Resource Book
2020 - 2021

Produced by the NSC President’s Office
Generally updated each Summer.
Next planned update: Summer 2021

All changes or additions to existing pages should be submitted to
the NSC President’s Office, College Center Building,
Second Floor, Room 2155C.
| A | Admissions, Records, Registration, Credentials (ARRC) | 934-3663 |
|   | Advising/Student Success Services | 934-3658 |
|   | Art Gallery | 934-4557 |
|   | Arts, Humanities & Social Sciences | 934-3709 |
| B | Basic and Transitional Studies | 934-4720 |
|   | Bookstore | 934-4678 |
|   | Business, Engineering & Information Technologies (See Workforce Instruction) |  |
|   | Business & Finance Office | 934-3626 |
| C | Campus Operator/Switchboard | 934-3600 |
|   | Cashier’s Office | 934-3627 |
|   | Classroom Emergency Procedures | Reference |
|   | Continuing Education | 934-3705 |
|   | Counseling Center | 934-3676 |
| D | Disability Services | 934-3697 |
|   | DSHS (Department of Social & Health Services) | 877-501-2233 |
| E | eLearning Support Center (see North’s eLearning Support Center) |  |
|   | Embedded Career Services | 934-6074 |
|   | Enrollment Support & Outreach | 934-3679 |
|   | Equity, Diversity and Inclusion (Equity & Welcome Center) | 934-3719 |
| F | Facilities Operations | 934-3633 |
|   | Financial Aid | 934-3688 |
|   | Foundation (SCF) | 934-2939 |
| G | Gender Equity Resource Center (GenEQ)(See Multicultural & Gender Equity Student Lounge) |  |
| H | Human Resources (NSC) | 934-7792 |
|   | Humanities Division (see Arts, Humanities & Social Sciences Division) |  |
| I | Information Technology (IT) Services | 934-3630 |
|   | Institutional Effectiveness, Office of | 934-3656 |
|   | Instruction, Office of | 934-3700 |
|   | Integrated Studies | 934-3709 |
|   | International Programs | 934-3672 |
| J |  |  |
| K |  |  |
| L | Library Services/eLearning (NeLSC)/Teaching and Learning Center (TLC) | 934-3607 |
|   | Licton Springs Review (see Student Publications) |  |
|   | Lock Shop | 934-6130 |
| M | Mail Room | 934-4594 |
|   | Marketing & Public Relations | 934-4634 |
|   | Mathematics/Sciences Division | 934-3746 |
|   | Media (see Information Technology (IT) Services) |  |
|   | Multicultural & Gender Equity Student Lounge | 934-3719 |
| N | North’s eLearning Support Center (NeLSC) | 934-3738 |
|   | Notary Public (Roberta Lord) | 934-3762 |
| O | OCE&E (Opportunity Center for Employment & Education) | 934-6077 |
| P | Parking & Transportation Information | 934-3636 |
|   | Payroll and Benefits (District Office) | 934-4100 |
|   | Phi Theta Kappa (PTK) Honor Society | 934-5667 |
|   | Photo ID Desk | 934-3679 |
|   | President’s Office | 934-3601 |
|   | Public Information Office – PIO (see Marketing & Public Relations) | |
| Q | |
| R | Room Reservations (25Live) | |
|   | Running Start | 934-7768 |
| S | Safety & Security | 934-3636 |
|   | Seattle Colleges Cable Television (SCC-TV) | 934-3928 |
|   | Sexual Harassment (HR) | 934-7792 |
|   | SMC (Student Media Center—see Library Services) | 934-0070 |
|   | Student Administrative Council (SAC/Student Government) | 934-3648 |
|   | Student Complaints | 934-7792 |
|   | Student Conduct/Misconduct | 934-5659 |
|   | Student Development Services (SDS) Administrative Office | 934-5659 |
|   | Student Leadership and Multicultural Programs | 934-3648 |
|   | Student Learning Center | 934-4754 |
|   | Student Publications (Licton Springs Review) | 934-3711 |
|   | Sustainability Office | 934-6127 |
| T | Teaching and Learning Center (TLC) | 934-3776 |
|   | Testing Center | 934-3674 |
|   | Transportation (see Parking & Transportation Information) | |
|   | Tutoring (see Student Learning Center) | |
| U | |
| V | Veteran’s Services | 934-7309 |
| W | Watch Technology Institute | 934-0169 |
|   | WHO CAN HELP? / WHO DO I CALL? | Reference |
|   | Workforce Education | 934-3787 |
|   | Workforce Instruction Division | 934-3787 |
|   | WorkSource | 440-2500 |
| X | |
| Y | |
| Z | |
Main Telephone Number: 934-3663  
Fax Number: 934-3671

Office Hours:  
MONDAY-THURSDAY 8:00 AM – 4:30 PM  
FRIDAY 9:00 AM – 4:30 PM  
Telephones close half hour prior to closing.

Online Service Hours: Open 5:00 AM – 11:00 PM, seven days a week

Location: 2ND Floor, College Center Building

MAIN CONTACTS

Vice President of Student Services (Interim):  
Toni Castro 934-3669

Dean/Registrar, Enrollment Services  
Kathy Rhodes 934-3796

Director, Enrollment Support & Outreach:  
Susan Shanahan 934-3679

Assistant Registrar, - Admissions/Registration:  
Jayne Strom-Strebe 934-3670

Executive Assistant to the Vice President of Student Services:  
Jasmine Adamek 934-5659

Administrative Assistant IV to the Dean of Enrollment Services:  
Marisol Zacarias 934-4401

Director, Testing Center & Evening Services:  
James Armstrong 934-7659

Admissions:  
Fleetwood Wilson 934-3789

Records & Transcripts:  
Aaron Smith 934-4405

Testing Center:  
Brion Gamboa 934-3675

Testing Center:  
Dennis Pitt 934-6037

Registration:  
Tam Nguyen 934-3721

Registration:  
Asuka Anan 934-7712

Credentials:  
Emily Purington 934-4402

Credentials:
Main Telephone Number: 934-3658         Fax Number: 934-3958
(Please forward all calls to this number.)

Office Hours:       Monday – Friday     8:00 AM – 4:30 PM
Open extended hours the week prior to and the first two weeks of the quarter. Evening appointments available throughout the quarter by request.

Location:           2ND Floor, College Center Building, CC2346A
Website:            https://northseattle.edu/advising

PROGRAM/SERVICE DESCRIPTION

Advising assists students with selecting an academic program, designing an educational plan, and preparing for their next steps. Advising serves students seeking professional technical degrees and certificates, and college transfer degrees.

Advising coordinates START New Student Orientation programs, transfer workshops and events, and connects students to support services.

MAIN CONTACTS

Dean of Advising                  Alice Melling    934-3693
Program Manager                   Grace Sakuma      934-7304
Director of Advising              Emily Meoz        934-7308
Assistant Director of Advising    Leanna Bordner    934-7302
Running Start Manager            Christina Sheehan  934-7768
Workforce Education               Megan Mihara      934-7307

ENGINEERING & TECHNOLOGY
Rina Tsujimoto x3698
Jeffrey Eng x3902

BUSINESS & FINANCE
Jose Elizalde x7793
Ona Fisher x7310

ALLIED HEALTH
Tom Frankel x7301

SCIENCE & MATH
Jose Elizalde x7793
Molly Brown x7306
Rina Tsujimoto x3698
Jeff Eng x3902

SOCIAL SCIENCES & EDUCATION
Jillian Fisher x3691

HUMANITIES & ARTS
Jillian Fisher x3691

UNDECIDED ADVISOR
Larry Perse x7305

RUNNING START
Katy Foster x3682

RETENTION SPECIALIST
SEATTLE PROMISE
Camara Harris-Weaver x4716
Main Telephone Number 934-4557 (Please forward all calls to this number.)

Gallery Hours:  MONDAY-THURSDAY  11:00 AM - 7:00 PM  
             FRIDAY       12:00 PM - 5:00 PM  
(Closed on Saturdays, Sundays, holidays, show change weeks, & during quarter breaks)

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

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

PROGRAM/SERVICE DESCRIPTION

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

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

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

You can find out more about the North Seattle College Art Gallery and our programming on the web at: www.artgallery.northseattle.edu
Facebook: www.facebook.com/northseattlecollegeartgallery
Instagram: @nscartgallery

MAIN CONTACTS

Art Gallery Coordinator: Amanda Knowles 934-3709
amanda.knowles@seattlecolleges.edu

General Gallery e-mail: nscartgallery@seattlecolleges.edu

NSC Art Gallery Website: artgallery.northseattle.edu

ADDITIONAL NOTES

The Art Gallery is administered by the Arts, Humanities and Social Sciences Division - calls may also be forwarded to the division’s main number 934-3709.
Main Telephone Number: 934-3709  Fax Number: 934-3784  
(Please forward all calls to this number)

Office Hours:
MONDAY – THURSDAY  7:30 AM – 5:00 PM
FRIDAY  7:30 AM – 4:30 PM

Quarter Break Hours
MONDAY – FRIDAY  7:30 AM – 4:30 PM

Location: IB 2407 – 2nd floor of the Instruction Building

PROGRAM/SERVICE DESCRIPTION

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

<table>
<thead>
<tr>
<th>Name of Program</th>
<th>Coordinator</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART</td>
<td>Kelda Martensen</td>
<td>934-4535</td>
</tr>
<tr>
<td>Classes include art history, design, drawing, painting in watercolor and oil and printmaking. We also teach sculpture, ceramics, computer art, 3D Computer Modeling &amp; Realization, Mural Art, digital photography and jewelry design.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>COMMUNICATION</td>
<td>Scott Ku</td>
<td>934-4544</td>
</tr>
<tr>
<td>Courses include: interpersonal, group, organizational and intercultural communication; media criticism, management, marketing and production; and in-person and media-based presentations. Our comprehensive curriculum offers the student a variety of choices and emphases in communication studies and professional applications for fulfilling the requirements of the Associate of Arts Degree or in completing our cross-disciplinary Associate of Applied Science-Transfer Degree or Certificate Program in Communication, Business and Media.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENGLISH</td>
<td>Kennan Knudson</td>
<td>934-4550</td>
</tr>
<tr>
<td>Classes include pre-college level English courses (numbered under 100) in grammar, reading, writing and study skills. Transfer English courses include Composition, Grammar, Creative Writing and a variety of Literature classes. Many of the Coordinated Studies offerings include an English component. Transfer classes (numbered over 100) can apply to the AA degree.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>AME, WMN &amp; POLITICAL SCIENCE</td>
<td>Jill Lane</td>
<td>934-4531</td>
</tr>
</tbody>
</table>
The following courses are offered for college transfer and personal development (they can apply toward the AA degree): America’s Ethnic history, Gender and Women Studies, Geography, Political Science.

HISTORY, ANTHROPOLOGY & PHILOSOPHY
Olga Vishnyakova 934-7701
The following courses are offered for college transfer and personal development (they can apply toward the AA degree): Anthropology, History and Philosophy.

HUMANITIES Kenan Knudson 934-4550
Humanities courses include Visual Thinking, Reading in Media, Transnational Cinema, Intercultural Communication, and popular on-line course – Introduction to Film. The Intro to Film may be taken over the Internet with no in-class meetings. Classes can apply to the AA degree.

MUSIC Adam Burdick 934-0197
Offers courses in music performance and theory in styles that range from Big Band Era jazz to classical music. Classes may apply to the AA degree, AFA degree, and CFA certificate. Music courses include Introduction to Music, Music History, History of Jazz, Introduction to World Music, theory and ear training, reading music, group and individual instruction in voice and piano and individual instruction in a broad range of instruments. Performance classes include: College Choir, Jazz Combo, Studio Jazz Orchestra, Contemporary Jazz Ensemble, Symphonic Band and small group performance.

PSYCHOLOGY & PSYCHOLOGY & SOCIOLOGY Melissa Grinley 934-7017
Geoffrey Palmer 934-7021
The following courses are offered for college transfer and personal development (they can apply toward the AA degree): Psychology and Sociology.

WORLD LANGUAGES Cristina Zahajko 934-4539
The following courses are offered for college transfer and personal development (they can apply toward the AA degree): American Sign Language, Chinese, French, German, Japanese and Spanish.

