	\$1,773.80	\$3,687.28
15	\$1,645.05	\$1,839.90	\$3,760.85
16	\$1,710.14	\$1,906.00	\$3,834.42
17	\$1,775.23	\$1,972.10	\$3,907.99
18	\$1,840.32	\$2,038.20	\$3,981.56
19	\$1,958.71	\$2,156.59	\$4,307.29
20	\$2,077.10	\$2,274.98	\$4,633.02
21	\$2,195.49	\$2,393.37	\$4,958.75
22	\$2,313.88	\$2,511.76	\$5,284.48
23	\$2,432.27	\$2,630.15	\$5,610.21
24	\$2,550.66	\$2,748.54	\$5,935.94
25	\$2,669.05	\$2,866.93	\$6,261.67

O Tuition Rates for Upper Division Courses

1	\$255.94	\$274.92	\$718.88
2	\$511.88	\$549.84	\$1,437.76
3	\$767.82	\$824.76	\$2,156.64
4	\$1,023.76	\$1,099.68	\$2,875.52
5	\$1,279.70	\$1,374.60	\$3,594.40
6	\$1,535.64	\$1,649.52	\$4,313.28
7	\$1,791.58	\$1,924.44	\$5,032.16
8	\$2,047.52	\$2,199.36	\$5,751.04
9	\$2,303.46	\$2,474.28	\$6,469.92
10	\$2,559.40	\$2,749.20	\$7,188.80
11	\$2,572.69	\$2,763.50	\$7,203.10
12	\$2,585.98	\$2,777.80	\$7,217.40
13	\$2,599.27	\$2,792.10	\$7,231.70
14	\$2,612.56	\$2,806.40	\$7,246.00
15	\$2,625.85	\$2,820.70	\$7,260.30
16	\$2,639.14	\$2,835.00	\$7,274.60
17	\$2,652.43	\$2,849.30	\$7,288.90
18	\$2,665.72	\$2,863.60	\$7,303.20
19	\$2,908.09	\$3,105.97	\$8,008.51
20	\$3,150.46	\$3,348.34	\$8,713.82
21	\$3,392.83	\$3,590.71	\$9,419.13
22	\$3,635.20	\$3,833.08	\$10,124.44
23	\$3,877.57	\$4,075.45	\$10,829.75

24	\$4,119.94	\$4,317.82	\$11,535.06
25	\$4,362.31	\$4,560.19	\$12,240.37

O Special Tuition Rates

FEE DESCRIPTION	EXPLANATION	CALCULATED	AMT
Basic Skills Tuition	Adult Basic Education tuition	PER QUARTER	\$25.00
FE: Family/Parent Edu Fee	Resident Parent Education tuition	PER CREDIT	\$19.79
FE: Family/Parent Edu Fee (NR)	Non-Resident Parent Education tuition	PER CREDIT	\$19.79
Senior Citizen Fee	WA Resident seniors (60+) tuition. Fee charged per class, up to two courses.	PER CLASS	\$5.00
TA: Apprenticeship Course Fee	Apprenticeship course tuition (50% tuition waiver)	PER CREDIT	1-10 Credits: \$65.98 11-18 Credits: \$32.54

Contact the [Registration Office](#) for information regarding Waivers & Discounts for:

- **Vocational students more than 18 credits**
- **Non-Resident Operating Differential**
- **Non-Resident eLearning**
- **Eligible Veterans and Active-Duty Military**
- Children and spouses of eligible veterans or national guard members that became totally disabled or determined to be a prisoner of war or missing in action or who lost their life while on active federal military or naval service
- **Children of disabled firefighters or policemen**
- **State Employees**
- Wrongfully Convicted Person

CLICK for additional [Waivers & Discounts | North Seattle College](#)

Payment Plan options

Do you need to pay over time with tuition installments? North has a tuition payment plan to assist in partnership with [ctcLink-Student-Enroll-in-Nelnet-Payment-Plan-Desktop.pdf | Seattle Colleges](#)

- **Easy online enrollment**
- **Pay monthly**
- **ZERO interest**

Debit or ACH payment

- \$22 enrollment fee per quarter
- **ZERO enrollment fee charge on ACH**
- \$30 returned payment fee

Simple Steps to Enroll in a Nelnet Payment Plan

How to enroll in a payment plan:

1. Visit [ctcLink](#) and login with your ctcLink ID (EMPLID) and password. If you have not activated your ctcLink ID (EMPLID) or need assistance recovering it, please [click here for support](#).
2. For step-by-step instructions on how to set up your payment plan, [visit the ctcLink Resources page](#), scroll down to the "Navigating ctcLink (Desktop/Browser)" section and select "Enroll in a Nelnet Payment Plan. [You can also view a PDF guide here](#).

Cashiers' office can assist Monday-Thursday 8-4:30pm and Friday 8-2pm with virtual services 2-5pm on Friday

(SFRA) Student Financial Responsibility Agreement

At North Seattle College, we believe it's important for students to feel informed and empowered about their financial responsibilities. As part of our commitment to transparency and your success, you will be asked to review and accept the Student Financial Responsibility Agreement (SFRA) each academic year. The SFRA will be administered across the state of Washington at all community and technical colleges.

This agreement is designed to help you understand your financial obligations when enrolling in classes and outlines the college's policies.

It's a simple way for you to acknowledge your financial responsibilities and be aware of what to expect if any issues arise. We're here to support you and ensure you have all the information you need to make informed decisions about your education.

How to complete your SFRA [Student Financial Responsibility Agreement](#)

Learn More about the SFRA Frequently Asked Questions [Student Financial Responsibility Agreement \(SFRA\) | North Seattle College](#)

Placement for Classes

What Is Placement?

Placement refers to "placing" into the right starting-level class for you. In other words, when you start at college, it's important to find out what math or English classes you place into so that you are starting at the right level for your skills, knowledge, and confidence. Placing into the right class can set you up for success not only in the classes you first take, but in your future classes and progress toward your certificate or degree.

Some classes at the college require placement (e.g., "readiness") as a pre-requisite. It is thus important to determine your placement in the right math and English classes so that you know which classes you are ready to take first.

Do I Need Placement?

You may need placement if you are planning to take math or English classes at North. You may also need placement if you take other classes at North that require math or English placement as a pre-requisite (some examples include Communications, Computer Science, Chemistry, Economics, and others).

There are multiple methods, or placement options, to determine your placement into English and math classes, or classes that have English or math pre-requisites.

[English Placement & English DSP Information | North Seattle College](#)

[Take the Math Directed Self Placement](#)

Prior Experience- [Prior College Experience | North Seattle College](#)

1. **Steps**
2. **Apply**
3. **Plan funding**
4. **Placement of classes**
5. **Register**
6. **Pay and prepare**

International Student- [Seattle Colleges | International Programs](#)

New Student Orientation

Whether you are a new student, new to campus, or coming back to North after a break, join us for New Student Orientation! All students, from high school completion to Bachelor of Applied Science, are strongly encouraged to attend.

What to expect at Orientation

1. Connect with campus departments and resources like financial aid and advising
2. **Learn more about your area of study**
3. **Meet faculty and other students**
4. Enjoy lunch together and get some Tree Frog swag!

Future Dates

- Wednesday, March 19, 2025, 1-4pm
- Wednesday, June 18, 2025, 1-4pm

Schedule

- o 12:45-1:00pm: Check in at the old TRiO Center (room CC 1349A [campus map](#))
- o 1:00-1:30pm: Welcome & Opening Session
- o 1:30-2:15pm: Area of Study Sessions ([What is an Area of Study?](#))
- o 2:30-3:00pm: Faculty Panel
- o 3:00-3:30pm: Workshops
- o 3:30pm-4:00pm: Closing Session
 - o Get guidance on the next steps and win giveaways!

OPTIONAL 4:00-5:00pm: Drop-In Services

- o You are welcome to stay a bit later to take advantage of a campus tour or personalized drop-in assistance from: Admissions/Enrollment, Financial Aid, Workforce Education, and/or Advising

Assistance

- o North Seattle College is committed to providing universal access to all our events. To request disability related accommodations, please contact Disability Services at DS@seattlecolleges.edu
- o Questions- Please reach out to NorthNSO@seattlecolleges.edu with any questions you may have.

First Year Experience

Welcome to the Pacific Tree Frog Family! We are grateful you've chosen North Seattle College for your next chapter and appreciate the opportunity to support you in achieving your goals.

Your next step is to complete the online New Student Orientation. Our New Student Orientation will prepare you for your first quarter at the college by connecting you with services, resources, and tools for success.

What is the First Year Experience Program?

- o The First Year Experience Program is a series of activities designed to help you be successful while at North Seattle College. At North, our program includes:

New Student Orientation

- o First Year Experience Course: HDC 101 – Orientation to College Success

Who is the First Year Experience Program for?

- o **Everyone!** All new North Seattle College students are encouraged to attend New Student Orientation and take HDC 101 in their first two quarters at the college. You can explore both opportunities below.
- o HDC 101- Human Development Course – Orientation to College Success is a 2-credit course that students should take in their first two quarters at North. The course focuses on students meeting their learning goals, navigating college resources, building financial literacy, exploring careers and creating an academic plan.

HDC 101 – Orientation to College Success

Human Development Course (HDC 101) – Orientation to College Success is a 2-credit course that students should take in their first two quarters at North. The course focuses on students meeting their learning goals, navigating college resources, building financial literacy, exploring careers and creating an academic plan.

Follow the steps listed on the [Registration | North Seattle College](#) to register for the course. If you aren't sure how to register or have questions about the course, please contact your [Academic Advisor](#) or your [retention specialist](#) (Seattle Promise).

Click here to meet your [HDC 101 Faculty | North Seattle College](#)

Do you need help paying for this course?

You may be able to use FASFA/WASFA, Workforce, or Seattle Promise funding to pay for this course. If not, don't worry – we've got you covered with our HDC 101 Scholarship!

Registration

Phone: 206.934.3663

Email: NSCregistration@seattlecolleges.edu

Hours: Monday – Thursday: 8am – 4:30pm (Window 3 open at the One Stop/Launch Pad: 10am – 2pm)

Friday: Virtual 8am – 4:30pm (by appointment, zoom and phone)

Virtual Zoom Drop-In Sessions:

Monday, Wednesday, Thursday: 12pm – 1:30pm

Tuesday: 4:30pm – 6pm

Friday: 10am -12:30pm

Waitlist Status

You can view your waitlist status at the time of enrollment and through your ctcLink account [ctcLink - Sign In](#)

[Waitlist Status](#)

You can view your waitlist status at the time of enrollment and through your ctcLink account [here](#).

Deferred Tuition Payments

- Login into your [ctcLink](#) account to enroll in and manage your Nelnet Payment Plan (Deferred Payment Plan)

Please visit the [ctcLink Student Resource](#) page for step-by-step photo instructions.

Student Registration Account

For more information regarding your ctcLink ID (EMPLID) and password.

1. **For current and returning students:** If you do not remember your SID (old ID) when activating your ctcLink ID, please complete the SID Request form, which is available [here](#).
2. If you have lost or forgotten your ctcLink ID and password, please visit the ctcLink ID and Password webpage [here](#) for instructions.

[Update My Student Contact Information](#)

3. Login into your [ctcLink](#) account.
4. If you are or have been a student at more than one Washington state community college, click the college you want to log in to (select North Seattle College).
5. If you have only been admitted to or attend one college, go to step 3.
 - a. Click on Student Homepage.
 - b. Click on the Profile tile.
 - c. Click on the tabs located to the left of the page and update the sections accordingly.

- i. (i.e. Personal Details, Contact Details, Addresses, Emergency Contacts, Ethnicity, and Privacy Restrictions)
- o Step by Step Guide- [ctcLink Student Update Contact Information.pdf](#)

Pay Tuition Online

1. Visit [ctcLink](#) and login with your ctcLink ID (EMPLID) and password. If you have not activated your ctcLink ID (EMPLID) or need assistance recovering it, please [click here for support](#).
2. For step-by-step instructions on how to pay your balance, visit the [ctcLink Resources page](#), scroll down to the "Navigating ctcLink (Desktop/Browser)" section and select "Make a Payment on Your Account."

Enrollment/Degree Verification

- Get up-to-date information on your enrollment and degree verifications at no charge with the Student Self-Service through the National Student Clearinghouse.
- Print enrollment verifications for health insurance or other organizations, view your enrollment history, and print Good Student Discount certificates to obtain discounts on auto insurance, etc.

Late Add Petition

(after the 10th day of the term or 8th day for summer)

If it is after the 10th day of the term (8th day for summer) and you have been attending your class(es) since the beginning of the term and are dropped for non-payment or never got enrolled, you will have to petition to add your class(es) late.

1. Please fill out this [form](#)
2. You will need to get instructor permission to add the class(es)
3. You will need to explain why you are registering late
4. There is a late add fee of \$10.50 per credit (for example, a 5-credit class will have a late add fee of \$52.50)
5. You will need to pay your tuition and fees within 24 hours of registering

Grades

North Seattle College uses a numeric grading system similar to the state's other 2-year colleges and many universities. Below is how percentages and letter grades are translated into the numeric system.

