



**NORTH SEATTLE
COLLEGE**

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.**

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ADMISSIONS, RECORDS, REGISTRATION, CREDENTIALS (ARRC)

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:

ACADEMIC ADVISING/STUDENT SUCCESS SERVICES

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
Program Manager
Director of Advising
Assistant Director of Advising
Running Start Manager
Workforce Education

Alice Melling 934-3693
Grace Sakuma 934-7304
Emily Meoz 934-7308
Leanna Bordner 934-7302
Christina Sheehan 934-7768
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

ART GALLERY

Main Telephone Number 934-4557 (Please forward all calls to this number.)

Gallery Hours: MONDAY-THURSDAY 11:00 AM - 7:00 PM
FRIDAY 12:00 PM - 5:00 PM

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

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

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

PROGRAM/SERVICE DESCRIPTION

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

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

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

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

Facebook: www.facebook.com/northseattlecollegeartgallery

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

ARTS, HUMANITIES & SOCIAL SCIENCES

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.

Name of Program

Coordinator

Phone Number
934-4535

ART

Kelda Martensen

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

COMMUNICATION

Scott Ku

934-4544

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

ENGLISH

Kennan Knudson

934-4550

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.

AME, WMN & POLITICAL SCIENCE

Jill Lane

934-4531

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 & SOCIOLOGY

**Melissa Grinley
Geoffrey Palmer**

**934-7017
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:

<u>Name</u>	<u>Discipline</u>	<u>Phone No</u>	<u>Office No.</u>
Robert Atkins	Psychology	934-7011	IB 2327A
Cathryn Cabral	English	934-4538	IB 2306D
Terri Chung	English, Developmental English	934-4570	IB 2409A
Melissa Grinley	Psychology	934-7017	IB 2417A
Brian Holt	Psychology	934-4513	IB 2425A
Lynne Hull	Art	934-4534	IB 2316B
Jim Jewell	English	934-4536	IB 2312A
Kennan Knudson	English	934-4550	IB 2311A
Scott Ku	Communication/Coordinator	934-4544	IB 2416A
Diana Ma	English	934-4583	IB 2308A
Kelda Martensen	Art	934-4535	IB 2408A

Laura McCracken	English, Developmental English	934-4543	IB 2309B
Geoffrey Palmer	Sociology	934-7021	IB 2310A
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

934-4557

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

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

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

BASIC AND TRANSITIONAL STUDIES

Main Telephone Number: 934-4720

(Please forward all calls to this number)

Fax Number: 934-3784

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

<u>Name of Program</u>	<u>Coordinator</u>	<u>Phone Number</u>
Adult Basic Education	Curtis Bonney	934-4551
ENGLISH AS A SECOND LANGUAGE (ESL)	Curtis Bonney	934-4551

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:

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

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
Bookstore Supervisor:	Dora Kogan	503-786-7309 934-3638

BUSINESS & FINANCE OFFICE

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 934-934-6070

Executive Assistant: Hasanah Ysa 934-7702

**Manager of Fiscal Compliance and
Internal Control:** Anastasia Brunets 934-3618

Budget Analyst 2:

CAMPUS OPERATOR / SWITCHBOARD

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

CASHIER'S OFFICE

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 8:00AM – 5:00PM
FRIDAY 8:00AM – 1:00PM
(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

CLASSROOM EMERGENCY PROCEDURES

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>

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

DISABILITY SERVICES

Main Telephone Number: 934-3697

(Please forward all calls to this number)

Fax Number: 934-3958

Email: ds@seattlecolleges.edu

Office Hours: M-F 8:00 AM – 4:30 PM

Available outside of these hours by appointment.

Location: College Center - CC2346A

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

PROGRAM/SERVICE DESCRIPTION

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 student 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

EMBEDDED CAREER SERVICES

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

EQUITY, DIVERSITY AND INCLUSION

Main Telephone Number:

934-3719

(Please forward all calls to this number)

Email:

Website: <https://northseattle.edu/equity-diversity-inclusion>

Office Hours:

MONDAY – FRIDAY

8:00 AM – 4:30 PM

Location:

Equity and Welcome Center RM CC1151

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

EVENTS

Major Events Committee

Best Practice Recommendations for Events at North Seattle College

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

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

Area of Service	Service Description	Primary Contact	Primary Mode of Communication	Deadlines	Notes
IT / Media Services	IT Services/ Media assistance, including PC, mic/sound and projector set-ups	Pablo Basilio Pablo.Basilio@seattlecolleges.edu 206.934-3647	Email: NSCHelpDesk@seattlecolleges.edu	3 – 4 business days	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.
Security	Room unlock / lock, security patrol		25Live for room reservations; Email for parking permit requests	10 business days	Security requires time to schedule additional personnel for events of ~100 participants.
Transportation/Parking	Parking arrangements for events, permits for volunteers	Christopher McDivitt Christopher.mcdivitt@seattlecollege.edu 206-934-0060	Email	10 business days	Transportation will need time to prepare and send parking permits to event organizers if parking is covered by event organizers.
President's Office	General guidance regarding major campus events	Toni Stankovic Toni.stankovic@seattlecolleges.edu 206.934.3605	Email or phone	N/A	Available to provide guidance on procedures, paperwork, contacts, and best practices for successful campus events.

FACILITIES OPERATIONS

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
(Please forward all calls to this number)

Fax Number: 934-3608

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

Financial Aid Email: NSCfinancialaid@seattlecolleges.edu

<u>Regular Office Hours:</u>	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: (Fall, Winter, Spring)	MONDAY- THURSDAY FRIDAY	8:00 am – 6:30 pm 8:00 am – 4:30 pm
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2ND Week Each Qtr: (Fall, Winter, Spring)	MONDAY- THURSDAY FRIDAY	8:00 am – 5:30 pm 8:00 am – 4:30 pm
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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

FOUNDATION

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:	Paul Piecuch	934-7803
Information Tech Specialist	Pablo Babilio	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

INSTITUTIONAL EFFECTIVENESS, OFFICE OF

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:**
Sr. Research Analyst:

Stephanie Dykes
Joel Wright

934-3656
934-3654

INSTRUCTION, OFFICE OF

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:		934-
Director, International Student Services:	Amanda Fletcher	934-7782
International Student Advisor:	Jeremy Barden	934-3657
Associate Director of Study Abroad:	Sancha Elevado	934-6124
International Student Advisor:	Viki Bradley	934-4404
Retention and Activities Specialist:	Renee Infelise	934-4592
Fiscal Analyst:	VACANT	934-6070
Marketing Specialist:	Shuko Barber	934-6072

LIBRARY SERVICES/eLEARNING/SMC/TLC

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

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

Office Hours: **MONDAY – THURSDAY** **8:00 AM – 5:00 PM**
 FRIDAY **8:00 AM – 4:00 PM**
 SATURDAY – SUNDAY **C L O S E D**

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 **C L O S E D**

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

Reference Desk:		934-3609
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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
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Student Media Center (SMC)

Coordinator:	Kannika Styron	934-0070
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Teaching and Learning Center (TLC)

Assistant Manager:		934-
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Faculty Development

Coordinator:	Jamie Wilson	934-3709
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Instructional/Technical Support:	Chris Sanders	934-0089
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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: nsclockshop@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:
Director of Facilities and
Plant Operations**

Matthew Davenhall
Odessa Woodlee

934-6130
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.

MATHEMATICS/SCIENCES DIVISION

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:

Instructor	Discipline	Phone Number	Office No.
Alamillo, Hugo	Biology	934-4572	IB 2122A
Brannan, Denise	Mathematics	934-4510	IB 2419B

Eyres, Davene	Physics	934-4515	IB 2427A
Furutani, Tracy	Physics	934-4509	IB 2328B
Goldner, Barbara	Computer Science/Mathematics	934-3739	IB 2330A
Goulet, Elizabeth	Biology	934-7016	IB 2421A
Hong, Jackie	Chemistry	934-4590	IB 2429B
Iverson, Heidi	Anatomy & Physiology/Biology	934-7018	IB 2329B
Jasso, Edgar	Mathematics	934-4516	IB 2324A
Jenne, Ralph	Mathematics	934-4512	IB 2423A
Kurose, Paul	Mathematics	934-4508	IB 2425B
Learn, Judy	Anatomy & Physiology/Nutrition	934-4504	IB 2325A
Li, Deanna	Mathematics	934-4506	IB 2426B
Li, Hon	Mathematics	934-4507	IB 2422B
Lippert, Pam	Mathematics	934-4505	IB 2420B
Materowski, April	Mathematics	934-7009	IB 2326A
Murkowski, Ann	Biology	934-4511	IB 2429A
Offenback, Vince	Computer Science/Engineering	934-0177	IB 2419A
Owens, Kalyn	Chemistry	934-6034	IB 2326B
Patterson, Jim	Chemistry	934-7005	IB 2421B
Price, Heather	Chemistry	934-7020	IB 2422A
Root, Trish	Health	934-4593	WC 0932B
Schindler, Anna	Mathematics	934-4500	IB 2426A
Schlador, Suzanne	Anatomy & Physiology/Biology	934-4579	IB 2428A
Steffancin, Michael	Physics	934-3680	IB 2321A
Suk, Jae	Engineering	934-4586	IB 2424A
Tse, Wing Chun	Economics	934-7012	IB 2329A
Wilson, Samuel	Mathematics	934-7023	IB 2325A