MAIN CONTACTS:
Dean: Brian Palmer 934-4547
Program Manager A: Vladimir Vilkevich 934-0192
Administrative Assistant 3: Parvaneh Ahmadi 934-3704
Program Coordinator: Jeff Wang 934-0193

Full-time Instructors and their Discipline:

<table>
<thead>
<tr>
<th>Name</th>
<th>Discipline</th>
<th>Phone No</th>
<th>Office No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Robert Atkins</td>
<td>Psychology</td>
<td>934-7011</td>
<td>IB 2327A</td>
</tr>
<tr>
<td>Cathryn Cabral</td>
<td>English</td>
<td>934-4538</td>
<td>IB 2306D</td>
</tr>
<tr>
<td>Terri Chung</td>
<td>English, Developmental English</td>
<td>934-4570</td>
<td>IB 2409A</td>
</tr>
<tr>
<td>Melissa Grinley</td>
<td>Psychology</td>
<td>934-7017</td>
<td>IB 2417A</td>
</tr>
<tr>
<td>Brian Holt</td>
<td>Psychology</td>
<td>934-4513</td>
<td>IB 2425A</td>
</tr>
<tr>
<td>Lynne Hull</td>
<td>Art</td>
<td>934-4534</td>
<td>IB 2316B</td>
</tr>
<tr>
<td>Jim Jewell</td>
<td>English</td>
<td>934-4536</td>
<td>IB 2312A</td>
</tr>
<tr>
<td>Kennan Knudson</td>
<td>English</td>
<td>934-4550</td>
<td>IB 2311A</td>
</tr>
<tr>
<td>Scott Ku</td>
<td>Communication/Coordinator</td>
<td>934-4544</td>
<td>IB 2416A</td>
</tr>
<tr>
<td>Diana Ma</td>
<td>English</td>
<td>934-4583</td>
<td>IB 2308A</td>
</tr>
<tr>
<td>Kelda Martensen</td>
<td>Art</td>
<td>934-4535</td>
<td>IB 2408A</td>
</tr>
</tbody>
</table>
Laura McCracken  English, Developmental English  934-4543  IB 2309B
Geoffrey Palmer  Sociology  934-7021  IB 2310A
Steve Quig  English, Developmental English  934-4556  IB 2313B
Scott Rausch  History  934-7013  IB 2430B
Paula Rebsom  Arts  934-4619  IB 2417A
Justina Rompogren  English  934-0195  IB 2310B
Karen Stuhldreher  Women and Gender Studies, History  934-7007  IB 2330B
Howard Xie  Chinese, English, Developmental English  934-4541  IB 2308B
Cristina Zahajko  Spanish, French/World languages Coordinator  934-4539  IB 2309A

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

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

CONCERT HALL
Most music performances and classes are held in the Concert Hall. Contact Humanities Division for room availability.

Location: LB 1142 – 1st floor of the Library Building
Main Telephone Number: 934-4720  
Fax Number: 934-3784  
(Please forward all calls to this number)

Office Hours:  
Monday, Wednesday, Thursday, Friday  7:30 AM – 4:30 PM  
Tuesday  7:30 AM – 6:30 PM  
Quarter Break  Monday - Friday  7:30 AM – 4:30 PM  
Summer Hours: Monday – Thursday  7:00 AM – 5:00 PM  
Friday  7:00 AM – 1:00 PM

Location:  Instructional Building - IB2407C

PROGRAM/SERVICE DESCRIPTION
Basic and Transitional Studies Division offers, Intensive English and English as a Second Language Program  Basic studies programs provide instruction for those who want to improve basic verbal and math skills or to earn a high school diploma in order to get better jobs, continue their education and improve their lives. ESL classes prepare students to enter college programs. They develop reading, writing, speaking and listening skills Questions on specific areas should be referred to the Basic and Transitional Studies Division at 934-4720.

MAIN CONTACTS

<table>
<thead>
<tr>
<th>Name of Program</th>
<th>Coordinator</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adult Basic Education</td>
<td>Curtis Bonney</td>
<td>934-4551</td>
</tr>
<tr>
<td>ENGLISH AS A SECOND LANGUAGE (ESL)</td>
<td>Curtis Bonney</td>
<td>934-4551</td>
</tr>
</tbody>
</table>

MAIN CONTACTS:

Dean:  Curtis Bonney  934-4551  
Transition Specialist:  Shan Lackey  934-4537  
Secretary Senior:  Nancy Leverton  934-4575  
Program Coordinator:  Alexandra Abeyta  934-4549

Full-time Instructors and their Discipline:

<table>
<thead>
<tr>
<th>Name</th>
<th>Discipline</th>
<th>Phone No</th>
<th>Office No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amal Al Faiz</td>
<td>ESL</td>
<td>934-4526</td>
<td>IB2412A</td>
</tr>
<tr>
<td>Elinor Appel</td>
<td>ESL</td>
<td>934-4725</td>
<td>IB2409B</td>
</tr>
<tr>
<td>Jim Eaton</td>
<td>ESL/Coordinator</td>
<td>934-4542</td>
<td>IB2411A</td>
</tr>
<tr>
<td>Sarka Faltinova</td>
<td>ESL</td>
<td>934-4560</td>
<td>IB2405B</td>
</tr>
<tr>
<td>Karlee Ikebara</td>
<td>ESL</td>
<td>934-4599</td>
<td>IB2410A</td>
</tr>
<tr>
<td>Jessica Logan</td>
<td>ESL</td>
<td>934-4518</td>
<td>IB2409A</td>
</tr>
<tr>
<td>Stephanie Solomon</td>
<td>IEP</td>
<td>934-7058</td>
<td>IB2420A</td>
</tr>
<tr>
<td>Sara Stapleton</td>
<td>ESL/I-BEST Coordinator</td>
<td>934-7015</td>
<td>IB2413A</td>
</tr>
</tbody>
</table>
BOOKSTORE

Main Telephone Number: 934-4678
Fax Number: 934-7784
(Please forward all calls to this number)

OFFICE HOURS

First weeks of each quarter only:

MONDAY/TUESDAY  8:00 AM – 6:00 PM
WEDNESDAY/THURSDAY  8:00 AM – 5:00 PM
FRIDAY  8:00 AM – 4:00 PM
SATURDAY  10:00 AM – 2:00 PM

Regular quarter hours:

MONDAY– THURSDAY  8:00 AM – 4:00 PM
FRIDAY  8:00 AM – 1:00 PM

Location:  Instructional Building - IB1324

PROGRAM/SERVICE DESCRIPTION

Bookstore services include: Textbook sales and Rental, School/Art supplies, NSC campus apparel, snacks and beverages, pre-paid long-distance phone cards and gift cards, and assortment of trade books. The Bookstore is operated by Barnes & Noble.

MAIN CONTACTS

Bookstore Manager:  Joshua Espindola  934-4678
Regional Representative:  Lori Schmitt  Email: SM234@bncollege.com  503-786-7309
Bookstore Supervisor:  Dora Kogan  934-3638
Main Telephone Number: 934-3626  Fax Number: 934-0068
(Please forward all calls to this number)

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

Mailstop:  3NC2456A

Location:  College Center – CC2456A

MAIN CONTACTS FOR ADMINISTRATIVE SERVICES

Vice President for Administrative Services:  
Director for Business Operations:  Soroush Maleki  934-6070
Executive Assistant:  Hasanah Ysa  934-7702
Manager of Fiscal Compliance and Internal Control:  Anastasia Brunets  934-3618
Budget Analyst 2:  
Main Telephone Number: 934-3797    Fax Number: 934-3635
(Please forward all calls to this number)
934-3600 – voicemail number

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

Location:  College Center - CC2346A

PROGRAM/SERVICE DESCRIPTION

The campus operator/switchboard provides information related to department hours, basic services, and location; names and phone numbers for employees, and directional information to students, staff, and the community. The switchboard also serves as the backup phone service for Safety and Security.

The switchboard’s recorded message provides information about the college’s location, quarter sessions, snow closure, and directory assistance.

MAIN CONTACT

Switchboard:  934-3797
Main Number for North Seattle College:  934-3600
CAREER & WORKFORCE EDUCATION
(also see Workforce Education)

Main Telephone Number: 934-3787  Fax Number: 934-0175
(Please forward all calls to this number.)
Office Hours: MONDAY – FRIDAY 8:00 AM – 4:30 PM
*Closed the 3rd Wednesday of the month from 10:00-11:30am for staff meeting.
Weekly Drop-In Hours: Wednesdays 1:00pm-4:30pm
Open extended hours first week of the quarter.

Location: Opportunity Center for Employment & Education, 2nd floor, room 240
Website: northseattle.edu/workforce-education

PROGRAM/SERVICE DESCRIPTION

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

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

MAIN CONTACTS

Director: Jeanette Miller  934-3727
BFET Specialist: Hayley Smith  934-6101
Opportunity Grant Specialist: Misti Uptain  934-6054
Worker Retraining Specialist: Cindy Donohue  934-6063
WorkFirst Specialist: Randal Stephens  934-3769
Program Coordinator: Kimberly Gilbert  934-3771
Interim Operations Manager: Faith Lam  934-3678

RELATED:
Financial Aid Specialist: Melissa Liu  934-4612
Academic Advisor: Megan Mihara  934-7307
Employment Security Co-Lo: Jackie Perry  934-3764
Main Telephone Number: 934-3627

Regular Office Hours:

MONDAY, WEDNESDAY, THURSDAY, FRIDAY  8:00 AM - 4:30 PM
TUESDAY  8:00 AM – 5:30 PM
(extended hours at the beginning of the quarter, subject to change)

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

Location: College Center - CC2455D

PROGRAM/SERVICE DESCRIPTION

The cashier’s office is the place to go to:
- Pay tuition and fees
- Buy parking permits
- Purchase student photo I.D. cards
- Buy an ORCA
- Pay Wellness Center use fee
- Pick up brochures on student insurance

MAIN CONTACTS

Program Manager A: Helen Lee 934-7703
Cashier II: Hapsoh Du 934-7703
EVACUATION ROUTES AND PROCEDURES: Point to the map on the wall, physically point out the route or, in more complicated or isolated areas walk the route with your students. Show them the assembly area. Instruct them to assemble at their designated assembly areas and await further instructions.

FIRE: When the alarms sounds, immediately begin evacuation to your designated evacuation assemble area. Take belongings and lock the door.

EARTHQUAKE: When shaking begins, Drop to the floor, Cover under a table and Hold on. Most immediate danger is from falling debris, light fixtures, ceiling tiles or concrete. Tables will protect you from those hazards. As soon as the shaking stops, begin orderly evacuation to assembly area. Be alert to aftershocks. Stay as far as possible away from glass.

INTRUDER OR ACTIVE SHOOTER: If you hear gun shots or receive a ‘shots fired’ notification. STAY THERE. Secure the door. If the door doesn’t lock and opens in, a door wedge should be driven under the door as hard as you can, or use heavy furniture to barricade the door.
If the door has a window, cover it with anything available. Depending on the shooter’s location, consider exiting through windows. Have someone watch the door as you get as many students out ground floor windows as calmly and quietly as possible. If no Law enforcement are on scene, move well away from the incident and find safe cover positions and wait for the police to arrive.
If the windows do not open; break them BUT if you are not on a ground floor, get out of sight and stay low and quiet. When officers arrive, move toward police; keeping 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 safe, stay put.

Open Spaces: Stay alert and look for cover. Brick walls, large trees, retaining walls, parked vehicles may stop bullet penetration and may be used as cover. If no Law enforcement are on scene, move away from the incident, find safe cover positions and wait for the police to arrive.
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 police while keeping your hands on your head. Do what the police tell you!
In hallways or corridors: If in a hallway, get into a room and secure it. Do not run through a long hallway to get to an exit as you may encounter the shooter. Do not hide in restrooms you can’t secure.

Trapped with the shooter: If you are trapped, do not provoke the shooter. If he is not shooting, do what the shooter says and do not move suddenly. Only you can choose what you will or will not do to preserve your life and the lives of others. If the shooter starts shooting people, you need to choose to: (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 after shooting begins. 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 may result in a negative consequences. 

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

**STUDENT CONDUCT CODE:** Point out sections covering harassment, stalking, threats and other behavior prohibited by WAC 132 F [http://apps.leg.wa.gov/WAC/default.aspx?cite=132F-121](http://apps.leg.wa.gov/WAC/default.aspx?cite=132F-121)

**STALKERS/SEXUAL/VERBAL HARASSMENT:** Report all incidents to campus security and local law enforcement. Security will assist in documenting the incident and forwarding information to VP or Student Services.

**PROTECTION ORDERS:** If you choose, please provide a copy to campus security and discuss and special situations, concerns or security needs. Bring a photo of the respondent.

**EMERGENCY NOTIFICATION:** Ask students if anyone has a cell phone, delegate someone to call 911 while another calls campus security at 206-934-3636. Have the students program the number to their cell phones.

**CAMPUS EMERGENCY ALERT SYSTEM:** Students and staff members can sign up to receive text message and email alerts in case of a campus emergency or unplanned closure. Encourage your students to sign up early in the quarter:
https://www.getrave.com/login/seattlecolleges

**CAMPUS CRIME STATISTICS:** Please refer to the campus security web site for campus crime statistics and information on the student right to know and other crime prevention information at https://northseattle.edu/safety-security

**SNOW CLOSURES, OTHER EMERGENCY INFORMATION:** NSC is a member of Schoolreport.org. Schoolreport.org member schools are able to send information about any type of emergency or emergency closure via web link. That information is then picked up by many of the local radio and TV broadcasters and rebroadcast. Most large Seattle area AM stations are very good a broadcasting this information as are local TV stations. Campus Community Members may sign up for email notification and register your email address.

**ANY OTHER SAFETY OR SECURITY CONCERNS:** Please let us know ASAP. You can talk with Security; Student Development Services; Human Resources; any college Dean. We are here to help you be successful and enjoy North Seattle College.

**CAMPUS EMERGENCY DRILLS:** Drills are conducted on the eleventh work day of each quarter. We appreciate you and your students’ full participation.