95-100, 4.0, A	89% - 3.4, B+	79% - 2.4, C+	69% - 1.4, D+
94% - 3.9, A	88% - 3.3, B+	78% - 2.3, C+	68% - 1.3, D+
93% - 3.8, A-	87% - 3.2, B+	77% - 2.2, C+	67% - 1.2, D+
92% - 3.7, A-	86% - 3.1, B	76% - 2.1, C	66% - 1.1, D
91% - 3.6, A-	85% - 3.0, B	75% - 2.0, C	65% - 1.0, D
90% - 3.5, A-	84% - 2.9, B	74% - 1.9, C	64-0, 0.0, F
	83% - 2.8, B-	73% - 1.8, C-	
	82% - 2.7, B-	72% - 1.7, C-	
	81% - 2.6, B-	71% - 1.6, C-	
	80% - 2.5, B-	70% - 1.5, C-	

SECTION 3



ACADEMICS & FINANCIAL SUPPORT

- Programs & Degrees
- Academic Advising
- Financial Aid
- Scholarships

Academic Programs and Services-Programs | North Seattle College

At **North Seattle College** you can prepare to transfer to a four-year school, continue your education beyond an associate degree with a Bachelor of Applied Science degree, or train (or retrain) for a career with an Associate of Applied Science degree or short certificate programs. The college also offers effective college readiness programs and a wide array of continuing education classes to enrich your life.

- North's faculty members are well-qualified to share their knowledge. Ninety percent of full-time faculty hold a master's degree or higher. And North instructors are here because they love to teach, and they care about your future. Diversity in North's classrooms—a cross-section of ages, educational backgrounds, ethnicities and life experience—enriches the college experience for everyone.
- Learn from the best—when and how you want. Online, on campus, daytime or evening (including the Associate of Arts and associate in business evening/hybrid degree programs), or a mix of all.
- North's STEM programs (science, technology, engineering, and math) have a strong reputation, and students highly endorse the interdisciplinary learning experiences offered through Integrated Studies. North student researchers have been honored locally and nationwide.
- Train for EMT, aerospace jobs, accounting, and watchmaking, get studio art skills or learn one of seven languages. Prepare for your future in high caliber programs and receive strong academic support in person and online through the resources of the Student Learning Center or at North's Library.

Choose From:

Bachelor's degrees –

1. Accounting with International Accounting
2. Application Development
3. Early Childhood Education
4. International Business and Property Management
5. Computer Science.

Transfer Degrees

1. [Associate of Arts \(AA\) - DTA](#)(download docs)
2. [Associate of Business \(AB\) - DTA](#)
3. [Associate in Computer Science - DTA MRP](#)
4. [Associate of Science General - DTA](#)
5. [Associate of Science \(AS\) Track 1](#)
6. [Associate of Science \(AS\) Track 2](#)
7. [Associate of Fine Arts](#)

[CLICK HERE](#) to learn more about degree offerings

Why Earn A DTA Degree? (Direct Transfer Agreement) A DTA degree is part of a [Direct Transfer Agreement](#), and can help you transfer more seamlessly. For most Washington state four-year colleges an AA-, AB- or AS-DTA degree will transfer as a package, and may

- fulfill most of the university's lower division general education coursework.
- grant junior standing (depending on major entry requirements).
- give students priority application review status.
- qualify students for special scholarships or application fee waivers.

include transfer of up to 15 credits of "normally non-transferable" coursework such as vocational or professional/technical classes.

- Please note that completion of an associate degree does not guarantee admission to a four-year college or university. Each institution has specific admission requirements (G.P.A., residency, core requirements, etc.).

Welcome to BE-STEM!

- Belonging and Excellence in STEM

- [Click to find the office location & hours](#)

The mission of the Belonging and Excellence in STEM (BE-STEM) program is to bolster the enrollment, retention and degree completion of students enrolled in STEM programs at North Seattle College. While we support and welcome all students, we have a targeted focus on students from demographics that are underrepresented in the STEM workforce. These include veterans, students from low-income families, students with learning and physical disabilities, women, and Students of Color

**Underrepresented students include those who identify as Black/African American, Latinx/Hispanic American, American Indian, Alaska Native, Native Hawaiian, Native Pacific Islanders and Filipino. Representation in STEM fields for these groups is much lower than it should be based on the ethnic composition of our general population. Please review the NSF website for more information*

Core Pillars

In partnership with several programs and resources on campus, our team meets the BE-STEM mission by remaining grounded in three pillars.

Core Pillar 1

Connect STEM students to campus resources that are essential for their overall well-being and academic success

- Assess student need, meet the need(s), and/or connect the student to the relevant resource that can meet their need
- Close the loop to ensure that the student connected with the relevant need, and that the need is met
- Some of these essential resources include Financial Aid, Basic Needs, Housing support, Mental Health Counseling, Academic Advising, Tutoring, Laptops and Calculator Lending, Project Baldwin, AANAPISI, etc.

Core Pillar 2

Provide students with STEM experiential learning and professional development opportunities

- Connect students to Course-based undergraduate research experiences (CUREs). North Seattle College offers an undergraduate research course (UGR 294) which encourages all STEM students to take.
- Connect students to research and internship opportunities, and professional development opportunities both on and off campus.
- Fund opportunities where students can present their own research and attend research presentations, seminars, fairs, and symposia.
- Provide guidance and feedback on internship/research/job application processes, including review of resumes, cover letters, and other professional writing materials.

Core Pillar 3

Provide spaces and opportunities for STEM students to build sustainable and healthy community with their peers

- Ensure that the STEM Lounge is a safe and welcoming space for all STEM students.
- Host community building, academic success, professional development, and career preparation opportunities for STEM students.

Benefits

AAs a BE-STEM scholar, you will have access to the following resources that will prepare you for the limitless possibilities of a STEM career.

- Navigation and Referral Services to Campus and Community Resources
- **Paid STEM research opportunities**
- **Funding to travel to and present at STEM conferences**
- **STEM scholarship and internship announcements**
- Cohort meetings, webinars, field trips, and networking events
- **Access to the STEM Lounge (HS-2535A, 8-6 PM M-Th)**
- An energetic and diverse community of STEM students at North Seattle College

Academic Advising Resources-[New Student Advising | North Seattle College](#)

Whether you are brand new to college or have taken college classes before, Advisors are ready to work with you to make sure you have a strong start at North.

Expand the list below based on the student type that best describes you.

Not sure where you fit? Email <https://northseattle.edu/advising/contact> and we will help guide you toward the right option.

First Time in College

- Meet with advising during Drop-in Advising:
- Activate your CTCLink Account

Determine English or Math Placement

- ***Not completing these steps will prevent you from registering from classes**
- Meet with an advisor during Drop-in Advising either on campus or via zoom.
- Attend New Student Orientation and/or Complete the Online Orientation
 - <https://northseattle.edu/orientation/online-orientation/getting-started>
- Tutoring and learning support services-[Tutoring | North Seattle College](#)

Prior College Experience

If you have previous credits from a college, university, military, or Running Start, follow the steps below.

Just looking to take one class but need a permission number to register? It may not be necessary to meet with an advisor. [CLICK HERE](#) to request a form

1. Schedule an advising appointment with the [Area of Study Advisor for your program](#)
2. **Prepare for Your Appointment*:**
 - a. [Activate your ctcLink account](#)
 - b. Email copies of your unofficial transcripts to your advisor before your appointment or bring them to your appointment
 - c. [Determine English or math placement](#) (if needed)

Visiting University Student

If you are not intending to earn a degree or certificate at North Seattle College and may be taking 1-3 classes to transfer back to your home institution (such as UW, WWU, etc.), you are not required to meet with an advisor before registering.

Here are answers to common questions from visiting students:

- Do you need a permission number for a class where you completed the enrollment requirement at a different college? [Fill out this form](#) and attach your unofficial transcript showing how you meet pre-requisites.
- To confirm if the class you wish to take at North will fulfill requirements at your home institution, please check with your university advisor, or review them [equivalency guide](#).
- If you are using financial aid from your home institution to pay tuition, you will need to work with your home institution for funding, often by completing a Consortium Agreement with your funding office. North's advisors only complete these forms for students receiving financial aid at our college.
- If you are paying your own tuition, consider enrolling in North's [payment plan](#), available before the quarter begins.

If you need assistance registering, please come to [drop-in advising](#).

Some programs offer specialized advising support, and current or prospective students should connect directly with the department for assistance:

- [International Programs](#)
- [Running Start](#)
- [Seattle Promise](#)

- [Watch Technology](#)
- [ESL](#)
- [ABE/High School Completion](#)
- [Early Childhood Education](#)
- [BS/BAS Programs \(Bachelor's Degrees\)](#)

Financial Information

Financial Aid Hours of Operation

Winter 2025 (Jan 6 — March 26)

In-person hours:

Monday —Thursday: 10 am – 2 pm

Virtual Zoom drop-in hours:

- **Monday:** 12 – 1:30pm
- **Tuesday:** 4:30 – 6pm
- **Wednesday:** 12 – 1:30pm
- **Thursday:** 12 – 1:30pm
- **Fridays:** 10 am — 12:30 pm

Financial aid staff are working virtually.

Phone Hours:

Monday-Friday: 2-4 p.m.

Contact Us

E-mail: FinancialAid.North@seattlecolleges.edu

Phone: (206) 934-3688

Fax: (206) 934-3608

Application process

Application Submission Deadline

- Financial aid at North Seattle College is awarded for the academic year beginning with Fall Quarter and ending Summer Quarter. Students should apply for financial aid each academic year in which they plan to enroll in courses. Students are encouraged to submit their financial aid and admissions application at least one week prior to the deadline to ensure it is received and processed by the deadline date. If the deadline falls on the weekend or holiday, the Financial Aid Office will accept documents received before the close of business on the following working day.

Quarterly Submission Deadlines

- **Fall Quarter:** August 31st
- **Winter Quarter:** November 30th
- **Spring Quarter:** February 28th
- **Summer Quarter:** May 31st **

** Summer quarter grant aid and summer quarter work-study requests require an additional one-page supplemental application form available beginning the first week of spring quarter each year.

Students who do not meet the quarterly deadlines listed will have their financial aid application reviewed; however, eligibility may not be determined until after the tuition payment deadline. Students should plan to pay for their tuition and fees or sign up for the [deferred tuition payment plan](#) prior to the start of the quarter.

To meet the deadline, students need to complete steps 1 to 5 below

Step 1: Apply for Admission to North Seattle College

Financial Aid applicants should apply for admissions to North Seattle College to receive their student ID number. Applications can be submitted online, via the [Web Admissions Center](#). It's simple, fast, and free!

Need help with the application? Get step-by-step [application help in ctclink](#).

If not applying online, come to the Admissions/Registration Office on campus for great in-person attention. For more information, see the [Steps to Admissions and Enrollment](#).

Step 2: Complete the FAFSA or WASFA

Students must complete the Free Application for Federal Student Aid (FAFSA) or Washington Application for State Financial Aid (WASFA) for the appropriate academic year online. Review our [application submission deadlines](#).

- **FAFSA:** <https://studentaid.gov/h/apply-for-aid/fafsa> Be sure to include North Seattle College's **Title IV School Code – 009704**.
- **WASFA:** <https://wsac.wa.gov/wasfa>
- If you are unsure if you should complete a FAFSA or a WASFA, complete the [WASFA Eligibility Questionnaire](#).

Step 3: Log into your ctclink Student Center Homepage

- Your ctclink Student Account gives you access to financial aid information, registration, unofficial transcripts, updating your personal information, and much more.
- Financial Aid Awards are available under, "View Financial Aid" status link.
- Tasks and To-Dos will list all required documents need to submit to the Financial Aid Office
- You can upload documents to the Financial Aid Office from your portal as well.
- Refer to ctclink Resources for Students, more information and step by step instructions.

Step 4: Select Your Program of Study

- Students receiving financial aid are required to select a program of study that leads to an eligible degree or certificate at North Seattle College. Students are responsible for making certain they take courses that pertain to their program of study or risk exhausting their financial aid before they complete their degree or certificate.
- Advisors in the North Student Success Services can assist you in choosing a program of study and appropriate classes as well as creating comprehensive educational plans. If you are pursuing a degree or certificate in one of the Health/Medical, Watch Technology, Early Childhood Education or BAS programs, please see the department for advising and registration information.
- If you are unsure of your program of study or career interests, talk with Counseling (206) 934-3676 or visit northseattle.edu/counseling/identify-career-interests-academic-majors
- **Students taking courses only for admissions to another college or university should see the financial aid office for instructions on the preparatory loan application process.

Step 5: Submit all Required Items

- Applicants selected for verification are notified of additional documentation requirements via email and information is posted to the ctclink portal under the "Tasks" tile. All verification documents must be submitted for eligibility determination before funds are awarded. Examples of documents that may be requested from you include, but are not limited to the following:
 - **IRS Tax Transcripts**
 - **Certification of Income and Benefits**
 - **Verification Worksheet**
 - **High School Diploma, GED, or equivalent**
 - **Citizenship/Immigration Documents**
 - **Social Security Card**
 - **Untaxed Income Verification Documents**
 - **Sibling or Spouse College Registration Verification**
 - **Various Institutional Forms as requested by the aid office**
- Documents can be submitted in-person to the financial aid office, faxed to 206-934-3608, or uploaded to via the ctclink Student Center.

Step 6: Submit Transcripts

- Financial Aid applicants must submit a [Application for Evaluation of Incoming Credits](#) form and request official transcripts for all U.S. colleges attended in the last 10 years, even if you do not wish to transfer some credits. You can review your attendance at prior institutions online at <https://nslds.ed.gov>
 - Please visit the [Credentials Evaluation](#) webpage for more information.

Step 7: Apply for Federal Student Loans (optional) Only take if necessary

- If you are interested in applying for Federal Direct Loans, you will need to complete the following three requirements:
 - North Seattle Loan Request Form, available online: northseattle.edu/financial-aid/forms-guides
 - Master Promissory Note (<https://studentloans.gov>)
 - Entrance Counseling (<https://studentloans.gov>)
 - Additional information is available on the [Direct Loan Application](#) webpage.