**FURTHER INFORMATION ABOUT WORKPLACE & CLASSROOM EMERGENCIES:** Please encourage students to become familiar with the emergency information and resources available on the District web site:
http://seattlecolleges.edu/DISTRICT/emergencies/workplace911.aspx
CONTINUING EDUCATION

Main Telephone Number: 934-3705  Fax Number: 934-3729  
(Please forward all calls to this number)

Office Hours: MONDAY – FRIDAY  8:30 AM – 5:00 PM
Summer Hours: MONDAY – THURSDAY  8:30 AM – 5:00 PM
FRIDAY  8:30 AM – 1:00 PM

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

PROGRAM/SERVICE DESCRIPTION

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

MAIN CONTACTS

Director: Christy Isaacson  934-3706
Program Specialist: Marianne Legg  934-3774
Interim Marketing Specialist: Oralea Howard  934-3707
Customer Service Specialist: Natalia Tiosova  934-3629
COUNSELING

Main Telephone Number: (206) 934-3676       Fax Number: (206) 934-3958

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

Front Office Hours: The Counseling front office (Monday-Friday 8:00 a.m. - 4:30 p.m.) is located in Student Success Services, north end, second floor of the College Center Building (CC2345). Or, you may call (206) 527-3676. If a counselor is not immediately available, office staff will schedule the earliest appointment convenient for you.

Location: 2ND Floor, College Center Building, CC2346A

PROGRAM/SERVICE DESCRIPTION

Counseling offers students short-term, goal-focused counseling helping students to:

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

**Strengthen Study Skills**
- Improve concentration and memory
- Improve test-taking skills
- Manage test anxiety

**Locate Resources and Manage Stressful Situations**
- Manage time and stress more effectively
- Manage crisis
- Locate referral resources

MAIN CONTACTS

**Counselors:**
- Jenny Mao       (206) 934-3676
- Lydia Minatoya  (206) 934-3676
PROGRAM/SERVICE DESCRIPTION

One in five people nationally and globally has a disability, making students with disabilities one of the campus’s largest identity groups. The Disability Services (DS) office provides leadership and resources to support NSC faculty and staff in ensuring accessible participation by individuals with disabilities in all NSC services, programs, activities, buildings and technologies. Building a disability-positive campus climate is everyone’s work, and DS seeks to make that process easier and engaging for everyone.

DS determines and coordinates the appropriate reasonable accommodations for qualified students with disabilities. These accommodations are set on a case by case basis to address the functional impacts of a student’s physical, mental, sensory or cognitive health condition(s). Accommodations can include a range of adjustments to how a students with a disability meets the essential requirements of a course or program. Students are responsible for self-disclosing their disability to DS. If students disclose disability or accommodation needs to faculty or staff, please refer students to DS so that DS staff can determine eligibility for a Letter of Accommodation. While optimally students will request accommodations before the start of a quarter, disability status can be disclosed and a DS Letter of Accommodation can be issued at any point in the term.

Under the Americans with Disabilities Act and related laws, NSC’s obligation to ensure disability nondiscrimination extends to all programs and activities of the college. DS staff encourage faculty and staff to engage in consultative collaboration with DS to ensure effective participation by individuals with disabilities as well as to address any questions regarding reasonable accommodations or modifications to procedures or practices.

MAIN CONTACTS

Director: Josef Mogharreban 934-7808
Program Coordinator: Alex Matlock 934-3697
DSHS (DEPARTMENT OF SOCIAL & HEALTH SERVICES)

DSHS Customer Service: 877-501-2233
DSHS Administration: 206-545-7600

(Please forward all calls to this number)

Office Hours: MONDAY – FRIDAY 8:00 AM – 5:00 PM
Main Telephone Number: 934-6074  
Fax Number: 934-0175  
(Please forward all calls to this number)

Office Hours:  
MONDAY – FRIDAY  
10:00 AM – 2:00 PM (sometimes varies)  
Note: appointments are best, though drop-in students welcome

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

PROGRAM/SERVICE DESCRIPTION

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

northseattle.edu/career-services

MAIN CONTACTS

Career Services Liaison: Meredith Bane  
934-6074

Meredith.bane@seattlecolleges.edu
ENROLLMENT SUPPORT & OUTREACH

Main Telephone Number: 934-3679   Fax Number: 934-3671
(Please forward all calls to this number)

Mail Stop:   CC2452A

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

Location:   College Center - CC2160D

PROGRAM/SERVICE DESCRIPTION

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

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

Employer Sponsored Employee Education Fairs

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

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

MAIN CONTACTS

Director: Susan Shanahan  934-3679

Admissions Coordinator: Fleetwood Wilson  934-3789
Commitment
North Seattle College is committed to fostering a welcoming and inclusive campus climate for all staff and students. As evidence of this ongoing commitment to diversity and social equity, the college has implemented a variety of programs, workshops and ongoing trainings to increase cultural competency and awareness to build community and facilitate student success. The President's Diversity & Inclusion Council for Equity (DICE) is an advisory council that supports and advocates for the strategies, vision and values around diversity. For information on upcoming DICE meetings, events and workshops please see our calendar.

Equal Opportunity Statement
The Seattle Colleges District VI (including North Seattle College) is committed to the concept and practice of equal opportunity for all its students, employees, and applicants in education, employment, services and contracts, and does not discriminate on the basis of race or ethnicity, color, age, national origin, religion, marital status, sex, gender, gender identity, sexual orientation, status as a veteran or disabled veteran, political affiliation or belief, citizenship/status as a lawfully admitted immigrant authorized to work in the United States, or presence of any physical, sensory, or mental disability, except where a disability may impede performance at an acceptable level. In addition, reasonable accommodations will be made for known physical or mental limitations for all otherwise qualified persons with disabilities.

Associate Vice President
D’Andre Fisher 934-3655

Inquiries regarding compliance and/or grievance procedures may be directed to the college’s Title IX/RCW 28A.640 officer and/or Section 504/ADA coordinator.

Title IX/Chapter 28A.640 RCW Officer: Jennie Chen, Compliance Officer Jennie.Chen@seattlecolleges.edu

Section 504/ADA Coordinator Josef Mogharreban 934-7808
Major Events Committee
Best Practice Recommendations for Events at North Seattle College

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

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

<table>
<thead>
<tr>
<th>Area of Service</th>
<th>Service Description</th>
<th>Primary Contact</th>
<th>Primary Mode of Communication</th>
<th>Deadlines</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>IT / Media Services</td>
<td>IT Services/ Media assistance, including PC, mic/sound and projector sets</td>
<td>Pablo Basilio <a href="mailto:Pablo.Basilio@seattlecolleges.edu">Pablo.Basilio@seattlecolleges.edu</a> 206.934-3647</td>
<td>Email: <a href="mailto:NSCHelpDesk@seattlecolleges.edu">NSCHelpDesk@seattlecolleges.edu</a></td>
<td>3 – 4 business days</td>
<td>Mics, speakers, laptop, PC, cables, projector assistance, etc. -- all must be identified in order to ensure enough equipment is available for various events when needed.</td>
</tr>
<tr>
<td>Security</td>
<td>Room unlock / lock, security patrol</td>
<td>25Live for room reservations; Email for parking permit requests</td>
<td>10 business days</td>
<td>Security requires time to schedule additional personnel for events of ~100 participants.</td>
<td></td>
</tr>
<tr>
<td>Transportation/Parking</td>
<td>Parking arrangements for events, permits for volunteers</td>
<td>Christopher McDivit <a href="mailto:Christopher.mcdivit@seattlecollege.edu">Christopher.mcdivit@seattlecollege.edu</a> 206-934-0060</td>
<td>Email</td>
<td>10 business days</td>
<td>Transportation will need time to prepare and send parking permits to event organizers if parking is covered by event organizers.</td>
</tr>
<tr>
<td>President's Office</td>
<td>General guidance regarding major campus events</td>
<td>Toni Stankovic <a href="mailto:Toni.stankovic@seattlecolleges.edu">Toni.stankovic@seattlecolleges.edu</a> 206.934.3605</td>
<td>Email or phone</td>
<td>N/A</td>
<td>Available to provide guidance on procedures, paperwork, contacts, and best practices for successful campus events.</td>
</tr>
</tbody>
</table>
Main Telephone Number: 934-3633  Fax Number: 934-3736
(Please forward all calls to this number)

Mail Stop: 3NC0306

Office Hours: MONDAY, TUESDAY 7:00 AM – 4:00 PM
WEDNESDAY 7:00 AM – 3:00 PM
FRIDAY 7:00 AM – 3:00 PM
SATURDAY BY APPOINTMENT
SUNDAY CLOSED

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

PROGRAM/SERVICE DESCRIPTION

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

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

MAIN CONTACTS.

Director of Facilities Operation: Odessa Woodlee 934-4596
Capital Projects:
Building and Grounds Supervisor: Budimir Nikolic 934-7651
Custodial Supervisor:
Adm. Services Manager: Ariel Zastrow 934-4709
Mail Services: Sam Silla 934-3634
FINANCIAL AID & VETERANS SERVICES

Financial Aid Main Telephone:  934-3688  Fax Number: 934-3608
(Please forward all calls to this number)

Website Address:  https://northseattle.edu/financial-aid
Financial Aid Email:  NSCfinancialaid@seattlecolleges.edu

Regular Office Hours:
- MONDAY  8:00 AM – 4:30 PM
- TUESDAY  8:00 AM – 4:30 PM
- WEDNESDAY  closed for file processing
- THURSDAY  8:00 AM – 4:30 PM
- FRIDAY  8:00 AM – 4:30 PM

Special Office Hours:

1ST Week Each Qtr:  1ST Week Each Qtr:  MONDAY- THURSDAY
(Fall, Winter, Spring)  8:00 am – 6:30 pm
                    FRIDAY  8:00 am – 4:30 pm

2ND Week Each Qtr:
(Fall, Winter, Spring)
MONDAY- THURSDAY  8:00 am – 5:30 pm
FRIDAY  8:00 am – 4:30 pm

Location:  2nd Floor – College Center Building, CC 2358A

PROGRAM/SERVICE DESCRIPTION

The Financial Aid and Veterans Services office determines eligibility and disburses funds for federal grants and loans, state grants, institutional grants, and work-study funds. In addition to disbursing funds for scholarships, Workforce Education tuition assistance programs, employer and agency supported funds, and awarding all chapters of Veterans tuition assistance funding as well.

For general assistance, students can stop by the office during open hours, no appointment is necessary. Students may make an appointment outside normal business hours by calling 206-934-3688 or requesting an appointment via email at NSCfinancialaid@seattlecolleges.edu.

ADDITIONAL NOTES

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

FUNDING PROGRAMS

- **Federal Grant Aid:**  Pell Grant, Federal Supplemental Educational Opportunity Grant, and Iraq & Afghanistan Service Grant. Federal need based grant funds do not need to be paid back as long as students maintain eligibility for aid, including academic progress and financial eligibility.
- **State Grant Aid**: State Need Grant, College Bound Scholarship, Passport to College, WAVE, and Opportunity Scholarship. State grant funds do not need to be paid back as long as students maintain eligibility for aid, including academic progress and financial eligibility.

- **Work-study Programs**: Work Study programs give students the opportunity to gain valuable work experience while earning money for college. Federal, state, and institutional grant funds are available. Federal Veterans Work-study is also available to eligible Veteran students enrolled at North Seattle College.

- **Federal Student Loans**: Federal Perkins Loan and Federal Direct Loan funds must be paid back with interest and fees.

- **Scholarships**: Scholarships have a unique set of criteria that a student must meet in order to be eligible. Two basic types of scholarships are merit based for excellence in academics, arts, athletics, or other specific abilities and need based, heavily based on student’s (and often family’s) financial situation. North Seattle College Education Fund offers scholarships under donor criteria for both need based and merit based scholarships.

- **Veteran and Military Educational Benefits**: Payments are facilitated for student veterans, reservists, active duty personnel and eligible family members who receive Veteran’s Administration education benefits. We also verify and apply the Washington State Veterans tuition waiver.

- **VA Benefits**: NSC VetCorps Navigator can assist Veterans, their families and community members with information regarding other VA benefits such as housing referrals, VA medical, and referrals for Veteran emergency funds from the WA State Department of Veterans Affairs. The VetCorps Navigator works out of the Student Veterans Lounge on the first floor of the College Center Building.

- **Workforce Education**: See Workforce Education section of Resource Book for comprehensive list of programs and eligibility requirements.

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

**MAIN CONTACTS**

- **Director – Financial Aid & Veterans Services**: Brianne Sanchez 934-4703
- **Assistant Director**: Lisa Sanford 934-4706
- **Program Manager – Veterans Services**: Gregg Tessensohn 934-3699
- **Program Manager – Financial Aid**: Kwei Wong 934-4705
- **Program Manager – Financial Aid**: Josh Holloway 934-4610
- **Program Specialist**: Angela Doell 934-3685
- **Program Specialist**: Galina Kobiako 934-4704
- **Program Specialist**: Raimi Yuen 934-4726
- **Program Specialist – Workforce**: Melissa Liu 934-4612
Main Telephone Number: 934.2939  advancement@seattlecolleges.edu.

Office Hours:

Location: College Center - CC2255A and CC2355D

PROGRAM/SERVICE DESCRIPTION
The Office of Advancement coordinates fundraising efforts district-wide to advance the mission of Seattle Colleges. We work directly with our institutionally related foundation to connect donors who want to impact student achievement and strengthen the Seattle community. Donors’ interests range from student scholarships and faculty development to high quality academic programs and capital improvements.

MAIN CONTACTS

Program Manager: Vacant 934-
Major Gifts Officer: Vacant 934-
GRANTS/PLANNING

Main Telephone Number: 934-4567
Fax: 934-4718
(Please forward all calls to this number)

Office Hours: MONDAY – FRIDAY 8:00 AM – 4:30 PM
Location: College Center - CC2255A

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

MAIN CONTACTS
Director: Ann Richardson 934-4567
HUMAN RESOURCES

Main Telephone Number: 934-7792 Fax Number: 934-3606
(Please forward all calls to this number)

Office Hours: MONDAY – FRIDAY 8:00 AM – 4:30 PM
Summer Hours: MONDAY – THURSDAY 8:00 AM – 4:30 PM
FRIDAY 8:00 AM – 1:00 PM

Location: College Center – 2160A & 2160B

PROGRAM/SERVICE DESCRIPTION

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

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

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

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

MAIN CONTACTS

Human Resources Director: Josh Ernst 934-4710
Human Resources Business Partner: Melissa Pond 934-7792
INFORMATION TECHNOLOGY (IT) SERVICES

Main Telephone Number: 934-3630        Fax Number: 934-3744

Hours and Lab Location:

Instructional Building - IB3303 (Open Lab)
Hours: Fall, Winter, and Spring
  7:45 a.m. – 7 p.m. (Monday - Friday)
  Closed Saturday & Sunday
  Closed for school holidays and between Summer quarter and Fall quarter.
Summer quarter hours:
  8 a.m. - 4:30 p.m. (M-Th)
  8 a.m. - 1:00 p.m. (Fri)
  Closed Saturday & Sunday

Lab Location: Library Building – Library Lab
Hours:

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

PROGRAM/SERVICE DESCRIPTION

Students at North Seattle College have access to 40 computers in the Library and 43 computers in the Open Computer Lab in IB 3303. Students with a MySeattleColleges Login have wireless access throughout campus.
See https://itservices.seattlecolleges.edu/myseattlecolleges-login for details.

MAIN CONTACTS

Director Info Tech: Andrew Swansen 934-6876
Program Specialist 2: Sean McDonald 934-3120
Director Web Development Luv Sharma 934-5857
IT App Development-Journey Nico Inzerella 934-3622
Computer Services Manager: Pablo Piecuch 934-7803
Information Tech Specialist Pablo Basilio 934-3647
   Chris Corfman 934-6056
   John Hagans 934-0166
   Adam Hayes 934-4635
   Vic Keranen 934-3640
   Dale Nelson 934-3951
   Kevin Mooney 934-3954
   Chris Wiederhold 934-3762
   Yi Zheng 934-3952
Office Hours: MONDAY – FRIDAY 8:00 AM – 4:30 PM
Location: College Center - CC2259C

PROGRAM/SERVICE DESCRIPTION

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

MAIN CONTACTS

| Executive Director of Institutional Effectiveness: | Stephanie Dykes | 934-3656 |
| Sr. Research Analyst: | Joel Wright | 934-3654 |
Main Telephone Number: 934-3700  Fax Number: 934-3606
(Please forward all calls to this number)

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

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

PROGRAM/SERVICE DESCRIPTION

The administrative offices for the Vice President for Instruction and the Executive Dean for Career/Workforce Education are located in the Office of Instruction.

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

The Executive Dean for Career/Workforce Education provides leadership for professional technical programs, workforce education, supervising workforce training programs and funds, cooperative and career education, and Carl Perkins funds and services for vocational special population students.

MAIN CONTACTS

- **Vice President for Instruction:** Peter Lortz  934-3701
- **Executive Assistant:** Vacant  934-
- **Budget Analyst 2:** Ruslana Chernetska  934-7657
- **Program Manager B:** Farideh Faraz  934-3702
- **Executive Dean for Career/Workforce Education:** John Lederer  934-4604
- **Administrative Assistant:** Tomoko Okada  934-6022
INTEGRATED STUDIES

Main Telephone Number: 934-3709      Fax Number: 934-3784

Email: jane.harradine@seattlecolleges.edu

Mail Stop: 3NC2407C

Office Hours: MONDAY – FRIDAY   By appointment.

Location: IB 2321A

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

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

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

MAIN CONTACTS

Dean: Brian Palmer 934-4547
Faculty Coordinator: Jane Harradine jane.harradine@seattlecolleges.edu 934-3709
INTERNATIONAL PROGRAMS

Main Telephone Number: 934-3672  Fax Number: 934-3794
(Please forward all calls to this number)

Office Hours:  
MONDAY, WEDNESDAY, THURSDAY  9:00 AM – 5:00 PM  
TUESDAY  9:00 AM – 6:30 PM  
FRIDAY  9:00 AM – 4:30 PM  

Location:  
CC 2357

PROGRAM/SERVICE DESCRIPTION

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

The International Programs office is dedicated to helping students succeed in their studies and adjust to life in Seattle, offering assistance with admissions, academic and immigration advising, scholarships and housing. A three-day arrival orientation program prepares students to begin a successful academic experience and the Intentional Programs Office provides special programming and advising services for international students throughout their time at the college.

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

MAIN CONTACTS

Interim Executive Director:  
Amanda Fletcher  934-7782

Director, International Student Services:  
Jeremy Barden  934-3657

International Student Advisor:  
Sanchea Elevado  934-6124

Associate Director of Study Abroad:  
Viki Bradley  934-4404

Retention and Activities Specialist:  
Renee Infelise  934-4592

Fiscal Analyst:  
VACANT  934-6070

Marketing Specialist:  
Shuko Barber  934-6072
Main Telephone Number: 934-3607
(Please forward all calls to this number)

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

Office Hours:
- MONDAY – THURSDAY: 8:00 AM – 5:00 PM
- FRIDAY: 8:00 AM – 4:00 PM
- SATURDAY – SUNDAY: CLOSED

Library Hours:
- MONDAY – THURSDAY: 8:00 AM – 8:00 PM
- FRIDAY: 8:00 AM – 4:00 PM
- SATURDAY: 1:00 PM – 5:00 PM
- SUNDAY: CLOSED

Summer Hours, and quarter Break Hours vary.

Library Hours: http://libguides.northseattle.edu/welcome/hoursstaff
eLearning Hours: https://elearning.northseattle.edu/
SMC Hours: http://libguides.northseattle.edu/StudentMediaCenter1
TLC Hours: http://webshares.northseattle.edu/tlc/abouttlc_direct.shtm

Location: Library Building – LB 2127 A

PROGRAM/SERVICE DESCRIPTION

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

Students, faculty, and staff may check out materials at the Circulation desk: books, periodicals, DVDs, videos, CDs, ten key machine (student in-library use only), anatomy and physiology models. Course reserve materials have limited checkout periods to ensure that as many students as possible have access. Group study rooms for current students, staff, and faculty may be reserved up to three business days in advance at http://northseattle.libcal.com/booking/groupstudyrooms.

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

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

The Teaching and Learning Center (TLC) is a professional development resource for faculty and staff, supporting and encouraging creative and continuous improvement of teaching and learning for all college employees. Resources include a 12-seat computer classroom, lab for printing and scanning, small conference room, and knowledgeable staff available for one-on-one advice and consultation. TLC provides broad support for part-time faculty, partners with eLearning, IT, Office of Institutional Effectiveness, Student Development Services, the Academic Divisions and many other campus entities in support of initiatives and projects. TLC also assists in the programming of all-college Development Days, and sponsors the Making Learning Visible/Making Teaching Visible Symposium each spring.

MAIN CONTACTS
Dean: Aryana Bates 934-3612
Secretary Senior: Jan Wessman 934-3610

DEPARTMENTS:
Circulation Desk: 934-3607
Circulation Supervisor: Mary Parent 934-7714
Circulation Staff: Casey Chow 934-6021
Michael Montague 934-7715
Susan Rosenbaum 934-7713

Reference Desk: 934-3609
Full-time Faculty Librarians: Caroline Conley 934-4521
Shireen Deboo 934-7716
Zola Mumford 934-3616
Ana Villar 934-7719

Part-time Faculty Librarian: Margaret McKibben 934-7019

Student Media Center (SMC) Coordinator: Kannika Styron 934-0070

Teaching and Learning Center (TLC) Assistant Manager: 934-
Faculty Development Coordinator: Jamie Wilson 934-3709
Instructional/Technical Support: Chris Sanders 934-0089

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

LOCKSHOP

Main Telephone Number: 934-6130                Fax Number: 934-3736
(Please forward all calls to this number)

E-mail: nscsslockshop@seattlecolleges.edu

Mail Stop: 3NC0306

Office Hours: MONDAY – FRIDAY 7:30 AM – 3:45 PM

Location: Instructional Building – Garage/Street Level

PROGRAM/SERVICE DESCRIPTION

Provides and maintains keys and locksets for the campus.

MAIN CONTACTS

Locksmith Supervisor: Matthew Davenhall 934-6130
Director of Facilities and Plant Operations: Odessa Woodlee 934-4596
MAIL ROOM

Main Telephone Number: 934-3636     Fax Number: 934-3736

Office Hours: MONDAY – FRIDAY  7:30 AM – 5:00 PM
Location: Instructional Building - IB0303A – Garage/Street Level

PROGRAM/SERVICE DESCRIPTION

Receives and distributes all incoming mail, packages, and freight from various carriers, including but not limited to: United States Post Service (USPS), United Postal Service (UPS), DHL, FedEx, etc.
Receives and distributes Seattle College District inter-campus mail.
Provides campus bulk mail services for NSC quarterly class schedules, catalogs, flyers, etc.
Acts as a resource for questions regarding the above functions.

MAIN CONTACTS

Mail Rater: Sam Silla  934-3634

ADDITIONAL NOTES

Campus Mail Delivery Times: 9:30 AM and 1:30 PM, Monday - Friday
Outgoing Campus Mail Taken to U.S. Post Office: 3:00 PM, Monday - Friday

The campus mailroom does not sell stamps or meter personal mail.
Services from UPS, FedEx, and DHL are for school/business only.
When inquiring about expected incoming packages please have the carrier's name and the tracking number.
MARKETING & PUBLIC RELATIONS

Main Telephone Number: 934-4634  Fax Number: 934-3606

Office Hours:  8:00 a.m. – 5:00 p.m.

Location:  College Center Building (3NC2255, 3NC2166)

PROGRAM/SERVICE DESCRIPTION

Marketing and Public Relations is responsible for all marketing as well as media, legislative and public relations, and internal and external communications for the college. This includes e-newsletters and official announcements, emergency communications, reader boards and screen savers. Press releases, advertisements, publications (quarterly class schedule, flyers and brochures, newsletters, direct mail) and e-communications that are intended for external audiences like prospective students, the community/public, the media, government officials/legislators and other constituents are developed and distributed by Marketing & PR. The department also oversees content and design of the college’s official web site and social media channels.

Additionally, the department is responsible for responding to public records requests.

MAIN CONTACTS

Interim Executive Director for Communications and Marketing: Sonja Renner 3NC2255A 934-4634

Communication Consultant II: Vacant 934-

ADDITIONAL NOTES

Please contact Sonja Renner for assistance in developing program/department marketing plans or promotional materials. All communications about the college, whether electronic or printed, must be reviewed by this office prior to dissemination outside of the campus. To ensure a smooth process, please talk to us prior to developing materials.
Main Telephone Number: 934-3746          Fax Number: 934-3748
(Please forward all calls to this number.)
Office Hours:       MONDAY–THURSDAY          8:00 AM – 6:00 PM
                    FRIDAY                        8:00 AM – 4:30 PM
Location:          IB 2429   (2nd floor of Instruction Bldg, directly above Bookstore)

PROGRAM/SERVICE DESCRIPTION

Name of Programs

COMPUTER SCIENCE – CSC COURSES ONLY, refer IT/CIS courses to Workforce Instruction Division
ECONOMICS
ENGINEERING – ENGR COURSES ONLY, refer Electronics Engineering to Workforce Instruction Division
MATHEMATICS
MATH & SCIENCE LEARNING CENTER – refer students to the Student Learning Center, 1st floor of the HSSR Bldg.
SCIENCE (Anatomy & Physiology, Astronomy, Biology, Chemistry, Environmental Sciences, Geology, Health, Material Science, Meteorology, Nutrition, Oceanography, Physics, Science, Undergraduate Research)
PHYSICAL EDUCATION

MAIN CONTACTS

Dean                                      Alissa Agnello  934-3747
Program Manager A                         Star Conrad      934-0184
Department Coordinator                    Edgar Jasso      934-4516
Office Assistant 2                        Tasha Miller     934-4630
Office Assistant 2                        TBA             934-
Eastern Washington Programs               Jabulani Nyathi  934-4548
                                           Arindam Das     934-4574
Laboratory Technicians:
                                           Laurie Bauman   934-0067
                                           Al Burns         934-0182
                                           Jacob Franck    934-4617

Full-time Instructors and their Discipline:

<table>
<thead>
<tr>
<th>Instructor</th>
<th>Discipline</th>
<th>Phone Number</th>
<th>Office No.</th>
</tr>
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<tbody>
<tr>
<td>Alamillo, Hugo</td>
<td>Biology</td>
<td>934-4572</td>
<td>IB 2122A</td>
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<tr>
<td>Brannan, Denise</td>
<td>Mathematics</td>
<td>934-4510</td>
<td>IB 2419B</td>
</tr>
<tr>
<td>Name</td>
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<td>-----------------------</td>
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<tr>
<td>Eyres, Davene</td>
<td>Physics</td>
<td>934-4515</td>
<td>IB 2427A</td>
</tr>
<tr>
<td>Furutani, Tracy</td>
<td>Physics</td>
<td>934-4509</td>
<td>IB 2328B</td>
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<tr>
<td>Goldner, Barbara</td>
<td>Computer Science/Mathematics</td>
<td>934-3739</td>
<td>IB 2330A</td>
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<td>Goulet, Elizabeth</td>
<td>Biology</td>
<td>934-7016</td>
<td>IB 2421A</td>
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<td>Hong, Jackie</td>
<td>Chemistry</td>
<td>934-4590</td>
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<tr>
<td>Iverson, Heidi</td>
<td>Anatomy &amp; Physiology/Biology</td>
<td>934-7018</td>
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<td>Jasso, Edgar</td>
<td>Mathematics</td>
<td>934-4516</td>
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<td>Jenne, Ralph</td>
<td>Mathematics</td>
<td>934-4512</td>
<td>IB 2423A</td>
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<td>Kurose, Paul</td>
<td>Mathematics</td>
<td>934-4508</td>
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<td>Learn, Judy</td>
<td>Anatomy &amp; Physiology/Nutrition</td>
<td>934-4504</td>
<td>IB 2325A</td>
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<td>Li, Deanna</td>
<td>Mathematics</td>
<td>934-4506</td>
<td>IB 2426B</td>
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<td>Li, Hon</td>
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<td>934-4507</td>
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<td>Lippert, Pam</td>
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<td>934-4505</td>
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<td>Materowski, April</td>
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<td>IB 2326A</td>
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<td>Murkowski, Ann</td>
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<td>934-4511</td>
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<td>Offenback, Vince</td>
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<td>934-0177</td>
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<td>Owens, Kalyn</td>
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<td>Patterson, Jim</td>
<td>Chemistry</td>
<td>934-7005</td>
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<td>Price, Heather</td>
<td>Chemistry</td>
<td>934-7020</td>
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<td>Root, Trish</td>
<td>Health</td>
<td>934-4593</td>
<td>WC 0932B</td>
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<td>Schindler, Anna</td>
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<td>Schlador, Suzanne</td>
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<td>Steffancin, Michael</td>
<td>Physics</td>
<td>934-3680</td>
<td>IB 2321A</td>
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<td>Suk, Jae</td>
<td>Engineering</td>
<td>934-4586</td>
<td>IB 2424A</td>
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<td>Tse, Wing Chun</td>
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<td>Wilson, Samuel</td>
<td>Mathematics</td>
<td>934-7023</td>
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</tbody>
</table>
MULTICULTURAL & GENDER EQUITY STUDENT LOUNGE

Main Telephone Number: 934-3719  Fax Number:  
(Please forward all calls to this number.)

Office Hours for the Equity and Welcome Center:

- Monday 9:00 AM – 5:00 PM
- Tuesday 9:00 AM – 8:00 PM
- Wednesday 9:00 AM – 6:00 PM
- Thursday 9:00 AM – 6:00 PM
- Friday 9:00 AM – 4:30 PM

Location: Equity & Welcome Center Room CC1157

Website: https://northseattle.edu/equity-diversity-inclusion/multicultural-gender-equity-student-lounge

PROGRAM/SERVICE DESCRIPTION

Formally the college’s first Multicultural Center, this space was created in the spirit of true student activism. The college’s administration team and student leadership work together to build dedicated partnerships centered with a forces on the recruitment, completion, graduation and transfer for students of color and systemically marginalized communities. The space embraces intersectionality and believes all are welcomed.

MAIN CONTACTS

Belinda Tillman  belinda.tillman@seattlecolleges.edu  934-3719

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

Office Hours:

- Fall-Winter-Spring Hours: Mon-Fri 8:00am to 4:30pm (closed Sat/Sun)
- Summer Hours: Mon-Thu 8:00am – 4:30pm (closed Fri/Sat/Sun)

Location: LB2237 one door south of the library entrance.

PROGRAM/SERVICE DESCRIPTION

North Seattle College offers over 100 courses for credit that require few (if any) in-person, on-campus meetings. An A.A. degree can be earned completely online. Classes are designed so students can keep in close contact with their instructors. eLearning classes have the same basic tuition as other credit classes but may also require additional fees. Non-resident distance students may request a special reduced tuition rate from the standard non-resident rate.

The main types of eLearning classes are:

- **Fully Online** - courses are completed entirely online via our learning management system. Note: some classes may require proctored exams.
- **Hybrid course instruction** is part online and part on campus. The instruction meeting days on campus per week will vary depending on the course. Hybrid courses will usually meet one or two times a week and the rest of instruction is online via our learning management system.
- **Web enhanced courses** are taught entirely on campus. The instructor may post information for you on our learning management system such as review materials, the syllabus and grades.

eLearning staff assist both students and faculty with Canvas, NSC’s Learning Management System. We provide online and face-to-face orientations and are available to troubleshoot issues with Canvas and other educational technologies.

Many resources are available at the eLearning websites for faculty [https://elearning.northseattle.edu/faculty-support](https://elearning.northseattle.edu/faculty-support) for students [https://elearning.northseattle.edu/current-students/starting-your-elearning-class](https://elearning.northseattle.edu/current-students/starting-your-elearning-class) and through the eLearning mailbox [north.elearning@seattlecolleges.edu](mailto:north.elearning@seattlecolleges.edu)

MAIN CONTACTS

- **Vice President of Instruction:** Pete Lortz 206-934-3701
- **Dean, Library Services/eLearning/TLC:** Aryana Bates 206-934-3612
- **Instructional Designer/eLearning Manager/Quality Matters Coordinator:** Kathleen Chambers 206-934-3681
- **Program Coordinator:** Thuy Nguyen 206-934-3738
- **Canvas Administrator:** Terre O’Malley 206-934-3904
- **Educational Technologist:** Diana Benavides 206-934-3724
The college has a Notary Public on campus who is legally empowered to witness signatures, certify a document's validity and to take affidavits and depositions.

If you need a document to be notarized, please contact the notary listed below.

**MAIN CONTACT**

<table>
<thead>
<tr>
<th>Notary Public:</th>
<th>Location:</th>
<th>Phone:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Roberta Lord</td>
<td>Workforce Instruction, IB2301</td>
<td>934-3767</td>
</tr>
</tbody>
</table>
OCE&E (OPPORTUNITY CENTER FOR EMPLOYMENT AND EDUCATION)

Main Telephone Number: (206) 934-
NSC Workforce Education nworkforce@seattlecolleges.edu
WorkSource Affiliate North Seattle (206) 440-2500
Unemployment Insurance (U.I.) Claim Center (800) 318 6022
DSHS Customer Service Center (includes childcare) (877) 501-2233
DSHS Administration Line (206) 934-7600

Mail Stop: OCE&E
Office Hours: MONDAY – FRIDAY: 8:00 am- 5:00 pm

PROGRAM/SERVICE DESCRIPTION:

- Education Services: Workforce Education Office: Education funding
- Social Services: DSHS: Access to community social services and support
- Employment Services: WorkSource: Job search assistance including workshops and computer lab, UI assistance

ROOMS AVAILABLE FOR USE:
Please check with the Kathleen Cromp at x6077 or email Kathleen.cromp@seattlecolleges.edu for room availability – 3 conference rooms, 2 classrooms, 1 computer lab

MAIN CONTACTS

<table>
<thead>
<tr>
<th>TITLE</th>
<th>NAME</th>
<th>Phone Number</th>
<th>Email</th>
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<tbody>
<tr>
<td>OCE&amp;E Integration Manager:</td>
<td>Kathleen Cromp</td>
<td>934-6077</td>
<td><a href="mailto:Kathleen.cromp@seattlecolleges.edu">Kathleen.cromp@seattlecolleges.edu</a></td>
</tr>
<tr>
<td>WorkSource Administrator:</td>
<td></td>
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<tr>
<td>DSHS CSO Administrator:</td>
<td></td>
<td>934-</td>
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<tr>
<td>DSHS Division of Child Support Supervisor:</td>
<td></td>
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<td>Workforce Education Director:</td>
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<tr>
<td>Program Coordinator:</td>
<td></td>
<td>934-</td>
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</tr>
</tbody>
</table>
**PROGRAM/SERVICE DESCRIPTION**

**PARKING PERMITS ARE REQUIRED OF ALL STUDENTS, GUESTS AND EMPLOYEES.**

Due to space limitations, students are advised to buy a parking permit for the quarter when registering.

Employee annual parking can be arranged at any time by contacting the Transportation Coordinator.

Employee quarterly parking requires a verification of employment at the department level. See your department for the appropriate form and procedure.

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

The only time you may park on campus without a permit is during the quarter break periods, weekends and holidays.

**GARAGE PARKING during the day is reserved for employees** with annual and annual reserved parking permits. Access to garage parking with the quarterly permit is permitted only after 5 PM.

However, access to garage disabled parking for students, guests and employees is permitted during day and evening hours with a disabled permit.

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

The 3rd unpaid infraction results in vehicle immobilization and an additional $5 fee for boot removal. Ticket fees are $15 per infraction in most cases, and higher for parking in disabled spaces without a disabled placard/hangtag.

**CARPOOLERS** receive a reduced quarterly parking rate and must park in designated carpool areas. Register for Commute Trip Reduction (CTR) Program to receive the carpool rate. A new CTR application must be filled out during the first 2 weeks of each quarter. For details and to apply, see the Transportation Coordinator. Use of the West (Carpool) Lot from 7:00 AM - 9:00 AM is reserved for CTR carpoolers only.
**GUEST PERMITS:** Individual guest permits may be requested by non-student employees for one-time use by campus departments. Email the Transportation Coordinator to request these. For events hosting 20 or more, contact the Security Director by email—well in advance—to request parking arrangements.

**PARKING AND TRANSPORTATION FEE SCHEDULE**

Completed transportation forms are required for employee parking permit purchase. Please see your department or the Transportation Coordinator in the Security Office to obtain the right form for you, and to see the quarterly rates.

**CAMPUS PARKING REGULATIONS**

**Parking permits are required to park on campus.** Parking permits may be purchased at the Cashier’s Office on the second floor of the College Center Building. To be valid, all permits must be correctly displayed: permit number and dates clearly visible, facing out from the rearview mirror or dash.

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

**Visitor lots** are reserved for prospective students and guests of the college. Visitors must purchase a current parking permit from the pay meter located at the North visitor parking lot. Permits must be displayed clearly, face-up on dashboards. Parking is limited to 2 hours in Visitor Lots. Current students and SCD employees must park in designated student and employee lots only. Current SCD permits from Seattle Central, South Seattle and SVI are valid in the general lots at NSC.

**All-day Parking Permits** cost $3 and are available at North and Corliss lot parking meter for immediate use, or purchased at the Cashier’s Office for use at a later time. All-day permits purchased at the cashier’s may be returned for a full refund if un-used within 12 months from the date of purchase. All-day parking permits are for use in any parking lot except for Visitor Lots, the garage, DSHS/ Worksource lot and the West (Carpool) Lot before 9:00 am.

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

**NSC STUDENTS, FACULTY AND STAFF & WorkSource EMPLOYEES:** Hang parking permits from rear view mirror facing outward, or placed—visibly—face up on dash. If needed, secure permits on dash with tape or other adhesive to prevent misplacement. Permit number and current dates must be clearly visible. Vehicles should be locked to prevent theft and vandalism.
STUDENTS, FACULTY AND STAFF WITH DISABLED PLACARDS / LICENSE PLATES: Handicapped permit are required. Students displaying a disabled placard are allowed to park in these areas at these times: 1) anywhere in the Carpool (West) Lot at any time, if other disabled spaces are full; 2) in the garage at any time, but only in disabled spaces; 3) disabled spaces in the East lots located in front of the Wellness Center and the Peter Ku Education Building and in front of the Childcare Center in the North Lot. REMEMBER: DISABLED PLACARDS / LICENSE PLATES MUST BE CLEARLY DISPLAYED.

MOTORCYCLES AND MOPEDS: Do not require a permit if parked in designated areas of the parking garage (southwest section of the College Center Building).

Seattle Traffic code and 15 mph speed limit apply everywhere on campus.

NOTE: Violators of these regulations and those of the City of Seattle are subject to citations and impound.