Step 8: Eligibility Notification

- The Financial Aid Office at North Seattle College reviews applications after all required documents have been received. Students with a complete financial aid application at NSC are notified by e-mail regarding their eligibility. Your financial aid awards including amount and type of aid are posted to the ctcLink Portal.
- Financial aid is awarded for the entire academic year beginning with the Fall Quarter and ending the Summer Quarter. Students who complete their application by the priority deadline are notified first. Applications completed after the financial aid deadline for the quarter being applied for will be reviewed in the order in which they were received. Students may receive funding, if eligible, retroactively.
- Types of aid

Federal Direct Loan Application Process

[Federal Direct Loan Application Process | North Seattle College](#)

Scholarships

[State Financial Aid for DREAMers | North Seattle College](#)

- The Washington Application for State Financial Aid (WASFA) is for people who don't file a [federal FAFSA application](#). If you have completed the FAFSA, you have already applied for both federal and state financial aid and do not need to complete the WASFA unless the Financial Aid Office asks you to.
- A person should complete the WASFA if they are undocumented, do not have an SSN, or do not qualify for federal financial aid because of their immigration status. The WASFA can also be used in limited circumstances by [other select applicants](#) who cannot or choose not to file a FAFSA.
- People who complete a WASFA are applying only for state aid. If you are [eligible for federal aid](#), you should complete the FAFSA in order to maximize financial aid awards. Students must be Washington residents to pay in-state tuition and get state financial aid. Both U.S. citizens and non-citizens can be Washington residents, including undocumented students.
- In most cases, a Washington resident is someone who 1) lives in the state for one year immediately prior to starting their college or program and 2) has a high school diploma or equivalent. But there are other ways to be a resident. Learn more at the [Seattle College's Residency](#) webpage.

Tuition and Fee Payments

- Students who are awarded grants, tuition waivers, loans or scholarships will have their tuition and fees automatically paid the week before the quarter begins. Any remaining eligible funds after tuition and fees have been paid will be disbursed through BankMobile Disbursements, a technology solution, powered by BMTX, Inc.
- Financial aid awards are adjusted to your enrollment level in the first week of the quarter. If your award(s) are not sufficient to cover your total tuition and fee charges, you will be responsible for the remaining balance. The balance must be paid by the first day of the quarter, or you may be dropped from your classes.
- If you have registered for classes and decide not to attend, you must formally withdraw by the end of the first week of the quarter, or you will be billed for the tuition costs paid.

Financial Aid Disbursements

- The Seattle Colleges delivers your refund with BankMobile Disbursements, a technology solution, powered by BMTX, Inc. Detailed disbursement information, including helpful videos, can be found at: <http://bankmobiledisbursements.com/how-it-works/>

- 0 To view our third-party service contract for refund management, click [here](#).
- 0 For more information about BankMobile Disbursements, locate ATMs on campus, and FAQs visit:
seattlecolleges.edu/district/paying/card.aspx

Forms & Guidelines [Forms & Guides | North Seattle College](#)

- 0 Conditions of Award
- 0 Satisfactory Academic Progress Policy
- 0 Affidavit of Supporting Documentation
- 0 Appeals
- 0 Cancel Financial Aid Application
- 0 Certification of non-tax filing status (2023-24)
- 0 Consortium Agreement
- 0 Dependency Override Request
- 0 Fresh Start Loan Acknowledgement
- 0 IRS Retrieval Instructions for US Tax filers
- 0 Director Loan Forms
- 0 Program Verification Form
- 0 Release of Information
- 0 Special Conditions Form/income Adjustment Form
- 0 Verification Forms
- 0 Work study forms

SECTION 4

STUDENT LIFE, WELLNESS BELONGING

- Student Life
- Child Care
- Wellness
- Leadership, Clubs & Events



Student Life- Welcome to Student Life at North Seattle College

To make the most of your experience while enrolled at North Seattle College, we hope you get involved! It's important to balance your time learning by participating in events and activities, and by using student services with other NSC students. We encourage you to join as many student organizations as possible, events, and activities that you can.

Through Student Life, we hope that you build your skills, create friendships and become part of our exciting North Seattle Pacific Tree Frogs happenings at our college!

Meet the Staff-

Megan Valerio

Wellness Center Director

megan.valerio@seattlecolleges.edu

(206) 934-4591

Rose Buchanan

Childcare Center Associate Director

Rose.Buchanan@seattlecolleges.edu

Dr. Florentino Ubungen

Interim Dean of Student Support Services

Bralyn L. Beathea, M.Ed.

Director of Student Leadership & Engagement

Bralynl.beathea@seattlecolleges.edu

(206) 934-3733

Child Care

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.

- Each child is encouraged to build a positive self-image through their intellectual, social, emotional, and physical development. The Child Care Center staff have an educational background in Early Childhood Education and Child Development. The Center is licensed by the state Department of Social and Health Services and participates in the City of Seattle's Comprehensive Child Care Program as well as Early Achievers; an early childhood quality rating program that supports ongoing professional development to educators.
- We welcome telephone/email inquiries and in-person visits. Please contact us to make an appointment. (Tours are by appointment only.)

Preschoolers

- We have one preschool classroom, 'Pollywogs,' for children under 3 years to 5+ years old. The program is designed to meet the physical, social, emotional, and intellectual needs of preschool-age children. The teacher posts weekly lesson plans.

Pollywog Room (3 to 5+ years)

- Ratio: There are two teachers, support staff and 17 children in this room

Pollywog Room Schedule:

- 8:00 - 9:00 -- Small Group Games/outdoor play
- 9:00 - 9:45 -- Potty/Wash hands/Snack
- 9:45 - 10 -- Music Circle and Greetings
- 10 - 10:45 -- Activity Centers
- 10:45 - 11:00 -- Clean-up
- 11:00 - 12 -- Outdoor Play/Walk to Wetlands
- 12:00 - 1 -- Lunch/Potty/Wash Hands
- 1 - 2:15 -- Rest/Nap
- 2:15 - 3:00 -- Potty/Wash Hands/Snack
- 3:00 - 4:30 -- Storytime/Small Group Games/Outdoor Play

Toddlers

- We have one toddler classroom, 'Tadpoles,' for children 18 months to just under 3. The program is designed to meet the needs of active toddlers. Painting, singing, dancing and outdoor play in our outdoor play area make this a positive environment for both parent/guardian and child.

Tadpole Room (18 months-3 years)

Ratio: There are two teachers, support staff and 13 children in this room

Tadpole Room Schedule

- 8:00 - 9:00 -- Children arrive—activities in various areas/outdoor play
- 9:00 - 9:30 -- Clean-up/diaper/potty/wash hands
- 9:30 - 10:00 -- Snack
- 10:00 - 10:30 -- More diapers/potty/wash hands/ Circle Time—stories, movement, music
- 10:30 - 11:00 -- Free play time/activities inside
- 11-11:30 -- Outdoor play/Campus wagon walk
- 11:30 - 12:00 -- Wash hands/Lunch
- 12:00 - 12:30 -- Diaper/potty/wash hands/Storytime
- 12:30 - 2:15 -- Nap time
- 2:15 - 3:00 -- Diaper/Potty/Wash hands/Snack
- 3:00 - 4:30 -- Free play time inside/outdoor play/Storytime

Philosophy/Policy

Program Philosophy

The Child Care Center offers a safe and nurturing environment where your child will have positive social experience and age-appropriate learning experiences. We achieve this philosophy by keeping the following things in mind:

- Parents/Guardians are the single most important influence in a child's life. The greater a parent/guardian's communication with the teachers and involvement in the classroom, the greater will be the child's opportunity to learn and grow, both at home and in school.
- Only with a positive self-concept can a child develop to their full potential. All activities in our program encourage the development and maintenance of a positive self-concept and respect for the child's individuality, family identity, and cultural/ethnic background.
- Children develop continuously through a series of fixed stages at their own individual rates. Children learn primarily through self-directed interaction with an environment rich in concrete sensory experiences. For this reason, we include in our program teacher-initiated (structured) activities, free play (child-initiated) time, large and small group periods, and time for small and large muscle movement.
- Learning to interact positively with peers and adults is an important accomplishment of the early years. Children at our center learn the social and emotional skills to live in harmony with each other.

Discipline Policy

At the North Seattle College Child Care Center, we have a non-punitive discipline policy. Physical punishment is not used. Our goal is to create an environment where the child is stimulated and involved to reduce the frustration that can occur in a group setting. Other techniques used are redirecting a child to another activity and modeling behavior that we would like the children

to follow. We tell the children when we like the behavior (positive reinforcement) they are showing so that behavior is likely to occur more often.

- We help each child develop self-control, rather than teacher- or parent/guardian-imposed control, and we help the child learn to express feelings verbally rather than striking out physically.
- Discipline methods used with children are always discussed with the child's parent/guardian. In cases of reoccurring issues, the teachers may work with the parent/guardians over a period to discover the cause of the problem and an effective way to deal with it.
- In the unusual case of a child's behavior requiring special consultation and there is lack of cooperation on the parent/guardian part, we reserve the right to dismiss the child from the Center.

Parent/Guardian Communication and Involvement

- Parent/Guardian communication and participation are vital components of our program. Recognizing that parent/guardians may have different interests and time constraints, we provide a variety of ways for parents/guardians to be involved and informed about their children's experiences.
- Parents/Guardians are encouraged to visit the center at any time during operating hours. The purpose of these visits may be to observe, assist in the classroom or during outdoor play, have lunch, or share an activity with the children. The emotional needs of the child will be considered a priority and if necessary, parents/guardians can observe/assist and then take their child home afterwards.
- Parent/Guardian conferences are held each spring quarter and more often if there is a need. These conferences provide structured time for parents/guardians and teachers to share ideas, information, and observations about the children.
- There is a weekly "Activity Plan" posted near classroom doors which lists the theme and activities your child will be participating in.
- Children and their families are invited to attend our annual "Fall Potluck" (held fall quarter) and "Multi-Cultural Family Potluck" (held spring quarter). These are opportunities for you to get to know us better and vice versa.

Hours and Schedule

- **Open Hours**
 - **Fall through Spring Quarter**
Monday through Friday: 8:00 am-4:30 pm
 - **Summer Quarter**
Monday through Thursday: 8:00 am-4:30 pm
 - **Annual Schedule**
North Seattle College campus childcare center open hours schedule aligns with the Seattle Colleges District Academic Calendar

Follow this link to find Seattle Colleges District Academic Calendar here:

<https://www.seattlecolleges.edu/academics/calendars/academic-calendar-pdfs>

**We are closed for childcare during quarter breaks, quarterly professional development days, and major holidays (also Fridays Summer quarter only)

Rates and Fees

- **Annual Costs**
 - \$50 Annual Registration Fee due at the beginning of each Fall Quarter/or upon enrollment
 - \$30 Annual Registration Fee for each additional sibling
 - **Monthly Rates**
 - Due 1st of each Month

Part time Rates

- **Part-time AM:** 8:00 am to 12:30 noon
- **Part-time PM:** 12 noon to 4:30 pm

Spots are limited. If slots are full, you will be kept on our wait list.

Student	\$1050	\$761

Full-Time Rates

- Full Time 8:00 am to 4:30 pm
- Spots are limited. If slots are full, you will be kept on our wait list.

		Full-time PRESCHOOLERS (36 mo.-5 year)
Student	\$1286	\$1050
Staff/ Faculty	\$1522	\$1338
Community	\$1653	\$1443

Other Fees

- Extra Hours Fee \$9 per hour (Director approval required/dependent on space availability)
- Any change of schedule 2 weeks or more after quarter begins is a \$25 fee (Director approval required/dependent on space availability)
- 30 Days' notice required for withdrawal
- \$20 past due payment charge for monthly payments after due date
- Parent/Guardian charged \$1.50 per minute for any pick-up after center closing time of 4:30 pm, starting the first minute
- Parent/Guardian charged Extra Hours fee (\$9 per hour) for any drop off more than 10 minutes before scheduled drop off time or for any pickup more than 10 minutes after scheduled pick up time

Waiting List Application

- Contact the Director to access the application
- Rose.Buchanan@seattlecolleges.edu.

Campus Resources and Facilities

Student wellness

Contact:

Megan Valerio, Director

[Email](#)

(206) 934-4591

Marle Ethelbah

Recreation & Athletics Specialist 3

Email

(206) 934-3657

General Questions rwc.nsc@seattlecolleges.edu

Location:

PE0832D

East side of campus

In support of the College's mission, vision and values the Roy Flores Wellness Center promotes a lifelong commitment to wellness by providing a safe environment for our diverse populations of students, staff, faculty and the community with access to affordable, high-quality fitness and wellness activities.

- We have many choices to support your commitment to wellness - including a wide range of [drop-in classes](#), a well-equipped strength and conditioning room, a running track and a gym for playing basketball or volleyball.

- Classes are offered [for credit](#), noncredit through [Continuing Education](#) and [drop-in classes](#). These classes vary by quarter but typically include physical fitness, weight training, yoga, and dance.
- **Please stop by and experience what we offer. Your road to a healthier you begin today!

Wellness Center Facilities

- The Roy Flores Wellness Center has training, exercise, and sports facilities available to students and members.
- **Free Weights**
- The free weight area features dumbbells ranging from 3lb-120lb, bar bells ranging from 10-140lbs, as well as squat racks, bench press, and leg press machines.
- **Indoor Track and Gym**
 - A suspended indoor track runs along the walls above the gymnasium floor. The 1/13th mile track has 360-degree views of the campus and is used for walking, jogging or performing any other type of dynamic exercises.
 - The air-conditioned gym is a regulation size court with added international basketball lines as well. The gym is also used for Volleyball leagues and can be set up to hold 1-2 Volleyball courts.
- **Fitness Studios**
 - Two hardwood-floored fitness studios are home to a variety of drop-in fitness classes. The classes provide a fun and friendly environment for all individuals of varying fitness levels. All members are welcome to drop in on any classes of interest.
- **Mindfulness Room**
 - The Mindfulness Room can be found on the NE corner of the first floor of the Wellness Center. When classes are not taking place in this space, students are welcome to use it for yoga, prayer, stretching, meditation, or just a quiet and comfortable escape. It is outfitted with comfortable lighting, cozy seating, meditation cushions, and yoga mats. The Mindfulness Room is available for all for credit students, employees, and RFWC members. Please note that everyone must sign a liability waiver to access the Wellness Center. (If you are under 18, this form must also be signed by a parent or guardian.)
 - A variety of mindfulness-based classes are also hosted in the Mindfulness Room including the for-credit Stress Management course, and drop-in Restorative Reiki Yoga and Accessible Chair Yoga (drop-ins available to all for-credit students and RFWC members).
- **Locker Rooms**
 - Three locker rooms are provided for members (one men's locker room, one women's locker room, and one all-gender locker room). Lockers can be rented at \$10 per quarter. Please see the membership information tab or visit the front desk to inquire about payment.
- **All Gender Bathrooms**
 - We have two all-gender bathrooms available on the second floor of our facility.
- **Membership Information**
 - Membership grants you access to all fitness facilities at North, including the weight room. You also get access to all drop-in classes, open gym activities, and ongoing health and fitness lectures.
 - Membership fees are non-refundable and subject to change without notice.
- **North Seattle College Student Membership - see the Wellness Center for current membership details.**
 - Students enrolled in for-credit classes at North Seattle College have a membership at the Roy Flores Wellness Center. They pay their Wellness Fee as part of the Student Fees when paying for tuition. The fee is determined by how many credits a student is taking. They are charged \$2.50 per credit, up to 10 credits (\$25) maximum per quarter.
 - ***SUMMER QUARTER ONLY:**
Students not enrolled for summer quarter, with proof of registration for fall quarter, will be asked to pay a \$25 fee to utilize the Wellness Center.

NSC STUDENT (taking for-credit classes at North)	Included in student fees (\$2.50/credit up to 10 credits maximum)
NSC STUDENT- SUMMER QUARTER (*IF REGISTERED FOR FALL QUARTER. PROOF REQUIRED)	\$25

- Membership Type and Cost (Per Quarter, no prorated options are available)

EMPLOYEE- FALL, WINTER, AND SPRING QUARTERS	\$50
EMPLOYEE- SUMMER QUARTER ONLY	\$35
EMPLOYEE- SPOUSE	\$50

EMPLOYEE- RETIRED	\$25
SENIOR COMMUNITY MEMBER	\$50
SEATTLE CENTRAL OR SOUTH SEATTLE STUDENT	\$25
CONTINUING EDUCATION STUDENT	\$50
SHORT-TERM INTERNATIONAL STUDENT (*NOT REGULARLY ENROLLED INTERNATIONAL STUDENTS)	\$58
STUDENT ENROLLED IN FALL (not taking summer classes)	\$25
ALUMNI (*PROOF OF CERTIFICATE/DEGREE EARNED REQUIRED)	\$50
COMMUNITY MEMBER	\$100
CORPORATE - 10+	\$75
GUEST - 1 VISIT	\$8
GUEST - 5 VISITS	\$35
GUEST - 10 VISITS	\$60

- **Locker Fee**
 - A locker rental is \$10.00 per quarter. Please see locker policies under the “Policies” section.
- **Payment Options**
 - You can sign up, pay your membership fees, and start the same day. No registration is required for fitness drop-in classes.
- **Payment Process**
 - Students - A wellness fee is included in your student fees if you are a NSC student taking classes for credit.
 - Employees - Utilize the Receipt PDF document or pick one up at the front desk to pay for an Employee Membership at the Cashier's Office. OR A payroll deduction option is available for benefited North employees:
 - Community- Please pick up a [Department Receipts \(Receipt PDF\)](#) at the front desk or print from the link below, pay/collect a receipt at the NSC Cashiers office, and turn in both documents to the Wellness Center front desk to set up your membership.
 - All financial transactions must be handled by the campus cashier. Pay at the Cashier's Office and bring the receipt to the Roy Flores Wellness Center
- **Policies**
 - You must present a valid photo ID and your ctclink or member identification number upon entering the Wellness Center or access will be denied.
 - You must have a signed 'Assumption of Risks/Release of Liability and User Agreement' form on file with the College prior to using the facility.
 - You must have a signed copy of this Agreement on file with the College prior to using the facility.
 - Your membership must be current, or access will be denied.
 - You are responsible for the provision of your own medical insurance and are not covered by the State of Washington, the Seattle Colleges, North Seattle College or any of its agents or employees for injuries sustained while using the Wellness Center or participating in an activity at the Wellness Center,
 - Individuals under the age of 18 are not allowed to use the facility unless they are a student enrolled in a North Seattle College program or participate in a special event (basketball tournament, sports clinics, etc.).
 - Each member who is less than 18 years of age and uses the facility must have a parent or guardian's signature on the 'Assumption of Risks form.
 - **You must abide by the following locker policies:**
 - Lockers may be rented starting on the first day of each quarter and must be cleaned out by the last day of the quarter.
 - Issued locks are to remain on the lockers at all times. Any lost/misplaced locks will be assessed for a \$5 fee.
 - North Seattle College, the Wellness Center and the Wellness Center Staff do not assume responsibility for any lost or stolen items.
 - Items may be reclaimed by showing valid photo ID and describing the items.
 - You understand that threatening the staff in any manner, engaging in behavior that poses an immediate threat to the health, safety or welfare of yourself or others, or that poses an immediate threat to substantial disruption of college activities, or engaging in conduct that violates any provision of the Student Conduct Code, WAC 132F-121-110 may result in

immediate removal from the facility and referral to the Student Conduct Officer for disciplinary action, which may result in imposition of a disciplinary sanction up to and including dismissal from the college.

- o All members agree to treat the staff and other members with respect.
- o All members agree to treat the equipment and facilities with respect and understand that willful destruction of school property is a violation of the Student Conduct Code that may result in the imposition of disciplinary sanctions, up to and including dismissal from the College.
- o Personal training and other outside services are not allowed, except by Fitness Center Specialists.
- o If an individual refuses to show proper identification and proceeds into the Center, staff are required to call Security & may surrender all rights for use.
- o The Roy Flores Wellness Center is not responsible for any lost or stolen items.
- o Cellular phones and other mobile devices may not be used in photographic or video mode in any locker room or other private area, such as the dance studios or weight room.
- o Professional & personal photography and video recording on the premises is not allowed without the prior consent of the Director. You must have consent to photograph any other individual in the Center. No photography or cameras of any kind are allowed in any locker room or other private area, such as the dance studios or weight room.
- o Service animals only.
- o You may not use, possess, or sell any illegal drug on the premises, including, but not limited to anabolic steroids or other growth-enhancing substances. You also may not consume alcohol or smoke, chew, marijuana, or use any other tobacco or electronic cigarette products anywhere on the campus premises.
- o Verbal or physical intimidation, harassment, or abuse will result in expulsion from the Roy Flores Wellness Center.
- o Flores Wellness Center is a fragrance-free environment.

Hours of Operation

- o The Wellness Center is open during Fall, Winter, Spring, and Summer Quarters. We are not open to members in between quarters.
- o **Mon. – Thurs.: 7AM to 7PM**
- o **Fri.: 7AM to 5PM**
- o **Sat. & Sun.: CLOSED**

- **Open Court Hours**

- o Open Court Hours are available to members of the Wellness Center.

Basketball	Monday to Thursday	8AM – 4PM
Pickleball	Mondays & Wednesdays	10AM-12PM 12PM-2PM
Volleyball	Tuesdays & Thursdays	1PM-3PM

- **Ping Pong Hours:**

- o Ping Pong will be available in our Mindfulness Room, when it is not being utilized by a class. Members of the Wellness Center can check out equipment at the front desk using a valid ID. The Table is foldable and mid-size, approximately 6ft. x 3ft.

- **Holidays/Closures**

- o **Winter Development Day: See the current academic calendar for closure information.**
- o Presidents Day: Monday, February 16
- o **Spring Break Closure: See the current academic calendar for closure information.**
- o **Spring Development Day: See the current academic calendar for closure information.**
- o **Summer Break Closure: See the current academic calendar for closure information.**

- **Resources**

- o The Roy Flores Wellness Center is dedicated to promoting a lifelong commitment to wellness! We offer many additional resources to support that goal, at no additional cost to our members.
- o During your next visit, please use our facilities and additional items!
 - i. **All Gender Changing rooms**
 - ii. Sexual Health products (condoms, lubricant, and sexual health pamphlets)
 - iii. **Pads**
 - iv. **Tampons**
 - v. **Deodorant**
 - vi. **Hair ties**

- vii. **Hygiene Kits**
- viii. Emergency food bags and boxes (provided by the Emergency Food Program)
- ix. Trans tape kits (includes tape, repairing salve, and oil)

Library services [Home - NorthLibHome - LibGuides at North Seattle Community College](#)

- **Computer labs and technology support**
- Study spaces and recreational facilities

Student Life and Engagement

Directors Welcome

- Welcome to the Student Leadership & Engagement Office at North Seattle College!

My name is Bralyn L. Beathea, and I am honored to serve as the Director of Student Leadership & Engagement. Our mission is to foster a vibrant, inclusive, and empowering environment where every student feels valued, supported, and inspired to grow.

The Student Leadership & Engagement Office provides opportunities that connect you to campus life through leadership development, community building, and meaningful experiences. Whether you're seeking to join a club, attend engaging events, or enhance your leadership skills, our office is here to help you find your path and create lasting connections.

We believe that student engagement plays a vital role in academic success and personal growth. By getting involved, you can develop skills that will benefit you both in the classroom and beyond. Our dedicated team is committed to guiding and supporting you as you navigate these exciting opportunities.

I encourage you to stop by our office, explore our resources, and get involved in ways that align with your passions and interests. Together, we can build a thriving community where everyone has a place to belong and succeed.

Thank you for choosing North Seattle College. I look forward to meeting you and seeing the amazing contributions you will make to our campus community.

Sincerely,

Bralyn L. Beathea

Director of Student Leadership & Engagement

Meet the Team

Ruby Cavallo (she/they)

Club Board Specialist

Email: Ruby.Cavallo@seattlecolleges.edu

Paul Cortez

Program Specialist 2

Email: Paul.Cortez@Seattlecolleges.edu

- **Clubs, organizations, and leadership opportunities**

Student Leadership and Engagement

- **Clubs and Affinity Groups:** This board focuses on supporting student engagement through Clubs and Affinity Groups. The goal of this Board is to ensure that students who are interested in connecting with others in their social identity group and/or with folks with shared interests have what they need to do so in a supportive, fun environment. This Board provides structure and logistical support to Student Organizations and contributes to the equity, diversity, and inclusion of our campus community. Interested in learning more about the roles and responsibilities involved in leading a club or affinity group?
- **Benefits of Joining a Student Organization**
 - Build Community. Joining a Student Organization can help you meet and build professional and personal relationships and be in a community of folks who share your identity (Affinity Groups) and/or interests (Clubs).

- Build Transferrable Skills. Joining a Student Organization can help you develop communication, time management, emotional regulation, presentation, coordination, empathy and equity, diversity and inclusion skills that employers seek.
- Build a Sense of Belonging. Research shows that when students feel a sense of belonging, they are more likely to succeed in college and employment!
- Support your own College Success. Research shows that when students are engaged on campus outside of their classes, they are more likely to be successful in their classes and meet their academic goals!
- Have fun. Student Organizations for Equity & Engagement are fun spaces where you can make friends, learn about yourself and others, build community, and share experiences! Join an Affinity Group or Club today!
- **How do I join a Club or affinity group?**
 - i. [CLICK HERE](#)
 - **How do I start a club or affinity group?**
 - i. [CLICK HERE](#)
 - **Interested in being a student, Leader?**
 - i. **Contact Bralyn L. Beathea**
 - bralynl.beathea@seattlecolleges.edu
- Student Boards

What do we do?

Club Board

- This board focuses on promoting student engagement in clubs and affinity groups by planning and organizing events and programs on campus. The goal of this board is to build inclusive communities based on shared interests and identities to support the equity, diversity and inclusion of our campus community.

Want to get involved? Contact Ruby Cavallo- Club Board Specialist

Email: Ruby.Cavallo@seattlecolleges.edu

Events Board

Fee Board

- This board focuses on the finances of the Student Activities Funds on campus. The goal of this board is to make sure the flow of funds is equitable

Want to know more? Want to know where your funds go [Click here](#)

Governance Board

- The goal of this board is to provide student input and insight in various capacities across the campus utilizing student feedback and the student voice appropriately. This board is responsible for providing insight on campus wide policies, processes, and programming.

Interested?

- Come to our general meetings Monday 4pm-5pm in CC1442.
- Our meetings are open to anyone. We discuss topics from each board and folks are invited to come express their thoughts and feedback.
- [CLICK HERE](#) for the NSCC Constitution

Frequently Asked Questions

What is Student Leadership?

- Student Leadership (SL) consists of 10-15 students who represent the interests of the student body and are the student government here on campus. Student Leaders are not elected but are hired for paid work positions during the spring quarter to serve as Student Leaders for the following academic year.

What does Student Leadership Do?

- Student Leadership offers students the opportunity to plan events on campus, support student clubs, participate in key campus committees, allocate student fees, and research the needs of students. Student Leadership offers opportunities for students to develop leadership skills and represent the student body. SL also provides support for student activities and student organizations.

Who is eligible to join Student Leadership

Those interested in being hired for Student Leadership need to meet the following requirements:

- Be enrolled as a student for the full school year that they are hired for (3 quarters).
- Maintain a minimum of 2.0 quarterly GPA.
- Have strong written and oral English communication skills.
- Be able to attend weekly meetings and fulfill other duties required by their position.