For further information regarding parking, parking enforcement and general transportation issues, please visit us online at https://northseattle.edu/parking-transportation

MAIN CONTACTS

Director of Safety & Security: 934-
Transportation Coordinator: Christopher McDivit 934-0060
# PAYROLL & BENEFITS/EMPLOYEE SERVICES CONTACTS

Employee Services Main Number: 934-4100  Fax Number: 934-4158

www.seattlecolleges.edu/HR

The HR Services Office is located at the District Office:
Siegal Administrative Center, 1500 Harvard Ave, Seattle, WA  98122  Mailstop: 1DO100

**Director, HR Operations**
Susan Engel (206) 934-4120  susan.engel@seattlecolleges.edu

**Manager, Payroll**
Daynie Castilla (206) 934-6982  Daynie.Castilla@seattlecolleges.edu

**Payroll: Exempt Staff, Stipend payments**
Young Lim(206) 934-4129  young.lim@seattlecolleges.edu

**Payroll: Hourly, Student and Workstudy, Volunteer:**
Tram Nguyen (206) 934-4124 tram.nguyen4@seattlecolleges.edu

**Payroll: PT Faculty & Garnishments**
Linda Braziel (206) 934-5512 linda.braziel@seattlecolleges.edu

**Benefits: PT Faculty & Hourly, A-K**
Linda Tran (206) 934-4388 linda.tran@seattlecolleges.edu

**Benefits: PT Faculty & Hourly, L - Z**
Michel Large (206) 934-3152 michel.large@seattlecolleges.edu

**Benefits: Full Time Employees & FMLA**
Alan Suarez (206) 934-5505 alan.suarez@seattlecolleges.edu

**Benefits: Unemployment & Employment Verification**
Donna Hernandez (206) 934-4112  donna.hernandez@seattlecolleges.edu
Main Telephone Number: 206-934-5667

Office Hours: Email for appointment - Michaelann.Allen@seattlecolleges.edu

Location: College Center, 1st Floor
Alpha Epsilon Omega Chapter of Phi Theta Kappa International Honor Society Website: https://northseattle.edu/campus-life/phi-theta-kappa

PTK international website: www.ptk.org

PROGRAM/SERVICE DESCRIPTION
Alpha Epsilon Omega is the College’s chapter of Phi Theta Kappa (PTK), the largest honor society in American higher education, with approximately 125,000 students inducted annually.

A 5 Star Chapter, Alpha Epsilon Omega received 2014 regional distinguished chapter and is in the top 100 chapters internationally.

NSC's PTK students are working on multiple safety projects on campus this upcoming academic year. We are also working on researching the question of whether technology dehumanizes medicine with a service project in the medical arena to be determined.

MAIN CONTACTS

Regional Co-coordinators: Michaelann Allen 934-5667
Dr. Tomas Ramos  Tacoma CC.
PHOTO ID DESK

Main Telephone Number: 934-3679

HOURS OF OPERATION:

Monday – Thursday: 8:15 a.m. - 4:15 p.m.
Friday: 9:00 a.m. - 4:15 p.m.
Telephones close half hour prior to closing.

Special Hours:
Week prior to the quarter: M-Th 8:15 - 4:45
First week of the quarter: M-Th 8:15 - 6:15
Second week of the quarter: M-Th 8:15 - 5:15

Services are always available by appointment. When the office is closed, students may make an appointment with the Photo ID director:

Director of Outreach and Entry Services
Registration/Admissions, Student Development Services
Susan Shanahan 934-3679
susan.shanahan@seattlecolleges.edu

LOCATION: Admissions, Registration, Records & Credentials Office, 2ND Floor, College Center Building
Main Telephone Number: 934-3601  Fax Number: 934-3606
(Please forward all calls to this number)

Mail Stop: 3NC2155
Office Hours: MONDAY – FRIDAY 8:00 AM – 4:30 PM
Location: College Center – CC2155C

PROGRAM/SERVICE DESCRIPTION

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

MAIN CONTACTS

Interim President: Dr. Chemene Crawford 934-3605
Executive Assistant to the President: Toni Stankovic 934-3605
Administrative Assistant IV: Annie Kelley-Kamp 934-3601
or 934-3662
A new, web-based room scheduling system, called 25Live, launched district-wide in November 2016, in preparation for the ctcLink implementation at Seattle Colleges. 25Live has replaced Outlook room calendars, Meeting Room Manager, and other systems used around our District to schedule classrooms, conference rooms, and event spaces.

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

**Who can I ask for more information?**

For assistance, contact the following functional administrators:

<table>
<thead>
<tr>
<th>Farideh Faraz</th>
<th>Scheduling Coordinator/Program Manager B for the Office of Instruction</th>
<th><a href="mailto:Farideh.Faraz@seattlecolleges.edu">Farideh.Faraz@seattlecolleges.edu</a></th>
<th>934-3702</th>
</tr>
</thead>
</table>

The following is a cheat sheet of commonly used meeting and events spaces. For inquiries regarding instructional classroom use, please contact Farideh Faraz.
**COMMONLY USED EVENT SPACES**

<table>
<thead>
<tr>
<th>AREA OF CAMPUS</th>
<th>ROOM NAME</th>
<th>ROOM #</th>
<th>MAXIMUM OCCUPANCY</th>
<th>PROJECTOR?</th>
</tr>
</thead>
<tbody>
<tr>
<td>CC second floor, west wing</td>
<td>President's Board Room</td>
<td>CC2161B</td>
<td>20</td>
<td>Yes</td>
</tr>
<tr>
<td>CC first floor, southeast side</td>
<td>World Community Events Center</td>
<td>CC1456</td>
<td>500</td>
<td>Yes</td>
</tr>
<tr>
<td>CC first floor, southwest side</td>
<td>Conference Room</td>
<td>CC1161</td>
<td>225</td>
<td>Yes</td>
</tr>
<tr>
<td>CC first floor, west wing, by Security</td>
<td>North Star Dining Room</td>
<td>CC1254B</td>
<td>70</td>
<td>Yes</td>
</tr>
<tr>
<td>CC first floor, west wing, under the bridgeway near Security</td>
<td>Continuing Ed Conference Room</td>
<td>CC1152B</td>
<td>10</td>
<td>Yes</td>
</tr>
<tr>
<td>CC second floor, west wing, behind president's elevator</td>
<td>Coordinated Studies Classrooms</td>
<td>CC2153C,D,E and F</td>
<td>60</td>
<td>Yes</td>
</tr>
<tr>
<td>CC second floor, east side</td>
<td>Business Office Conference Room</td>
<td>CC2455B</td>
<td>5</td>
<td>No</td>
</tr>
<tr>
<td>CC second floor, across from the Business Office</td>
<td>SDS Conference Room (CC2453A)</td>
<td>CC2354A</td>
<td>10</td>
<td>Yes</td>
</tr>
<tr>
<td>CC first floor, center</td>
<td>Baxter Student Events Center</td>
<td>CC1349A</td>
<td>100</td>
<td>Yes</td>
</tr>
<tr>
<td>CC first floor, south side</td>
<td>General Classroom</td>
<td>CC1360</td>
<td>30</td>
<td>Yes</td>
</tr>
<tr>
<td>CC first floor, north side (joins Espresso through sliding doors)</td>
<td>Green Room</td>
<td>CC1442</td>
<td>24</td>
<td>Yes</td>
</tr>
<tr>
<td>IB second floor, south side</td>
<td>MS Conference room</td>
<td>IB2428C</td>
<td>10-12</td>
<td>Yes</td>
</tr>
<tr>
<td>Location</td>
<td>Description</td>
<td>Code</td>
<td>Capacity</td>
<td>Availability</td>
</tr>
<tr>
<td>----------------------------------</td>
<td>---------------------------------------------------------------------------</td>
<td>--------</td>
<td>----------</td>
<td>--------------</td>
</tr>
<tr>
<td>IB second floor, center</td>
<td>Business Division Conference Room</td>
<td>IB2412C</td>
<td>25</td>
<td>Yes</td>
</tr>
<tr>
<td>IB second floor, northeast side</td>
<td>Arts, Humanities &amp; Social Science and Basic &amp; Transitional Studies</td>
<td></td>
<td></td>
<td>Yes</td>
</tr>
<tr>
<td>ED second floor</td>
<td>General Classroom</td>
<td>ED2843A</td>
<td>100-120</td>
<td>No</td>
</tr>
<tr>
<td>Roy Flores Wellness Center</td>
<td>Roy Flores Wellness Center</td>
<td>WC1727</td>
<td>500</td>
<td>Varies</td>
</tr>
<tr>
<td>Health Services &amp; Student</td>
<td>Grove</td>
<td>HS1536A</td>
<td>250</td>
<td>Varies</td>
</tr>
<tr>
<td>Resources (HSR) Bldg.</td>
<td>Grove Seminar Room</td>
<td>HS1540A</td>
<td>30</td>
<td>Varies</td>
</tr>
<tr>
<td>OCE&amp;E second floor</td>
<td>OCE&amp;E Conference Room 220B</td>
<td>OCE&amp;E 220B</td>
<td>15</td>
<td>No</td>
</tr>
<tr>
<td>OCE&amp;E second floor</td>
<td>OCE&amp;E Conference Room 230</td>
<td>OCE&amp;E 230</td>
<td>26</td>
<td>Yes</td>
</tr>
<tr>
<td>OCE&amp;E first floor</td>
<td>OCE&amp;E Conference Room</td>
<td>PCE&amp;E 142 A&amp;B</td>
<td>57</td>
<td>Yes</td>
</tr>
<tr>
<td>OCE&amp;E first floor</td>
<td>OCE&amp;E Computer Lab 101-D</td>
<td>OCE&amp;E 101D</td>
<td>22</td>
<td>No</td>
</tr>
<tr>
<td>LB 1st floor</td>
<td>Theater</td>
<td>LB1131</td>
<td>58</td>
<td>No</td>
</tr>
<tr>
<td>LB 1st floor</td>
<td>Lecture Hall</td>
<td>LB1142</td>
<td>50</td>
<td>Yes</td>
</tr>
<tr>
<td>LB 2nd floor</td>
<td>Conference Room</td>
<td>LB2236B</td>
<td>16</td>
<td>Yes</td>
</tr>
<tr>
<td>LB 3rd floor</td>
<td>Computer Lab</td>
<td>LB3129D</td>
<td>16</td>
<td>No</td>
</tr>
<tr>
<td>Roy Flores Wellness Center</td>
<td>Roy Flores Gym Wellness Center</td>
<td>WC1727</td>
<td>500</td>
<td>No</td>
</tr>
</tbody>
</table>
RUNNING START PROGRAM

Main Telephone Number: 934-7768
Fax: 934-3958
Email: NSCCRStart@seattlecolleges.edu

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

Office Hours: Monday – Friday 8:00 AM – 4:30 PM
Open extended hours the week prior to and the first two weeks of the quarter. Evening appointments available throughout the quarter by request.

Location: 2ND Floor, College Center Building, CC2346A
Website: https://northseattle.edu/running-start

PROGRAM/SERVICE DESCRIPTION

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

Running Start is available to students who are:

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

Running Start is effective fall, winter, and spring quarters.

MAIN CONTACTS

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

Main Telephone Number: 934-3636  Fax Number: 934-3606

Office Business Hours:  MONDAY – FRIDAY     8:00am-4:00pm
                      Officer on duty  24 hour seven days a week

Location: College Center - CC 1252

PROGRAM/SERVICE DESCRIPTION

The North Seattle College Safety & Security staff serves the campus seven days per week. Safety & Security’s mission is to provide a safe and secure environment for students to learn and instructors to teach, committed to serving the safety needs of the students, faculty and staff of North Seattle College. Some of the services include:

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

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

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

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

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

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

MAIN CONTACTS

Director:  934-

Security Officers:

- Alex Maldonado  934-3636
- Patrick Prendergast  934-3636
- Donald Garner  934-3636
- Nels Johnson  934-3636
- Arnulfo Ramirez  934-3636
- Viktor Mokhnach  934-3636
SCCTV (SEATTLE COLLEGES TELEVISION)

Main Telephone Number: 934-3928
Fax Number: 934-3977
(Please forward all calls to this number.)

Office Hours: MONDAY – FRIDAY 8:00 AM – 5:00 PM
Location: Education Building 0841C – Garage Level

PROGRAM/SERVICE DESCRIPTION

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

Visit: www.SCCtv.net

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

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

MAIN CONTACTS

General Manager: John Sharify 934-3919
Station Director: Tom Butterworth 934-3966
Programming Director: Dean Cuccia 934-3922
SEXUAL HARASSMENT

The Seattle College District recognizes its responsibility for investigation, resolution, implementation of corrective measures, and monitoring the educational environment and workplace to stop, remediate, and prevent discrimination on the basis of race, color, national origin, age, perceived or actual physical or mental disability, pregnancy, genetic information, sex, sexual orientation, gender identity, marital status, creed, religion, honorably discharged veteran or military status, or use of a trained guide dog or service animal, as required by Title VI of the Civil Rights Act of 1964, Title VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Sections 504 and 508 of the Rehabilitation Act of 1973, the Americans with Disabilities Act and ADA Amendment Act, the Age Discrimination Act of 1975, the Violence Against Women Reauthorization Act and Washington State’s Law Against Discrimination, Chapter 49.60 RCW and their implementing regulations. To this end, the Seattle College District has enacted policies prohibiting discrimination against and/or harassment of any student, employee, visitor or any member of a legally protected class.

Further, the Seattle College District is committed to ensure that all employees and students work and learn in an environment that fosters mutual respect and professionalism, free from all forms of “bullying” behaviors, including “cyber bullying”, as defined in Procedure 419. All employees and students are responsible for contributing to such an environment and are expected to treat other employees, students, and visitors with courtesy and respect.