When positions become available, how can I apply for the position in Student Leadership?

- Applications for Student Leadership positions are generally available in late winter and early spring quarters. Periodically, positions may become available at other times of the year. Please contact Bralyn L. Beathea at bralynl.beathea@seattlecolleges.edu

What positions are available?

Student Leadership hires 8-10 students who represent the interests of the student body and are known as Student Leaders (SL's). Student Leaders are hired through a competitive application process and are paid an hourly wage. Each position serves a unique and essential role in representing North's student body. Students in all positions work with college administrators, faculty, and staff on events, committees, and initiatives that guide and direct college operations and build campus community. Once hired, Student Leaders will be selected to work on one of our 8 boards, based on interest and availability.

What student organizations are available in the North? How can I join or start a club?

- Student organizations, which include clubs and affinity groups, change from year to year. Check out our website for currently available organizations. Also, check our website for information on how to start an organization.
- [CLICK HERE](#) for more information

Campus events and activities

Students who attend North Seattle College will find no shortage of events and opportunities to get involved on campus. Reference to the campus calendar to find out what's happening: entertainment and informational events sponsored by Student Leadership, lectures and community meetings, new library exhibits, transfer events.

Food & Dining:

Lil Pad Cafe

- Located on the first floor of the College Center, the Lily Pad Café is open to students, staff, faculty, and the public. We proudly serve Fulcrum Coffee, roasted locally in SoDo, and pastries made by Harried & Hungry, baked fresh in Georgetown.
- Take a seat at the Lily Pad Lounge to study, hang out with friends, or chat with our baristas.

Hours of operation:

- Monday - Thursday 8 a.m. - 2 p.m.
- Friday 8 a.m. - Noon

Micro Market at the Grove

Grab a snack, preheatable meal, cold sandwich or a beverage from the Micro Market located on the first floor in the Grove (HSSR building).

Hours of operation

Monday - Friday 8:00 a.m. - 6:00 p.m.

- Food Trucks: During each quarter, North will be hosting food trucks once a week on Tuesdays from 11 a.m. to 2 p.m. Trucks are parked on the West side of campus next to the library. For the current food truck schedule, visit the [Washington State Food Truck Association website](#).

Nature Around NSC

North Seattle College is located on scenic wetlands where employees, students and our community take pride in nourishing and protecting. Our campus incorporates over 11 acres of environmentally sensitive wetlands, home to a variety of Pacific Northwest birds, amphibians and plants. Limited foot trails exist within the wetland, that visitors are welcome to walk along.

- Students can tour the wetlands or enjoy a peaceful walk-through campus under the lush trees and shrubs and flowers.
 - A community P-Patch is located at the north end of campus and is maintained by student gardeners for the benefit of local food banks. The campus is nestled in a neighborhood just minutes from downtown Seattle and the local mall.

Phi Theta Kappa

Who We Are: Phi Theta Kappa is the world's most prestigious two-year honor society. Its purpose is to recognize academic achievement and encourage scholarships and provide opportunities for them to grow as scholars and leaders. To achieve this, Phi Theta Kappa provides opportunities for the development of leadership and service, an intellectual climate for the exchange of ideas and ideals, for lively fellowship for scholars, and for stimulation of interest in continuing academic excellence. Academic research and service projects, networking with more than 3 million fellow scholars on more than 1285 campuses worldwide, personalized letters of recommendation, and access to online courses to build job skills are just some of the fulfilling aspects of joining Phi Theta Kappa. Membership only costs \$80 to unlock a lifetime of unique and fulfilling benefits.

The four pillars of Phi Theta Kappa are:

1. **Scholarship-research projects and opportunities**
2. Leadership-Opportunities for personal and professional growth
3. **Fellowship-A community of high-achieving students**
4. Service-community service opportunities

You're Eligible for membership if you...

- Have completed 12 credits or more of coursework that applies to an associate degree
- **Have a GPA of at least 3.5**

The North Seattle College chapter, Alpha Epsilon Omega, is part of the Greater Northwest Region and Division IV. Our chapter has an impressive record of 5-Star achievements, and a reputation for cutting edge projects, and you can become an active member by participating in research for our Honors in Action project, contributing ideas for discussions on our Canvas page, and attending events. Or become a chapter officer and gain valuable leadership skills by crafting and implementing an Honors in Action project, and travel for free to conferences.

Phi Theta Kappa offers more than \$37 million in exclusive transfer scholarships, in addition to Associate, Bachelor's, and Master's scholarships to help you complete your degree. Phi Theta Kappa members are eligible for free enrollment in www.ptk.org, a transfer and college completion planning tool. ptk.org connects you to scholarships and colleges that match your field of interest. Unique scholarships are available for being the first member of your family to attend college, among others. Scholarships range from \$500 to \$40,000.

- For any questions, please contact [Bralyn L. Beathea at Bralynl.beathea@seattlecolleges.edu](mailto:Bralyn.L.Beathea@seattlecolleges.edu).
- Want more information on Phi Theta Kappa? [CLICK HERE](#)

SECTION 5

STUDENT SUPPORT SERVICES

- Counseling
- Disability Services
- Workforce & Tutoring
- Veterans & One Stop



Support Services

Counseling and mental health services [Counseling | North Seattle College](#)

- Counseling services are available during the fall, winter, and spring quarter, with limited summer quarter availability. Counseling services are paused during quarter breaks.
- If you need immediate support, please [call 988](#) for mental health crisis assistance or [text HOME to 741-741](#) to connect with a crisis counselor. For community resource referrals, please [call 211](#).

Who are counselors: Counselors are faculty members holding master's and doctorate degrees specializing in solution focused, short-term counseling of college students.

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

How we will work together: We use theoretical and research-based approaches such as career counseling, learning-theory, cognitive neurobiology, life-span developmental counseling, multi-cultural counseling, crisis counseling and other generalist approaches to help students achieve success and satisfaction in college.

- **Need to schedule an appointment?**
 - [CLICK HERE](#)
- **Let's Talk: Drop- in Consultation**
 - The Let's Talk program provides easy access to informal, brief, drop-in consultations with NSC counselors
 - Let's Talk is a free program available to any student at various locations across campus. No appointment is necessary, there is no paperwork to complete. Visits first come, first serve and the wait time to see the Let's Talk Counselor is usually very brief. All students are welcome to visit Let's Talk.
- NSC counselors are available in-person and virtually for Let's Talk consultations during Fall, Winter, and Spring quarters starting the second week of the quarter. We do not offer Let's Talk during finals week.

Monday	12 - 1 p.m.	The Grove or Let's Talk on Zoom	Melissa Allen (She/Her)
Tuesday	12 - 1 p.m.	The Grove or Let's Talk on Zoom	Kate Noson (she/her)
Wednesday	12 - 1 p.m.	The Grove or Let's Talk on Zoom	Dr. Jenny Mao (She/Her)
Thursday	12 - 1 p.m.	The Grove or Let's Talk on Zoom	Emiko Minatoya-Shields (She/They)

Speaking with a counselor can help you access support, provide perspective, help you explore resources and options, and discuss how counseling might be helpful. "Let's Talk" is designed for students who want to talk to counselors casually. It is not appropriate for students who need urgent help.

If you are in crisis, please call the King County Crisis Clinic which provides a 24-hour crisis line at (206) 461-3222 or 866.4Crisis (427-4747). For TTY dial (206) 461-3219.

We want to thank the counselors and researchers at Cornell University for developing the Let's Talk program and for graciously helping us to install the program at North Seattle College.

- **Frequently Asked Questions:**
 - [CLICK HERE](#)
- **Identifying Career Interests & Academic Majors**
 - Lots of students arrive at NSC (North Seattle College) unsure of which area of study or academic pathway is the best fit for them. This is an exciting opportunity to get to know yourself better by examining your priorities, exploring your interests, values, and skills, and trying out new classes, clubs, and campus activities.
- **Counseling is here to help**
 - There are several ways to access counseling services to help figure out which academic pathway aligns best with your qualities and goals.
- **1:1 Career Counseling**
 - Make an appointment with an NSC counselor to identify your priorities, goals, interests, values, skills, and personality traits and discuss academic pathways that complement these variables. NSC counselors can help you complete and interpret interest inventories and navigate online career exploration tools.

- o [CLICK HERE](#) to book an appointment
- o As an NSC student, you automatically have free access to the Washington State Career Information System. Watch the tutorial above for instructions on how to create your personal profile, complete self-surveys that show you careers that align with your priorities and explore the comprehensive database of Washington State career information, including task descriptions, growth projections, average salaries, and academic preparation. You can also access the [O*Net Interest Inventory](#) operated by the U.S. Government for free. This resource connects to a comprehensive database of careers for the entire country!
- o **HDC100: Career Planning (1-3 credits):** Counseling faculty members teach Career Planning (HDC100). A systematic approach to help you understand your individual occupational interests and goals. Includes standardized testing and discussions of values, interests, and skills.
- o **First Year Experience Course**
 - o **HDC101: Human Development Course (HDC 101) – Orientation to College Success** – is an essential course to help students transition to college. The college encourages students to register for HDC 101 within the first two quarters of enrollment.
 - o What is HDC 101? is a 2-credit class, designed to support first-year students' transition and success in college. The course focuses on students meeting their learning goals, navigating college resources, building financial literacy, exploring careers, and creating an academic plan. Students actively connect their educational and career goals to create a meaningful and fulfilling college experience at North Seattle College.
 - [CLICK HERE](#) to learn more
 - o HDC101 Instructors: HDC 101 instructors are trained to help new-to-college students build the skills necessary to be a successful college scholar. Each section has a cap of 25 students, allowing instructors and students to build relationships and supportive connections with each other. Instructors include faculty counselors, academic advisors, and other skilled and experienced employees committed to supporting students in their transition to college. They foster an inclusive environment and invite students to show up as they are so they can learn the tools necessary to grow and excel in their studies.
 - o How to Enroll? Speak to the [advising staff](#) for more information. Seattle Promise students should speak with a [Retention Specialist](#) to register for the class.

Contact Information

Contacts:

[Melissa Allen](#), M.A.

Counseling Faculty

(206) 934-3712

Hours: M – F, 8 a.m. – 4:30 p.m.

[Jenny Mao](#), PhD,

Counseling Faculty

(206) 934-3676

Hours: M - F, 8 a.m. - 4:30 p.m.

[Emiko Minatoya-Shields](#), M.Ed.

Counseling Faculty

(206) 934-7301

Hours: M - F, 8 a.m. - 4:30 p.m.

If you are currently experiencing a crisis situation, please call 988, 911 or contact CRISIS CONNECTIONS: 1-866-427-4747 (24-HR Crisis Line) or visit our [community resources](#) page.

Location: College Center Building: CC2346A (Student Success Services Area).

We're on the 2nd floor of the [College Center](#) building near the main entrance on College Way N.

- o Front Desk Phone Number: (206) 934-3676.

CARE Team

The CARE Team is a multidisciplinary group that reviews concerns involving students and members of the campus community. The team works collaboratively to support safety and well-being, connect people with appropriate resources, and provide guidance to faculty and staff responding to concerning situations.

How to submit a concern

Concerns may be submitted through the CARE Reporting Form or by emailing NSCCARE@seattlecolleges.edu. Provide as much specific, factual information as possible so the team can assess the concern and coordinate an appropriate response.

What happens after a report is submitted?

1. Confirmation: The CARE Team confirms receipt of the concern and determines whether immediate action is needed.
2. Information gathering: The team reviews available information and may consult with relevant campus partners to better understand the situation.
3. Assessment and intervention: The team uses the NaBITA Risk Rubric and other professional judgment to assess risk and identify appropriate interventions, supports, or referrals.
4. Coordinated follow-up: The team coordinates next steps with appropriate offices and follows up as needed while maintaining privacy to the extent permitted by law and college policy.

Emergency and other reporting guidance

The CARE Team is not an emergency response service. If there is an immediate threat to life or safety, call 911 and contact North Seattle College Safety & Security at (206) 934-3636. For a mental health crisis that is not an immediate physical emergency, call or text 988. Concerns involving student misconduct, Title IX, discrimination, harassment, or bullying should be reported through the appropriate college process in addition to, or instead of, a CARE report as applicable.

Disability support services [New to DS | North Seattle College](#)

Contacts:

(206) 934-3697 voice

(206) 934-3958 fax

ds@seattlecolleges.edu

Rachael Torella, Director Disability Services

Rachael.Torella@seattlecolleges.edu

*Please call to request alternative arrangements outside regular office hours

Location:

College Center Building (CC) 2346A

2nd floor of the College Center building near the main entrance on College Way N.

Hours:

In-person: Mon-Thurs 8:00am–5:00pm

Virtual: Mon-Thur 8:00am–5:00pm;

Fri 8:00 am – 1:00 pm

New to DS

Getting Started: To register with Disability Services for accommodation, students need to follow the steps below. Students should first initiate this process by submitting our Application for Accommodations packet.

Step 1: Application for Accommodations:

Complete and submit our Application for Accommodations Online Form. Please be advised that inadequate and/or incomplete answers may delay the eligibility review process. Please contact Disability Services if you have any trouble accessing the forms.

- Please note: Accommodations are not retroactive for past assignments or tests.
- While completing this application, you will be asked to attach documentation which verifies your need for our services through a diagnosis. If you are not able to submit the documentation at the time of filling out your application, please send a follow up email with your documentation attached to ds@seattlecolleges.edu.
 - [CLICK HERE](#) for application

Step 2: Documentation

- Students requesting academic accommodations and/or services must submit documentation of a disabling condition to verify eligibility. Students are required to submit documentation regarding the diagnosis/diagnoses that demonstrates a disability covered under Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act (ADA) of 1990 as amended (2008).
- Please review us [Documentation Guidelines](#) for additional information. All documentation is kept confidential.

Additional forms of documentation may include:

- ☐ [Disability Verification Form](#) —filled out by health providers/treatment professionals
- ☐ A letter from a qualified medical professional
- ☐ Psychological evaluation(s)
- ☐ Psychoeducational evaluation(s)
- ☐ IEP or 504 Plan
- ☐ A physician's medical record

Step 3: Schedule an Access Planning Meeting (APM)

- Once your Application for Accommodations has been submitted, DS will contact you to schedule an Access Planning Meeting (APM) with the DS director. Appointments can be made by either calling the DS office at 206.934.3697 or emailing the DS office at ds@seattlecolleges.edu. Remote and in-person meetings are available
- Accommodation for placement testing will also be arranged if needed and appropriate.

What to Expect from Your Access Planning Meeting

- ☐ Students who work with Disability Services may be unsure of what to expect when they meet with the Director.

Here are a few things to know before you attend your meeting:

- Your Access Planning Meeting (APM) is your chance to share your experience with your disability. This is your opportunity to share the impact your disability has had on your educational experiences.
 - You will have a chance to share how your disability impacts all aspects of your academics and what barriers you may face in class, during exams and quizzes, and how it may affect the out-of-classroom activities required of your program.
 - During the APM, you may be asked what you think would be most helpful to address the barriers you have described. It is okay to say you are not sure. We can brainstorm what might be helpful and what resources may be available to you on campus.
 - If you have received accommodation in the past (at another college or in high school), share what has or has not worked in the past.
 - In your APM we will determine accommodations and explore different support options that are available to you at North.

What is a Letter of Accommodation (LOA)?

- Once accommodations are identified and approved, a Letter of Accommodation (LOA) will be sent to the eligible student and their faculty members via email. This email explains the accommodations the student will need and any other pertinent information the faculty may need to be aware of to ensure the accommodations are met. The student is encouraged to meet with their faculty as soon as possible to plan how accommodations will “work” in their class.

Step 4: Letter of recommendation

- Once accommodations are identified and approved, a Letter of Accommodation (LOA) will be sent to the eligible students and their faculty members via email. This email explains the accommodations the student will need and any other pertinent information the faculty may need to be aware of to ensure the accommodations are met. The student is encouraged to meet with their faculty as soon as possible to discuss their disability-related needs relative to the design, nature, and intended learning objectives of the individual course in which they are enrolled.
- Some accommodation, such as the placement of adjustable furniture or arranging Sign Language interpreters, are arranged directly by the DS office.
- Instructors are not required to provide accommodation until they receive the letter of accommodation. Accommodation is not retroactive.

You are encouraged to read the Disability Services Student Handbook. [CLICK HERE](#) to view

- **Helpful Documents listed below. Click on the documents**
 - [Disability Verification for Students](#)
 - [Testing Accommodations Policy and Procedures](#)

Returning DS Student

- Next Steps: So, your accommodations were Approved. What next? Letter of Accommodation (LOA) Requests for Returning Students in the LOA form is for returning students who would like to receive the same accommodation as in the previous quarters. If you wish to change your accommodation, please email ds@seattlecolleges.edu to schedule an appointment.
- We highly recommend you request accommodation three to four weeks before the quarter starts even if you are not sure if you will need it. Requests submitted less than three weeks before the quarter could result in a delay in your accommodation.
- Depending on the context of the course and various support available you may not need or want to use specific accommodations for every class.
- Please notify DS if you make a change to your course schedule or if you have been added from a waitlist.
- If you want to discuss your accommodation or anything else, please make an appointment with the DS Director.
- After you've submitted this form, your LOA will be emailed to you and your instructor(s).
 - Students can do this by completing and submitting this form:
 - [CLICK HERE](#)
 - **Once requested, Disability Services staff emails LOA to students and cc's faculty.**
 - Students are not required to complete an intake each quarter or meet with Disability Services staff in order to request new copies of their Accommodation Letter.
- The biggest thing to remember is just because you have approved accommodation, doesn't mean you have to use it. Depending on the context of the course and various support available you may not need or want to use specific accommodations for every class. That said, if something isn't working or your needs are not being met, come talk to us, we might be able to switch things up and find something that works better.
- **Transferring Records**

- For students interested in exchanging information regarding their documentation (e.g., medical records, Letter of Accommodation) to another college or university, please complete the [Release of Information form](#)

Academic Accommodations

Testing Accommodations

Schedule an Exam- [CLICK HERE](#) to fill out the request at least five (5) school days before the exam to utilize on-campus testing in the Testing Center. Requests submitted later than 5 school days may not be able to be accommodated.

Upon receiving your form, the Testing Center will coordinate your exam needs with your instructor and the Testing Center. Please make sure to closely monitor your email for any time sensitive emails that the Testing Center might send to you.

- The Testing Center will send a meeting invitation to the student and instructor. Each person will need to accept the meeting invitation for the exam to be scheduled.
- Monday test appointments must be scheduled for the previous Monday or no later than the Wednesday before. Requests placed over the weekend may not be granted.
- Tests must start early enough to be finished by 3:45 p.m. accounting for accommodations.
- Tests must start and end on the same day.
- Bring a Photo ID to enter the Testing Center each time you take a test.

Testing Center Hours

Monday–Thursday: 10 a.m. to 4:00 p.m.

Friday–Sunday: Closed

Testing Center Location CC 2459C

Alternate Format Materials (E-text, Enlarged or Braille Materials)

- Purchase a textbook. The publisher requires the textbook be purchased before they provide our office with an accessible digital version.
- Provide the DS Office with a copy of the receipt for the purchase.
- Allow a two-to-six-week lead time to receive materials.
- The student is responsible for downloading the text. All books will be deleted from the folder at the end of the quarter.
- Enlarged or brailled texts will be made available upon request.
- Please notify the DS office of schedule changes, or materials no longer needed.

Please note, this can take up to several weeks to coordinate. Students should always contact us as soon as possible to get this accommodation started. The earlier we know what you need, the closer to the start of the term you'll receive your materials. Our office has the ability to network with faculty to try and get as many class resources ahead of time so that they are ready when you need them throughout the class, but we can't if we don't know what you need, so make sure you're communicating early and often with our office.

Interpreting: Students must request ASL accommodation by submitting the online form below.

Please note:

- Interpreting and transcribing services require a 4 week notice for ongoing assignments (i.e., your classes). Less notice may mean services will not be available when requested.
- Inform the DS office and your interpreters or transcribers if you are absent from class.
- If you are late for class, interpreters/transcribers will wait 20 minutes for classes less than 1 ½ hours long and 30 minutes for classes over 1 ½ hours. NOTE: Repeated "no-shows" may result in a suspension of interpreting and/or transcribing services. To reinstate services, you must schedule a meeting with the Director of DS.
- Interpreting/transcribing services may be requested for any college activity or function. Inform DS Office of event and allow a minimum of 5 days for services to be set in place. Less notice may mean an interpreter or transcriber will not be available.
- Inform the DS Office of any problems with the services provided.
- Notify the DS Office of any schedule changes.
- If you are unable to attend class, inform DS immediately so that communication access services can be canceled for that class.
 - Please fill out the form below to request an interpreter!
 - [CLICK HERE](#)

Note Taking: Once identified as a need and approved by DS, students interested in note-taking services will alert the DS Director of the classes they require note-taking for and will indicate whether they prefer this accommodation be confidential (i.e., weekly notes received through the DS Office) or non-confidential (i.e., daily notes received directly from the volunteer notetaker, typically after class).

- Once preference is confirmed, DS will request volunteer notetakers based on the class roster and GPA. If DS is unable to find a volunteer, we may ask the instructor to see if they are able to find a notetaker.

- Requests for volunteer notetakers should be submitted 2-3 weeks prior to the start of the quarter. Switching sections or making other schedule changes may cause delays in service. Students should inform Disability Services immediately when such changes arise. In the event a volunteer is not found, students are encouraged to ask a friend or classmate to exchange notes

Permission to Audio Record

- Some students may be granted permission to audio record class lectures as accommodation. Students with this accommodation may use their own recording device or check one out temporarily at Disability Services. Students planning audio recording class lectures are encouraged to communicate this with their faculty prior to recording.
- Procedure for Checking Out Equipment [Academic Accommodations | North Seattle College](#)
- Equipment is allowed to be checked out every quarter (e.g., digital voice recorder, mice alternatives, text magnifiers, et cetera). Students must complete an Equipment Loan Agreement. Students are responsible for keeping equipment in good working conditions. If an item breaks or no longer works, it is the students' responsibility to inform the DSS staff as soon as possible so that an item may be repaired and/or replaced. Per the Equipment Loan Agreement, students who don't return equipment will have a hold placed on their school account.
 - Problems with equipment or technology should be immediately reported to the DSS office by the student using the equipment.

Career Training

North's Career and Technical Education programs offer three types of associate's degrees, two of which will transfer directly to a bachelor's degree programs.

- **Associate of Applied Science (AAS) degree** The AAS degree does not require that you take transfer level English and Math classes and is designed for students who are not going to transfer to a baccalaureate program. Students in an AAS program may often specialize in a specific skills set or trade.
- **Associate of Applied Science – Transfer (AAS-T) degree.** The AAS-T degree is designed for students who intent to transfer to specific baccalaureate programs including one of NSC's bachelor's degrees: Accounting with International Accounting, Application Development, Early Childhood Education, International Business, and Property Management. The AAS-T is designed to transfer to Bachelor of Applied Science Degrees in Washington State, Evergreen University's "upside down degree" or Western Governors University business degree. The degree requires transfer level English and Math classes.

College to Career

- Undecided on what to study or career options? Browse program listings and career options with the Seattle College to Career website. [CLICK HERE](#) to learn more

Financial Assistance

- Interested in enrolling but worried about funding? The Workforce Education Office can help if you are looking for career training and need financial assistance. Workforce Education may also assist you as a student enrolled in English as Second Language (ESL) classes or if you are completing your GED or high school diploma. Qualified students may receive funding for tuition and fees, and be eligible for help with textbooks, required supplies, a student ID card, a parking permit or ORCA transit pass
- [CLICK HERE](#) to start the next quarter's survey to find out if you pre-qualify the funding.

AAS and AAS-T Degrees

- [CLICK HERE](#) to read about each transfer degree and its requirements

Apprenticeship Programs

- [Click here](#) for Associate Controls Specialist Apprenticeship
- [Click here](#) for Local 86 Apprenticeship
- [Click here](#) for Pharmacy Technician Apprenticeship

Certificate Programs

Certificate programs	Program	Minimum Credits
Certificate: Accountancy	Accounting	40
Accounting Fraud Certificate	Accounting	15

Certificate programs	Program	Minimum Credits
Bookkeeping Certificate in Accounting	Accounting	43
Entrepreneur Foundation Certificate	Business	13
Entrepreneurship Certificate	Business	36
International Trade Certificate	Business	24
Project Management Certificate	Business	19
Early Childhood Education Initial State Certificate	Early Childhood Education	12
Early Childhood Education Short Specialization Certificate	Early Childhood Education	12
State Early Childhood Education Certificate	Early Childhood Education	47
IT Controlled Electronic Systems Certificate	Electronics	35
Aviation Electronics I: Wire Assembly Certificate	Electronics	29
Aviation Electronics II: Electronics Technician Certificate	Electronics	60
Avionics Technician Certificate	Electronics	15
Industrial Automation and Electronic Controls Certificate	Electronics	61
Industrial Power & Control Certificate	Electronics	68
Electronics Technology Certificate	Electronics	53
EMT Certificate	Emergency Medical Technician	13+
Linux Networking and Security Certificate	Information Technology	20
Network & Server Administration Certificate	Information Technology	40
Web Application Technologies Certificate	Information Technology	20
Nursing Assistant Certified	Nursing Assistant-Certified	14

Certificate programs	Program	Minimum Credits
Pharmacy Technician Certificate	Pharmacy Technician	56
Property Management Certificate	Real Estate	26.5
Watch Technology Certificate	Watch Technology	164

Workforce Education

Workforce Education is here to assist and support your entry or re-entry into the workforce through career training. We provide financial assistance, basic needs/resource support, job placement assistance, and academic planning.

- o Workforce Education provides various tuition assistance programs designed to support a student's personal and professional goals. If you qualify, you may receive funding for tuition fees, textbooks, required supplies, transportation, and more. Each program is unique and provides additional assistance to students.
- o **Our Workforce Education program includes:**
 - o [Basic Food Employment & Training Program \(BFET\)](#): Available to students receiving federally issued Basic Food Benefits (SNAP).
 - o [WorkFirst](#): Available to students receiving Temporary Assistance for Needy Families (TANF)
 - o [Worker Retraining](#): Available to students who receive or have exhausted unemployment benefits within the last four years, are "displaced homemakers," veterans honorably discharged within the last four years, or formerly self-employed.
 - o [Opportunity Grant](#): Available to low-income adults pursuing an approved program. Students may receive funds to cover tuition and mandatory fees for up to 45 credits and up to \$1,000 for required books and supplies per academic year.
 - o To find out if you qualify for funding, view the [start next quarter survey](#) and take the survey. For questions, please contact the North Workforce Education office at nworkforce@seattlecolleges.edu or 206.934.3787.
- o **Need to Contact Workforce Education?**
 - o [CLICK HERE](#) for the contact form

Contact Us

Telephone: (206) 934-3787

Email: nworkforce@seattlecolleges.edu

Fax: (206) 934-0175

Office Hours

Monday-Thursday: 8:00am-5:00pm (In-Person)

Friday: 8:00am-5:00pm (Virtual)

Drop-in hours (no appointment) with Workforce Education Specialists:

Tuesdays: 1:00pm-4:00pm

Location

Opportunity Center (OC) room OC0240

2nd floor of the Opportunity Center building east of the DSHS Office

Student Learn Center (SLC) Tutoring

[Tutoring | North Seattle College](#)

Mission

- The Student Learning Center (SLC) is dedicated to inspiring students at North Seattle College (NSC) to become independent, life-long learners who engage in deep inquiry and metacognitive reflection while building community through one-on-one tutoring, the tutor navigator program, academic skills workshops, and supplemental courses. SLC Tutoring Services are offered **FREE** to all students at North Seattle College.