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

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

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

The Title IX Coordinator is also responsible for investigating sexual harassment issues for all employees. For more information, please contact Josh Ernst, HR Director josh.ernst@seattlecolleges.edu

Student-to-student situations should be referred to the Vice President for Student Services.
STUDENT ADMINISTRATIVE TEAM (SAT)

Office Hours: Varies

Location: College Center – CC1446

PROGRAM/SERVICE DESCRIPTION

The Student Administrative Team (SAT) is made up of 8 students who serve as the executive branch of student leadership and who work with North administrators, faculty and other decision makers to align Student Leadership work priorities with the college mission and student body needs. SAT members undergo extensive training and are required to work throughout the summer preparing for the academic year ahead. SAT members coordinate and directly support the involvement and work of the Student Fee Board, Communications Board, Student Cabinet, Research and Advocacy Board, Events Board, Club Council, and the Sustainability Board.

MAIN CONTACTS

Dean of Student Life: Dr. Mari Acob-Nash 934-3643
Program Specialist 2: Janet Hoppe-Leonard 934-3642
Program Specialist 2: Mikaila Harris 934-3648
Student Leadership Advisor: Elijah Garrard 934-3648
STUDENT COMPLAINTS

Main Telephone Number: 934-7792
Fax Number: 934-3606
(Please forward all calls to this number)

Office Hours: MONDAY – FRIDAY 8:00 AM – 4:30 PM
Location: College Center – CC2160A

PROGRAM/SERVICE DESCRIPTION

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

https://northseattle.edu/care-team/goals-and-members

MAIN CONTACTS

Student Formal Complaints Officer: Brianne Sanchez, Director – Financial Aid and Veteran Services 934-7792
STUDENT CONDUCT / MISCONDUCT

Main Telephone Number: 934-5659       Fax Number: 934-3608
(Please forward all calls to this number)

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

Location:       College Center - CC2354

PROGRAM/SERVICE DESCRIPTION

Student Conduct:

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

Student Misconduct:

Misconduct is irresponsible behavior that negatively affects the college’s educational mission and is fully defined in WAC 132F-121-110. Incidents of misconduct should be reported in writing to Toni Castro, Vice President for Student Development Services.

MAIN CONTACTS

Interim Vice President for Student Services:       Toni Castro       934-3669
Executive Assistant:                             Jasmine Adamek       934-5659
STUDENT LEARNING CENTER

Main Telephone Number: 934-4752
(Please forward all calls to this number.)

Office Hours: MONDAY – FRIDAY 9:00 AM – 6:30 PM
SUNDAY 1:00 AM – 5:00 PM

Location: 1st Floor of the HSSR Building, next to the Grove Cafe
Website: https://northseattle.edu/tutoring

PROGRAM/SERVICE DESCRIPTION

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

In addition to tutoring, the Learning Center also features:

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

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

MAIN CONTACTS

Director: Daniel Tarker 934-4754
Office Assistant 3: Cynthia Stever 934-4756
STUDENT PUBLICATIONS - LICTON SPRINGS REVIEW

Main Telephone Number: 934-3711

Office Hours: Varies

Location: ED1841B

PROGRAM/SERVICE DESCRIPTION

Literary Guild/The Licton Springs Review

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

MAIN CONTACTS

Literary Guild Advisor: Tracy Heinlein 934-3711
http://lsr.northseattle.edu/
SUSTAINABILITY OFFICE

Main Telephone Number: (206) 934-6127
Office Hours: Varies – Please call: 9am-5pm, M-F (206) 934-6127
Location: Sustainability Office (1354B)

PROGRAM/SERVICE DESCRIPTION

HISTORY:
During spring quarter 2009, Students-4-Sustainability worked with Student Leadership, the Student Fee Board, NSCC’s administration, the Sustainability Committee, the student Sustainability Club, and other college faculty to create the needed staffing. Sustainability is working full-time to expand existing sustainability initiatives and start new projects as well.

RECENT MAJOR PROJECTS INCLUDE:
- Tree Planting and invasive species removal work party
- Since December 9, 2009, North has made the commitment to use 100% recycled copy paper.
- Development of a NSC sustainability website
- Seattle P-patch garden installation on campus to incorporate our community and students in tangible discussions and production of local food.
- Curriculum coordination for students in hands-on assessment projects for determining the NSC environmental footprint

UPCOMING MAJOR PROJECTS INCLUDE:
- Proposal of new Solar and Wind Energy Demonstration Lab to support green curriculum
- Offering durable plates and silverware as an alternative to only compostable in the cafeteria
- Expansion of the composting and recycling program campus-wide
- Secure funding for the next year of the program through the S&A fee process
- NCS’s first solar array on the Education Building to further frame energy use in student learning.

WAYS TO GET INVOLVED:
- Please contact the Student Fee Board, the Executive team and Student leadership to advocate for continued funding of the program in order to offer students further opportunities with hands-on sustainability projects.
- Contact the Sustainability office at (206) 934.6127 with your project ideas and plans to incorporate sustainability into your curriculum or workplace.

MAIN CONTACTS

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

Mail Stop: 3NC3229B

Office Hours: MONDAY – THURSDAY 9:00 AM – 6:00 PM
FRIDAY 9:00 AM – 5:00 PM

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

PROGRAM/SERVICE DESCRIPTION

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

MAIN CONTACTS

Assistant Manager/
Instructional Technologist: 934-

Faculty Development
Coordinator: Jamie Wilson 934-3709
Instructional/Technical Support: Chris Sanders 934-3777
Main Telephone Number: 934-3674 (Please forward all calls to this number)
nsctesting@seattlecolleges.edu

Office Hours:
MONDAY - FRIDAY  8:30 AM – 8:00 PM
SATURDAY  9:00 AM – 4:00 PM
Drop-in hours are subject to change without notice
(See monthly Testing Calendar)

Location:
CC 2459 C- 2ND Floor, College Center Building
Around the corner from Financial Aid (in the SE corner)

Monthly Testing Calendar:
https://northseattle.edu/testing/testing-calendar

PROGRAM/SERVICE DESCRIPTION

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

The COMPASS Test may be taken as a combined English & Math test (fee is $19). You may also take the English only test or Math only test at a fee of $19.00 each. There is a $19 fee for each retest or English appeal test.

Running Start Students: Juniors & Seniors (or sophomores after Jan. 15th of their sophomore year) may take the Compass English/Math tests as part of the Running Start application process. Standard student testing fee & procedure apply. Exception: if you are eligible for the free or reduced lunch program at your high school, you do not need to pay. Bring a copy of the “Test Fee Waiver and Book Loan Program Form” signed by your high school counselor when you come to test. The program specialist is Chelsea Good (206/934/3682).

ESL testing is for placement into ESL classes for non-native speakers with beginning to advanced intermediate English skills. Prospects need to register for the ESL test in person at Admissions & Registration (ARRC). Testing will take 3 - 3.5 hours. Must show a current, valid photo ID (Washington State ID or Driver’s License, passport, or Green Card) to register and test. The paper I-94 form, or other paper forms, with attached photo, are not accepted as valid ID. Retake policy: Tester must wait 6 months to retest after taking the ESL test. There is no fee for ESL.
### MAIN CONTACTS

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Manager, Testing Center &amp; Evening Services</td>
<td>vacant</td>
<td>934-7659</td>
</tr>
<tr>
<td>Program Specialist 2:</td>
<td>Brion Gamboa</td>
<td>934-3675</td>
</tr>
<tr>
<td>Program Specialist 3:</td>
<td>Tam Nguyen</td>
<td>934-3721</td>
</tr>
<tr>
<td>Program Specialist 3:</td>
<td>Dennis Pitt</td>
<td>934-6037</td>
</tr>
</tbody>
</table>
VETERANS’ SERVICES

Main Telephone Number: 934-7309  Fax Number: 934-3608
(Please forward all calls to this number)

Student Veteran Lounge: 934-4727

Website Address: https://northseattle.edu/office-veterans-services
Financial Aid Email: NSCCVeterans@seattlecolleges.edu

Regular Office Hours:

<table>
<thead>
<tr>
<th>Day</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>MONDAY</td>
<td>8:00 am – 4:30 pm</td>
</tr>
<tr>
<td>TUESDAY</td>
<td>8:00 am – 4:30 pm</td>
</tr>
<tr>
<td>WEDNESDAY</td>
<td>Appointment Only</td>
</tr>
<tr>
<td>THURSDAY</td>
<td>8:00 am – 4:30 pm</td>
</tr>
<tr>
<td>FRIDAY</td>
<td>8:00 am – 4:30 pm</td>
</tr>
</tbody>
</table>

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

Location: 2nd Floor – College Center Building

PROGRAM/SERVICE DESCRIPTION

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

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

We also offer certification services for anyone eligible for: Chapter 33 Post 9/11 GI Bill; Chapter 30 Montgomery GI Bill; Chapter 31 Vocational Rehabilitation; Chapter 35/ Aid for Eligible Family Members and Chapter 1606/1607 Selective Reservists.

FUNDING PROGRAMS:

- **Veteran and Military Educational Benefits**: Payments are facilitated for student veterans, reservists, active duty personnel and eligible family members who receive Veteran’s Administration education benefits. We also verify and apply the Washington State Veterans tuition waiver.

- **VA Benefits**: NSC VetCorps Navigator can assist Veterans, their families and community members with information regarding other VA benefits such as housing referrals, VA medical, and referrals for Veteran emergency funds from the WA State Department of Veterans Affairs. The VetCorps Navigator works out of the Student Veterans Lounge on the first floor of the College Center Building.

- **Tuition Assistance Programs**: Payment authorization for active duty military personnel are facilitated through the Veterans Office.
- **Work-study Programs:** Federal Veterans Work-study is also available to eligible Veteran students enrolled at North Seattle College, in eligible jobs.

**MAIN CONTACTS**

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Veterans Services</td>
<td>Gregg Tessensohn</td>
<td>206-934-3699</td>
</tr>
<tr>
<td>Coordinator:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Director:</td>
<td>Brianne Sanchez</td>
<td>206-934-4703</td>
</tr>
</tbody>
</table>
WATCH TECHNOLOGY INSTITUTE

Main Telephone Number: 934-0169          Fax Number: 934-3659
(Please forward all calls to this number)

Office Hours:       MONDAY – FRIDAY     9:00 AM – 1:00 PM

Location:            Instructional Building - IB3321

PROGRAM/SERVICE DESCRIPTION

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

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

MAIN CONTACTS

Dean Workforce Instruction:       Aaron Korngiebel       934-4532
Assoc. Dean Workforce Instruction: William Brown       934-7798
Administrative Assistant IV:      Chris McCurdy         934-7799
Administrative Assistant III:     Roberta Lord          934-3767
Full-time Instructors:            Erik Gresseth         934-3950
                                    Zan Simunovic       934-0169
Part-time Instructor, Program Contact: Jimmy Lin       934-0169
<table>
<thead>
<tr>
<th>For Information On</th>
<th>Contact</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Car jumps and keys locked in car.</td>
<td>Security</td>
<td>934-3636</td>
</tr>
<tr>
<td>Emergencies</td>
<td>911, then Security</td>
<td>911 then</td>
</tr>
<tr>
<td>Event Planning*</td>
<td>Toni Stankovic</td>
<td>934-3605</td>
</tr>
<tr>
<td>Directions to North</td>
<td><a href="http://www.northseattle.edu/maps/">http://www.northseattle.edu/maps/</a></td>
<td></td>
</tr>
<tr>
<td>Guest Parking via Email</td>
<td>Christopher McDivit (Located in Security): <a href="mailto:Christopher.McDivit@seattlecolleges.edu">Christopher.McDivit@seattlecolleges.edu</a></td>
<td>934-0060</td>
</tr>
<tr>
<td>Information Technology Services / Computer help work orders</td>
<td>Client Service Desk, <a href="mailto:ithelp@seattlecolleges.edu">ithelp@seattlecolleges.edu</a></td>
<td></td>
</tr>
<tr>
<td>Lost and Found</td>
<td>Security</td>
<td>934-3636</td>
</tr>
<tr>
<td>Maintenance Reporting (restroom problems, etc.)</td>
<td><a href="http://dlweb.megamation.com/SNCC/DLWEB.php/O4W_INFO_PAGE">http://dlweb.megamation.com/SNCC/DLWEB.php/O4W_INFO_PAGE</a></td>
<td>934-3633</td>
</tr>
<tr>
<td>Parking (Employee and Guest)</td>
<td>Transportation</td>
<td>934-0060</td>
</tr>
<tr>
<td>Parking Permits (Student)</td>
<td>Cashier’s Office</td>
<td>934-3627</td>
</tr>
<tr>
<td>Public Records Request</td>
<td>Sonja Renner</td>
<td>934-4634</td>
</tr>
<tr>
<td>Publicity*/Calls from Media</td>
<td>Sonja Renner</td>
<td>934-4634</td>
</tr>
<tr>
<td>Readerboards*</td>
<td>Sonja Renner</td>
<td>934-4634</td>
</tr>
<tr>
<td>Room Rentals* or Reservations</td>
<td>See Room Reservations</td>
<td></td>
</tr>
<tr>
<td>Room Unlocks</td>
<td>Security (For authorized personnel only.)</td>
<td>934-3636</td>
</tr>
<tr>
<td>Screen Savers*</td>
<td>Sonja Renner</td>
<td>934-4634</td>
</tr>
<tr>
<td>Seattle Central Information</td>
<td></td>
<td>934-3800</td>
</tr>
<tr>
<td>South Seattle Information</td>
<td></td>
<td>934-5300</td>
</tr>
<tr>
<td>Transcripts</td>
<td><a href="https://northseattle.edu/transcripts">https://northseattle.edu/transcripts</a></td>
<td>934-3663</td>
</tr>
<tr>
<td>Vehicle Assistance</td>
<td>Security</td>
<td>934-3636</td>
</tr>
<tr>
<td>Visitor parking (see meters in visitor lots)</td>
<td>To arrange for a group to park on campus, see Transportation/Security. For handicap parking questions, see Transportation/Security.</td>
<td>934-0060</td>
</tr>
</tbody>
</table>
WORKFORCE EDUCATION

Main Telephone Number: 206-934-3787    Fax Number: 206-934-0175
(Please forward all calls to this number.)