CLICK on each below to find more information

- [Accounting & Business Learning Center](#)
- [Biology & Chemistry Tutoring](#)
- [Computer Tutoring](#)
- [E-Tutoring](#)
- [Math & Science Learning Center](#)
- [NSC \(North Seattle College\) Drop-in Study Spaces](#)
- [Page One Writing & Language Center](#)
- [SLC Employment and Faculty Resources](#)
- [World Language Tutoring](#)

Staff

Director

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Program Manager

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Biology & Chemistry Faculty Coordinator

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Heidi.Iverson@seattlecolleges.edu

Location:

HSSR1636

Veterans & Military Services

[Veterans & Military Services | North Seattle College](#)

- 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 that have 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.

Veterans Affairs Educational Benefits

- you want to receive educational benefits through the VA; you must apply through the North Office of Veterans Services. We recommend that you apply as early as possible. Please view step-by-step instructions on the Veterans Quick Start Guide page. [CLICK HERE](#)
- If you are a veteran and a resident of Washington state, you may be eligible for a partial tuition waiver. Visit the North Office of Veterans Services for details. To use the waiver, you must see Veteran Program Manager, [Gregg Tessensohn](#) before the 10th day of the quarter.

Department of Defense Tuition Assistance

- If you plan to use your DoD TA benefits, you must first discuss plans with your unit Educational Service Officer, prior to enrolling. Please view step-by-step instructions on the "DoD TA Enrollment Steps" page and read over the important information.
- **Want more information** [CLICK HERE](#)
 - o [CLICK HERE](#) for the TA Quick Start Guide

Other Assistance

- o **Housing:** We can provide information and contacts for VA housing and home-buying programs.
- o **Employment:** Tutoring and work-study jobs are available to veterans. Visit the office to find out more.
- o **Healthcare:** We can provide contacts and referrals for health services, mental health professionals and counseling.

Rights for those Called to Active Service (RCW 28B.10.270)

Active Service for a Period Exceeding 30 Days

- o A member of the Washington national guard or any other military component who is a student at an institution of higher education and who is ordered for a period exceeding thirty days of either active state service or to federal active military service has the right to:
 - o **Withdraw from one or more courses for which tuition & fees have been paid;**
 - o Be given a grade of incomplete and be allowed to complete the course upon release from active duty under the institution's standard practice for the completion of incompletes; or
 - o **Continue and complete the course for full credit**
- o If the student chooses to withdraw, the student has the right to be readmitted and enrolled as a student at the institution, without penalty or redetermination of admission eligibility, within one year following release from the state or federal active military service.
- o **Active Service for a Period 30 Days or Less**
 - o If a member of the Washington National Guard or any other military reserve component is ordered to active federal service for a period of 30 days or less, and/or is scheduled for follow-up medical treatment for injury incurred during that service, and misses any of the following: class, test, examination, laboratory, class day on which a written or oral assignment is due, or other event upon which course grade or evaluation is based, the student veteran has the right to:
 - Make up these events without prejudice to the final course of grade or evaluation. The makeup must be scheduled after the member return from service and after a reasonable time for the student to prepare for the event.

- If the faculty member teaching the course determines that the student has completed sufficient work and has demonstrated sufficient progress toward meeting course requirements to justify the grade without making up the class, test, examination, presentation, or other event, the grade may be awarded without makeup.
- GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site. [CLICK HERE](#)

Launch Pad: One Stop Student Center

Contact- Launch Pad: One Stop Center

Launch Pad: One Stop Student Center

Email: starthere.north@seattlecolleges.edu

Phone: 206-934-7664

Location: College Center Building (CC 2448A)

Find us on the 2nd floor of the College Center building near the main entrance on College Way N

The Launch Pad: One-Stop Center provides comprehensive support for new students and students restarting their academic journey at North Seattle College. Our mission is to ensure that students can identify and access key campus resources for academic, financial, and personal support. Through relationship building, direct referrals, and holistic guidance, we are dedicated to meeting students where they are, fostering a welcoming and inclusive environment that empowers students to achieve their academic and personal goals.

Through ongoing collaboration and interaction with a One-Stop Coach:

- Students will be able to identify key campus resources available for academic, financial, and personal support.
- Students will form connections with resource staff within the college.
- Students will develop the ability to navigate online systems for an effective virtual learning experience.
- Students will reflect on their experiences and identify areas for improvement in their engagement with campus resources and academic progress.
- Students will demonstrate a commitment to persist with respect to their personal academic goals at North Seattle College.

Our One Stop Coaches can assist with the following:

- **Clarifying the Steps to Enroll:** One Stop Coaches provide clear, step-by-step guidance to help students navigate the enrollment process. By breaking down each stage, One Stop Coaches ensure students understand the steps needed to successfully complete enrollment and begin their educational journey.
- **Planning around upcoming enrollment dates:** One Stop Coaches assist students in planning around important enrollment dates and deadlines. By providing a timeline, One Stop Coaches ensure students are well-prepared to meet critical deadlines and avoid delays in starting their programs.
- **Admission Application Guidance:** One Stop Coaches can provide step-by-step support throughout the application process. This includes understanding requirements and meeting deadlines to ensure a successful application in a timely manner.

Understanding funding options such as:

- **FASFA – Free Application for Federal Student Aid**
- **WASFA – Washington Application for State Financial Aid**

Workforce Education

- **Veteran & Military Services**

Exploring Information about degrees, careers, and certificate pathways

One Stop Coaches can help students explore various degree programs, career options, and certificate pathways before they officially enroll. One Stop Coaches assist in the early stages, helping students understand the bigger picture and make informed decisions about their future path.

Connection to additional campus resources based on individual needs

One Stop Coaches can help students connect with additional campus resources tailored to their individual needs. Whether it's financial aid, academic advising, tutoring, disability support, or career services, they guide students to the right departments and programs. This personalized approach ensures that students have access to the resources necessary for a successful start and ongoing support throughout their academic journey.

Need to meet with one of Our One Stop Caches, please [CLICK HERE](#)

Please Note: North Seattle College offers specialized services to the following programs. Please contact directly the department staff in these areas for further guidance on enrolling!

CLICK on the program to find more information

[Seattle Colleges | International Programs](#)

[Running Start | North Seattle College](#)

SECTION 6

SAFETY, RIGHTS & TECHNOLOGY

- Campus Safety
- Emergency Preparedness
- Reporting & Clery
- IT Help Desk



Campus Safety and Security

Campus Safety and Security Department Mission Statement

The duty of the North Seattle College Campus Safety and Security Department is to support the educational mission of the College by promoting safety, providing a variety of emergency services, and working in collaboration with the entire College and community.

The Campus Safety and Security Department will partner with students, faculty, staff, and visitors to provide a safe and secure learning environment. The goal is to deliver high-quality, professional, efficient, and consistent safety services to the campus and to proactively build and strengthen specialized partnerships that engage the community through education and awareness to reduce crime.

Core Values

The North Seattle College Campus Safety and Security Department emphasizes the values of professionalism, integrity, respect, customer service, responsibility and accountability, with all of our employees as we strive for excellence and continuous improvement. In doing so, we shall adhere to the core values to guide our decisions and behavior. We value:

Professionalism:

- We will be professional in our daily actions, behavior, and performance and maintain high standards of training and expertise by keeping abreast of new trends, standards, and technology in the field of public safety.

Integrity:

- We are committed to honorable and ethical behavior in our daily interaction with the department, its members, and the community that we serve.

Respect:

- We value the dignity of every individual and understand ethnic and cultural diversity. We will treat citizens and co-workers with respect, regardless of the degree of respect that we receive.

Customer Service:

- We will deliver to our community a high quality of service that is fair, courteous, responsive, and efficient. We also recognize the need to involve the community as partners in creating a secure and safe environment.

Responsibility & Accountability:

- We will make effective use of our resources and provide a spirit of open communication and be held accountable for our actions, behavior, and performance by the department and its members, to the community that we proudly serve.

Teamwork

- Security is a shared and collaborative effort at North Seattle College. Our efforts are meant to reinforce the value that comes when we increase our capacity to view diversity as strength – even when this requires us to engage in difficult, uncomfortable conversations. To continue to reach our current and future strategic goals, we must be able to see humanity in each other and commit to ensuring all of our voices are heard and respected. The importance of diversity, equity, and inclusion is expressed within our policy, practices, programming, decision-making, and strategic planning.

Feedback

- The NSC Campus Safety and Security Department are committed to providing high-quality services to our community. Feedback helps us recognize CSOs for their performance and helps improve the delivery of services and our pursuit and achievement of goals.
 - [CLICK HERE](#) for the Public Feedback form
 - **Do not use this Feedback Form for emergencies. Call 9-1-1.**
You may reach Campus Safety and Security at (206) 934-3636.

First Aid

Safety and Security Specialists are trained in First Aid/CPR and AED use and are qualified to provide care until formal medical professionals arrive. Safety and Security Specialists cannot provide transportation for injured persons.

In the case of a serious or life-threatening injury, first, call 911, then Safety and Security Services at (206) 934-3636. Staff who seek medical attention from a hospital or other health care provider for a work-related injury are required to complete a [Labor and](#)

[Industries Employee Injury Report](#) (or the form provided by your health care provider). Staff are also required to notify their supervisor as soon as practicable about their injury.

Safety Escort

North Seattle College Safety and Security Specialists are pleased to provide safety escorts by calling the Safety and Security Office at (206) 934-3636. You may also use any of the eight (8) Safety Call Boxes throughout campus.

Parking Enforcement

Safety and Security Specialists actively patrol all parking areas to detect and deter vehicle theft, vandalism, and illegal parking. [Parking rules](#) are strictly enforced.

Lost & Found

Lost articles turned into the Safety and Security office (CC1252) can be retrieved when properly identified. Articles are held for a reasonable length of time.

Police Assistance

In the event of a threatening situation, or a situation involving the commission of a crime, or requiring arrest, Safety and Security (and/or NSC administration) will call the Seattle Police Department. Criminal incidents occurring on campus (e.g., murder, homicide, assault, forcible and non-forcible sex offenses, robbery, burglary, auto theft, arson, drug or alcohol offenses) will be reported to, and investigated by, the Seattle Police Department.

Access to classrooms, study areas, labs, and tutoring centers is restricted to authorized individuals only (i.e., registered students, faculty, and administrative staff). North Seattle College has a Criminal Trespass agreement with the Seattle Police Department who assists in the removal of individuals who violate the terms of the trespass warning.

Emergency Action Plan

[CLICK HERE](#)

Evacuation Plan

Preparing For an Evacuation

- Know your building's floor plan. Know where the stairs and fire extinguishers are located. Floor plan maps are available in classrooms and office areas.
- Determine in advance the nearest exit from your work location and the route you will follow to reach that exit in an emergency. Know the locations of alternate exits from your area.
- If you work in an office, know exactly how many doors you will pass along your evacuation route before you reach the nearest exit door. In heavy smoke, exit signs may be invisible. Even in heavy smoke, you can count the number of doors as you pass, so you will know when you reach the exit door.
- Do not return to the building until you have heard all *clear signals* (three short horns) or you have received all *clear messages* from an emergency assistant.

During An Evacuation

- If time and conditions permit, secure your workplace and take with your important personal items such as car keys, purse, medication, and glasses.
- Follow instructions from emergency **personnel**.
- Check doors for heat before opening. (Do not open the door if hot.)
- Walk—do not run. Do not push or crowd.
- Keep noise to a minimum so you can hear emergency instructions.
- Use handrails in stairwells; stay to the right.

- Assist people with disabilities.
- Move to [your assembly point](#) unless otherwise instructed.
- Whenever the fire alarms/strobes are activated, occupants must evacuate the building and reassemble at the designated assembly point. Occupants on floors above the ground floor must use emergency exit stairwells to leave the building. Do not use elevators!
- For certain emergencies such as a bomb threat or a natural gas leak, the fire alarms/strobes may not be activated. Instead, building safety coordinators will move through the building and order the occupants to evacuate.
- Emergency evacuation signage is posted in buildings so that occupants can become familiar with the evacuation routes and assembly points for their area.
- Safety/Security and Facilities Operations staff are available to assist and direct building occupants in assigned areas to the fire exit stairwell and confirm that all occupants have evacuated the areas. The safety and security staff will report to an authorized emergency responder that their area is clear. Try to remain calm and give clear evacuation instructions. Keep existing groups together.
- Safety and Security staff are available to work with departmental chairs and directors to identify any North employees with a disability who would need consideration and assistance during an evacuation. At least two staff members should be assigned to each person identified with a disability to help, ensuring that the disabled person will be assisted during the evacuation. Should the disabled person not be able to use the fire exit stairwells, he or she must be escorted to the exit stairwell landing as a *Safe Area of Rescue*. The escort should remain with the disabled person at the landing to provide additional assistance. The building safety coordinator will inform an authorized emergency responder that a disabled person is waiting for rescue on the specified floor within the exit stairwell.
- Faculty and instructors should identify any student(s) with a disability that would need consideration and assistance during an evacuation. At least two students should be assigned to each person identified with a disability to aid, ensuring that the disabled person will be assisted during the evacuation. Should the disabled person not be able to use the fire exit stairwells, he or she must be escorted to the exit stairwell landing as a *Safe Point of Rescue*. The escort should remain with the disabled person at the landing to provide additional assistance. The faculty member or instructor should inform an authorized emergency responder that a disabled person is waiting for rescue on the specified floor within the exit stairwell.