Office Hours:    MONDAY – FRIDAY    8:00 AM – 4:30 PM
Weekly Drop-In Hours:    WEDNESDAYS    1:00 PM – 4:30 PM

Open extended hours first week of the quarter.
*Closed the 3rd Wednesday of the month from 10:00-11:30am for staff meeting.

Location:   Opportunity Center for Employment & Education, 2nd floor, room 240
Website:   https://northseattle.edu/workforce-education

PROGRAM/SERVICE DESCRIPTION

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

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

MAIN CONTACTS

Director, Workforce Retraining:    Jeanette Miller    934-3727
BFET Specialist:    Hayley Smith    934-6101
Opportunity Grant Specialist:    Misti Uptain    934-6054
Specialist, Workforce Education:    Darcie Callahan    934-6063
WorkFirst Specialist:    Randal Stephens    934-3769
Program Coordinator:    Kimberly Gilbert    934-3771
Operations Manager:    934-3678

RELATED:
Financial Aid Specialist:    934-4612
Academic Advisor:    Megan Mihara    934-7307
Employment Security Co-Lo:    934-3764
Embedded Career Service Specialist:    Meredith Bane    934-6074
Main Telephone Number: 934-3790  Fax Number: 934-3715  
(Please forward all calls to this number)  
Office Hours:  
MONDAY – THURSDAY  8:00 AM – 5:30 PM  
FRIDAY  8:00 AM – 4:30 PM  
Location:  Instructional Building – IB2402  

**PROGRAM/SERVICE DESCRIPTION**

<table>
<thead>
<tr>
<th>Name of Program</th>
<th>Coordinator</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting</td>
<td>Ron Woods</td>
<td>934-5669</td>
</tr>
<tr>
<td></td>
<td>Melanie Farrar</td>
<td>934-6798</td>
</tr>
<tr>
<td>The Accounting program offers a wide variety of accounting programs and coursework to accommodate students at any academic level. Both an Associate of Applied Science Degrees and specialized Certificates are offered.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Application Development</td>
<td>Michelle Melero</td>
<td>934-7025</td>
</tr>
<tr>
<td>Bachelor of Applied Science (AD BAS)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>The AD B.A.S. provides an opportunity for you — who may already have an IT-related associate degree or who may want to focus on computer programming and software/application development — to earn a Bachelor's Degree of Applied Science by leveraging the strong IT-related programs at North, Central and South Seattle Colleges.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Business</td>
<td>William Holt</td>
<td>934-4523</td>
</tr>
<tr>
<td></td>
<td>David Eberhardt</td>
<td>934-4533</td>
</tr>
<tr>
<td>Our Business programs prepare students for the workplace demands of the local community and the economic challenges of the global marketplace. Whether you need only one or two classes to upgrade your job skills or wish to pursue a certificate or degree, we have something for you.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Information Technology</td>
<td>Bob Bunge</td>
<td>934-4530</td>
</tr>
<tr>
<td>North's Information Technology program is the largest in the Pacific Northwest region and draws students from throughout Washington state and the world. Graduates of our programs are prepared to work in a wide variety of fields in Information Technology, including: Network Administration, Programming, Web Development, and Network Security. Our technology programs cover both current and well-established technologies.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Architectural Engineering</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Drafting</td>
<td>Thomas Veith</td>
<td>934-1151</td>
</tr>
<tr>
<td>This program includes coursework on conventional and computer drafting, basic engineering mechanics, shop drawing preparation, cost estimating, and construction materials and processes.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Early Childhood Education (ECE BAS)</td>
<td>Annie Garrett</td>
<td>934-4587</td>
</tr>
<tr>
<td>This degree provides an opportunity for students who have completed an associate degree in Early Childhood Education or a related program to continue</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
their studies and earn a Bachelor of Applied Science degree. The degree provides professional development training for early care and education professionals, allowing them to keep pace with the increasing professionalization of the field.

<table>
<thead>
<tr>
<th>Program</th>
<th>Instructor</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Early Childhood Education (ECE AAS)</strong></td>
<td>Caroline O'Callahan</td>
<td>934-4566</td>
</tr>
<tr>
<td>Whether you’re a novice or a seasoned preschool teacher, the Early Childhood Education program at North Seattle College will provide you with valuable training and insight into how children learn. The program is designed for students who already work full-time, so classes are offered in the late afternoons and evenings. NSC’S Early Childhood Education Program is built upon the Washington State Stackable Certificates, allowing students to complete certificates while working towards the AAS degree.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Electronics Engineering Technology</strong></td>
<td>Tim Fiegenbaum</td>
<td>934-0181</td>
</tr>
<tr>
<td>Tim Fiegenbaum</td>
<td>Chuck Eckard</td>
<td>934-4588</td>
</tr>
<tr>
<td>Electronics deals with electricity, electronic circuitry and software. The program at NSC starts out with basic electricity, expands to integrated circuits and then electronic systems. Students attend this program from all over the world.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Emergency Department Technician</strong></td>
<td>Doug Harrell</td>
<td>(509) 393-3302</td>
</tr>
<tr>
<td>This certificate program provides the student with a general understanding of emergency department operations and prepares them for employment as an emergency department technician (EDT) in an emergency department and urgent care setting. This program covers several different courses focusing on administrative and clinical procedures.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Emergency Medical Technician</strong></td>
<td>Megan Bloomingdale</td>
<td>934-4568</td>
</tr>
<tr>
<td>This program teaches students the roles and responsibilities of the Emergency Medical Technician according to state and King county standards and requirements. Students develop skills in patient evaluation and other emergency medical procedures. Graduates of this program are eligible to take the National Registry Exam to qualify for state certification after meeting the Washington state requirement of employment.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>International Business Bachelor of Applied Science (IB BAS)</strong></td>
<td>Jesse Cooley</td>
<td>934-6131</td>
</tr>
<tr>
<td>The International Business Bachelor of Applied Science uses a combination of upper division courses in international business and hands-on learning experiences to prepare graduates to work in the international business industry. The IB BAS degree an accessible and affordable bachelor degree designed to meet global business demand in the greater Seattle area.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Medical Assisting</strong></td>
<td>Francie Mooney</td>
<td>934-6067</td>
</tr>
<tr>
<td>The Medical Assisting Certificate program is six to eight quarters long and is comprised of 86 credits, including an externship component. You can choose related certificate options such as Medical Office Administration or Clinical Lab Assistant along the way, or opt to earn additional general education credits to receive an Associate of Applied Science in Allied Health Services.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Parent Education</strong></td>
<td>Betty Williams</td>
<td>934-4571</td>
</tr>
</tbody>
</table>
Parent Education classes help adult students become more effective and satisfied in their roles by helping them understand child behavior, by encouraging the recognition of developmentally appropriate activities, by assisting in acquiring valuable information in areas which affect the welfare of the “whole child,” and by teaching methods that help children develop responsibility. North also provides education and support for children and families with online classes for parents and preschool providers, short-term classes and lectures focused on topics relevant to child-rearing, and classes for families enrolled in local child care centers.

**Pharmacy Technician**  
Leann Dittmar  
934-6051

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

**Phlebotomy**  
Tim Guirl  
934-3749

The Phlebotomy Technician Program is one of the I-BEST options that provides both basic education and workforce skills for drawing blood. Students who successfully complete this certificate are prepared to work as phlebotomists in clinical workplaces.

**Real Estate**  
Mark Potter  
934-3725

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

**Residential & Commercial Property Management Bachelor of Applied Science (PCPM BAS)**  
Jesse Cooley  
934-6131  
Carol (Cate) O’daíl  
934-6053

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

**Watch Technology Institute**  
Jimmy Lin  
934-0169

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

**MAIN CONTACTS**

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dean</td>
<td>Aaron Korngiebel</td>
<td>934-4532</td>
</tr>
<tr>
<td>Interim Associate</td>
<td>William Brown</td>
<td>934-7798</td>
</tr>
<tr>
<td>Administrative Assistant IV</td>
<td>Chris McCurdy</td>
<td>934-7799</td>
</tr>
<tr>
<td>-------------------------------</td>
<td>---------------</td>
<td>----------</td>
</tr>
<tr>
<td>Administrative Assistant III</td>
<td>Roberta Lord</td>
<td>934-3767</td>
</tr>
<tr>
<td>Program Coordinator</td>
<td>Robert Ford</td>
<td>934-6029</td>
</tr>
<tr>
<td>Office Assistant Lead</td>
<td>Oleg Koltman</td>
<td>934-0183</td>
</tr>
<tr>
<td>Program Specialist 2</td>
<td>Natalia Tiosova</td>
<td>934-3629</td>
</tr>
</tbody>
</table>

**Full-time Instructors and their Discipline:**

<table>
<thead>
<tr>
<th>Discipline</th>
<th>Name</th>
<th>Phone Number</th>
<th>Office No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting</td>
<td>Ron Woods</td>
<td>934-5669</td>
<td>IB 2414A</td>
</tr>
<tr>
<td>Accounting</td>
<td>Joseph Smith</td>
<td>934-4525</td>
<td>IB 2416B</td>
</tr>
<tr>
<td>Accounting</td>
<td>Marla Lockhart</td>
<td>934-6026</td>
<td>IB 2415A</td>
</tr>
<tr>
<td>Business</td>
<td>Toni Anderson</td>
<td>934-4522</td>
<td>IB 2415B</td>
</tr>
<tr>
<td>Business</td>
<td>William Holt</td>
<td>934-4523</td>
<td>IB 2415B</td>
</tr>
<tr>
<td>Business, Accounting, and Real Estate</td>
<td>Larry Hopt</td>
<td>934-4529</td>
<td>IB 2413B</td>
</tr>
<tr>
<td>Early Childhood Education (ECE AAS) (ECE BAS)</td>
<td>Noris Daniel</td>
<td>934-4624</td>
<td>IB 2304B</td>
</tr>
<tr>
<td>Early Childhood Education (ECE AAS) (ECE BAS)</td>
<td>Samantha Dolan</td>
<td>934-4625</td>
<td>IB 2305B</td>
</tr>
<tr>
<td>Early Childhood Education (ECE AAS) (ECE BAS)</td>
<td>Ninder Gill</td>
<td>934-6019</td>
<td>IB 2304A</td>
</tr>
<tr>
<td>Electronics Engineering Technology</td>
<td>Tim Fiegenbaum</td>
<td>934-0181</td>
<td>IB 2320B</td>
</tr>
<tr>
<td>Electronics Engineering Technology</td>
<td>Chuck Eckard</td>
<td>934-4588</td>
<td>IB 2317A</td>
</tr>
<tr>
<td>Information Technology</td>
<td>Bob Bunge</td>
<td>934-4530</td>
<td>IB 2418D</td>
</tr>
<tr>
<td>International Business</td>
<td>Honorio Todino</td>
<td>934-7504</td>
<td>IB 2322B</td>
</tr>
<tr>
<td>Medical Assisting</td>
<td>Francie Mooney</td>
<td>934-6067</td>
<td>IB 2403A</td>
</tr>
<tr>
<td>Medical Assisting</td>
<td>Michaelann Allen</td>
<td>934-5667</td>
<td>IB 2406D</td>
</tr>
<tr>
<td>Parent Education</td>
<td>Betty Williams</td>
<td>934-4571</td>
<td>IB 2303B</td>
</tr>
<tr>
<td>Parent Education</td>
<td>Beth Goss</td>
<td>934-7796</td>
<td>IB 2305A</td>
</tr>
<tr>
<td>Parent Education</td>
<td>Tania Hino</td>
<td>934-4622</td>
<td>IB 2403B</td>
</tr>
<tr>
<td>Watch Technology</td>
<td>Zan Simunovic</td>
<td>934-0169</td>
<td>IB 3322</td>
</tr>
<tr>
<td>Watch Technology</td>
<td>Dave McConnon</td>
<td>934-3950</td>
<td>IB 3322</td>
</tr>
</tbody>
</table>
WORKSOURCE CENTER NORTH SEATTLE

Main Telephone Number: 440-2500  
Fax Number: 440-2501  
(Please forward all calls to this number)

Mail Stop:  
OC0104

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

Location:  
Opportunity Center for Employment and Education

Website:  
www.worksourcewa.com

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

MAIN CONTACTS

Administrator:  
Henry Gillon  
hgillon@esd.wa.gov  
(206) 934-6078

Placement and WorkFirst Supervisor:  
Kevin Gerhard  
kgerhard@esd.wa.gov  
(206) 934-6104

Administrative Assistant:  
Nicki Hofland  
nhofland@esd.wa.gov  
(206) 934-6079