If relocating outside the building

- Move quickly away from the building.
- Watch for falling glass and other debris.
- Keep roadways and walkways clear for emergency vehicles.
- If you have relocated from the building, do not return until notified that it is safe to do so.

Evacuation Of Disabled Persons

During an evacuation, elevators may not be available. Wheelchair users and individuals with mobility limitations should go to the nearest designated *Area of Rescue Assistance* (ARA) locations. Once at the ARA, anyone needing assistance will get help from building wardens, security personnel, or emergency responders.

Area of Rescue Assistance Locations

- College Center, Third floor south end
- College Center, Second floor south end
- Instruction Building, third floor, south end
- Instruction Building, third floor, north end
- Instruction Building, second floor, north end
- Top floor of the Education Building
- Top floor of the Wellness Center

Persons Using Crutches/Canes or Walkers

- In emergency evacuations, these individuals should be treated as if they were injured. Have the individual sit on a sturdy chair, preferably a chair with arms, and follow the procedure for non-ambulatory persons.

Non-ambulatory persons

Evacuation may not be necessary or advisable. Many stairwells are designed to provide temporary protection from fire or other dangers. A non-disabled volunteer should stay with a wheelchair user in the platform area of the stairwell while a second person notifies emergency personnel or paramedics of the exact location of the wheelchair user.

If immediate evacuation is necessary, be aware of the following considerations:

- Wheelchairs have movable parts; some are not designed to withstand stress or lifting.

- You may need to remove the chair's batteries; life-support equipment may be attached.
- In a life-threatening emergency, it may be necessary to remove an individual from the wheelchair. Lifting a person with minimal ability to move may be dangerous to their well-being.
- Wheelchairs should not be used to descend stairwells, if at all possible.
- Non-ambulatory persons may have respiratory complications. Remove them from smoke or fumes immediately and determine their needs and preferences.
- Check out the evacuation routes for obstructions before assisting the person to the exit.
- Delegate other volunteers to bring the wheelchair.
- Reunite the person with the wheelchair as soon as it is safe to retrieve it.
- Always consult with the person in the chair regarding how best to assist him/her (NSCC Security does have an emergency evacuation sled available):
 - The number of people necessary for assistance.
 - Ways of being removed from the wheelchair.
 - Whether to extend or move extremities when lifting because of pain, catheter leg bags, braces, etc.
 - Whether to carry forward or backward on a flight of stairs.
 - Whether a seat cushion or pad should be brought along if the wheelchair is left behind.
- In lieu of a wheelchair, does he/she prefer a stretcher, chair with cushion/pad, or car seat?
- Is paramedic assistance necessary?

Visually Impaired Persons

- Most visually impaired persons will be familiar with their immediate work area. In an emergency situation, describe the nature of the emergency and offer to act as a *sighted guide*: offer your elbow and escort him/her to a safe place. As you walk, describe where you are and advise on any obstacles. When you have reached safety, orient the person as to where you are and ask if any further assistance is needed.

Hearing Impaired Persons

Because persons with impaired hearing may not perceive emergency alarms, an alternative warning technique is required. Two methods of warning are:

- Write a note describing the emergency and nearest evacuation route (e.g. "Fire. Go out of the rear door to the right and down, NOW!").
- Turn the light switch off and on to gain attention, then indicate through gestures what is happening and what to do

Shelter-In-Place Procedures

During certain emergency situations (particularly chemical, biological or radioactive material releases) and some weather emergencies, you may be advised to *shelter-in-place* rather than evacuate the building.

- Stay inside the building (or go indoors as quickly as possible).
- Do not use elevators.
- Quickly locate supplies you may need such as food, water, radio, etc.
- If possible, go to a room or corridor where there are no windows or doors.
- If there is time, shut and lock all windows and doors. (Locking them may provide a tighter seal against chemicals.)
- Push a wet towel up against the crack between the door and the floor to seal it.
- In the event of a chemical release, go to an above-ground level of the building—some chemicals are heavier than air and may seep into basements even if the windows are closed.
- Turn off the heat, fans, air conditioning, or ventilation system, if you have local controls for these systems. Most campus buildings' ventilation systems are controlled centrally by facilities operations.
- Drink bottled water, stored water, not water from the tap.
- If possible, check for additional information via the main university web page, <http://northseattle.edu> and/or monitor radio or television for further details. Many Seattle AM stations broadcast emergency information.
- Do not call 911 unless you are reporting a life-threatening situation.

When all *clear* is announced:

- Open windows and doors.

- Turn on heating, air conditioning, or ventilation systems.
- Be outside and wait until the building has been vented.

Assembly Points

Instruction Building (IB)	Grass lot north of 100th Street, just north of the Childcare Building
Library Building (LB)	West (carpool) parking lot, just west of Instruction Building
College Center Building (CC)	Tennis court grounds south of College Center Building
Heath Sciences and Student Resources Building (HS)	East parking lot
Arts and Science Building (AS)	Northeast parking lot, just northeast of the Wellness Center
Education Building (ED)	Southeast parking lot, southeast of the Education Building
Wellness Center (WC)	Northeast parking lot, just northeast of the Wellness Center
Childcare Building (CH)	Grass lot north of 100th Street, just north of the Childcare Building
OCE&E (OC)	East parking lot

Intruder & Shooting Incidents

The information below provides detailed guidelines for lockdowns on the North Seattle College campus. However, every incident varies, making it impossible to provide an absolute answer for every situation. Trust your judgment for the best course of action. Your own safety is your top priority.

In a classroom or office

- If you are in a classroom or office, **STAY THERE**. Secure the door.
- If the door has no lock and the door opens in, a heavy door wedge should be kept on hand and driven in as hard as you can or use heavy furniture to barricade the door.
- If the door has a window, cover it if you can. Depending on the shooter's location, consideration may also be made to exit through windows. Have someone watch the door as you get as many students out the windows (ground floor) as calmly and quietly as possible.
- If the windows do not open or you cannot break them or you are not on the ground floor, get out of sight of the door and stay low and quiet.
- If no Law enforcement is on scene, move well away from the incident and find safe cover positions and wait for the police to arrive.
- When officers arrive on scene, community members should attempt to move toward any police vehicle when safe to do so, while keeping their hands on top of their head. Follow the directions of the police.
- Do not leave the area entirely; you may have information that responding police officers will need. Once in a safe place, stay put.

In hallways or corridors

1. If in the hallways, get into a room and secure it. Unless you are close to an exit, do not run through a long hallway to get to an exit as you may encounter a shooter. Do not hide in restrooms you can't secure!

In large rooms or auditoriums

- If in a gym or theater area and the shooter is not present, move to and out external exits and move toward any police unit keeping your hands on your head. Do what the police tell you!

Trapped with the shooter

- If you are trapped, do not do anything to provoke the shooter. If no shooting is occurring, do what the shooter says and do not move suddenly. Only you can draw the line on what you will or will not do to preserve your life and the lives of others.
- If the shooter does start shooting people, you need to make a choice (at this point it is your choice): (1) stay still and hope they do not shoot you, (2) run for an exit while zigzagging, or (3) attack the shooter. Attacking the shooter is very dangerous, but certainly no more so than doing nothing in some cases. A moving target is much harder to hit than a stationary one, and the last

thing the shooter will expect is to be attacked by an unarmed person. Any option chosen may still result in a negative consequence.

- This is not a recommendation to attack the shooter but rather a choice to fight when there is no other option.

Open Spaces

- Stay alert and look for appropriate cover locations. Brick walls, large trees, retaining walls, parked vehicles or any other object that may stop firearm ammunition penetrations may be used as cover.

Always notify the police department as soon as it is safe to do so: Call 911.

Hazardous Materials

Container Labeling

Every chemical or material container must be clearly and properly labeled. The label must include the identity of all hazardous components and applicable hazard warnings. Secondary containers such as squeeze bottles and other refillable storage units must be labeled in the same manner. Whenever possible, obtain pre-labeled secondary containers from the material supplier.

Resources. CLICK on each

- [Hazardous Materials: Labels & Pictograms](#)- OSHA
- [A Guide to GHS Classification and Labeling](#)- OSHA
- [Personal Protective Equipment](#)- OSHA
- [Hazard Communication Q&A](#)- WA LNI
- [Workers' Guide to Hazardous Chemicals](#)- WA LNI
- [NIOSH Pocket Guide to Chemical Hazards](#) - CDC

Personal Protective Equipment

Protective clothing and/or equipment **MUST** be used whenever required by federal, state, or local regulation. Each department is responsible for providing proper protective equipment for all students and employees and must ensure such equipment is functional and in good repair.

Safety Data Sheets

In every area where students or employees work with or may be exposed to hazardous materials, a list of all such materials must be kept in an easily accessible location. Supervisors are responsible for maintaining and updating their lists, including SDS for each hazardous material. Students and employees should know where the binder is kept and be instructed on how to use SDS information. Suppliers should provide an SDS with purchase or make them available for download on their website. The College also provides access to [MSDSOnline as a resource](#). If you need assistance with SDS, contact the Chemical Safety Officer.

Resources

Campus Incidents

As with all colleges and universities that participate in federal financial aid programs, North is required under provisions of the [Clery Act](#) to keep and disclose information about crime on and near the campus. This required information has been extracted from the OPE Campus Incidents database

[Clery Act – Safety & Security Resources](#)

[NSC Incident Log](#)

Safety Committee

[The North Seattle College Safety Committee](#) is a representative group charged with reviewing all student and employee injuries, illnesses and near misses. It is also responsible for developing emergency procedures, state required training, and making recommendations on all matters related to employee and student safety.

[NSC Safety Committee Minutes – OneDrive Archive](#)

Emergency Preparedness & Management

- [WA Emergency Management Division](#)
- [Ready.gov](#)
- [Disaster facilities agreement](#)
- [Mutual Aid Agreement with SPD](#)

Police & Fire Resources

- [Seattle Police Department](#)
- [Seattle Fire Department](#)
- [King County Sheriff](#)
- [Washington Association of Sheriffs and Police Chiefs](#)

North Seattle College - Workplace Violence Prevention Program

Statement: A Commitment to Community Safety

North Seattle Community College is concerned for and committed to our employees' and students' safety and health. We will not tolerate violence in the workplace, and we will make every reasonable effort to prevent it by implementing a Workplace Violence Prevention Program (WVPP). We will provide adequate authority and budgetary resources for our WVPP goals to be met. [Read More](#)

[Download PDF](#)

Key Request

- [Key request form](#)
- [Report a lost key](#)

Smoking Policy & Information

- [North Smoking Policy](#)
- [Tobacco Quit Line](#)
- [WA Department of Health](#)
- [CDC Smoking & Tobacco](#)

Accident Prevention Program

- [North Seattle College Accident Prevention Program](#)

Mandatory Reporting

Mandatory Reporting Responsibility

All Seattle Colleges employees, except Confidential Employees, are Mandatory Reporters and are required to report to the Title IX Coordinator conduct that could reasonably constitute Sex Discrimination and Sex-Based Harassment.

What Happens after a report is made?

- Confidentiality and privacy are maintained to the furthest extent possible.

- Access to resources is provided to both the complainant and respondent.
- Interim measures may be provided (e.g. change of class; no contact order).
- Equitable, impartial and timely process provided throughout.
- No retaliation will be tolerated.

Clery Report

North Seattle College 2022 Security and Fire Safety Report

The North Seattle College Safety and Security Department maintains statistical crime data for the most recent three-year period, including incidents reported to local law enforcement. These statistics also reflect incidents reported to the Safety and Security Department.

This document is provided in compliance with the federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998 (formerly the Crime Awareness and Campus Security Act of 1990). [Frequently Asked Questions](#) address this document and the 2022 Report can be [downloaded here](#).

Crime Report Form- [CLICK HERE](#)

Contact

Phone: (206) 934-3636

Location: CC 1252

Interim Director

Arnulfo "Oso" Ramirez

arnulfo.ramirez@seattlecolleges.edu

Mailing Address

Safety and Security

North Seattle College

3NC1252

9600 College Way North

Seattle, WA 98103

IT Help Desk

IT Services provides Seattle Colleges IT infrastructure and support services to students, faculty, and staff with college network systems, applications and computing equipment.

How to Contact IT Help Desk

The IT Services team is here to help! Here's how to reach us:

- Enrolled students and employees may opt to use the link below to submit ticket requests.
- **Unenrolled students** please use our Chat, Email or Phone options.

Click the link below to submit a request in the new IT Help Desk Ticketing System.

[Submit a Help Desk Ticket Request](#)

We have upgraded the ticketing system to serve you better. CLICK to [Learn more.](#)

Below are some helpful instructions for you on the new IT Help Desk ticketing system.

- [First Time Logging into the new IT Help Desk.](#)
- [Submitting a help request and navigating the new IT Help Desk.](#)

Please contact us if you have questions or need any assistance with the new system.

- Visit our [Help Desk Chat Room](#). If a video interaction is preferred, we will share our Zoom link in-chat. Chat hours: Mon–Thurs, 9 a.m.–7 p.m.; Fri, 9 a.m.–2 p.m. (Hours subject to change.)
- **Email us:** ITHelp@seattlecolleges.edu
Please note that we will communicate with you through our Web Help Desk. Check your Junk/Spam folders for messages from us!
- **Technology Equipment Requests:**
Students at North and Central may request in-person from your campus library.
South students only currently submit a HelpDesk Ticket Request.
Staff may request by submitting a HelpDesk Ticket Request.

Call or visit campus

For [IT Help Desk locations & phone numbers](#) select the campus below.

See [Computer Labs & Wifi](#) for open lab locations & in-person hours.