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

NORTH'S eLEARNING SUPPORT CENTER (NeLSC)

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>
for students <https://elearning.northseattle.edu/current-students/starting-your-elearning-class>
and through the eLearning mailbox 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

NOTARY PUBLIC

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

Notary Public:
Roberta Lord

Location:
Workforce Instruction, IB2301

Phone:
934-3767

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 Crompt at x6077 or email Kathleen.crompt@seattlecolleges.edu for room availability – 3 conference rooms, 2 classrooms, 1 computer lab

MAIN CONTACTS

TITLE	NAME	Phone Number	Email
OCE&E Integration Manager:	Kathleen Crompt	934-6077	Kathleen.crompt@seattlecolleges.edu
WorkSource Administrator:		934-	
DSHS CSO Administrator:		934-	
DSHS Division of Child Support Supervisor:		934-	
Workforce Education Director:		934-	
Program Coordinator:		934-	

PARKING & TRANSPORTATION INFORMATION

Main Telephone Number: 934-3636

Fax Number: 934-3606

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

Location: College Center - CC1252, Security Office

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.

CARPOLERS 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:
Transportation
Coordinator:**

Christopher McDivit

934-

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

PHI THETA KAPPA (PTA) HONOR SOCIETY

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
Dr. Tomas Ramos

934-5667
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**

PRESIDENT'S OFFICE

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

ROOM RESERVATIONS (25LIVE)

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

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

Who can I ask for more information?

For assistance, contact the following functional administrators:

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

COMMONLY USED EVENT SPACES

AREA OF CAMPUS	ROOM NAME	ROOM #	MAXIMUM OCCUPANCY	PROJECTOR?
CC second floor, west wing	President's Board Room	CC2161B	20	Yes
CC first floor, southeast side	World Community Events Center	CC1456	500	Yes
CC first floor, southwest side	Conference Room	CC1161	225	Yes
CC first floor, west wing, by Security	North Star Dining Room	CC1254B	70	Yes
CC first floor, west wing, under the bridgeway near Security	Continuing Ed Conference Room	CC1152B	10	Yes
CC second floor, west wing, behind president's elevator	Coordinated Studies Classrooms	CC2153C,D,E and F	60	Yes
CC second floor, east side	Business Office Conference Room	CC2455B	5	No
CC second floor, across from the Business Office	SDS Conference Room (CC2453A)	CC2354A	10	Yes
CC first floor, center	Baxter Student Events Center	CC1349A	100	Yes
CC first floor, south side	General Classroom	CC1360	30	Yes
CC first floor, north side (joins Espresso through sliding doors)	Green Room	CC1442	24	Yes
IB second floor, south side	MS Conference room	IB2428C	10-12	Yes

IB second floor, center	Business Division Conference Room	IB2412C	25	Yes
IB second floor, northeast side	Arts, Humanities & Social Science and Basic & Transitional Studies Conference Room	IB2410C	14-20	Yes
ED second floor	General Classroom	ED2843A	100-120	No
Roy Flores Wellness Center	Roy Flores Wellness Center	WC1727	500	Varies
Health Services & Student Resources (HSR) Bldg.	Grove	HS1536A	250	Varies
Health Services & Student Resources (HSR) Bldg.	Grove Seminar Room	HS1540A	30	Varies
OCE&E second floor	OCE&E Conference Room 220B	OCE&E 220B	15	No
OCE&E second floor	OCE&E Conference Room 230	OCE&E 230	26	Yes
OCE&E first floor	OCE&E Conference Room	PCE&E 142 A&B	57	Yes
OCE&E first floor	OCE&E Computer Lab 101-D	OCE&E 101D	22	No
LB 1 st floor	Theater	LB1131	58	No
LB 1 st floor	Lecture Hall	LB1142	50	Yes
LB 2 nd floor	Conference Room	LB2236B	16	Yes
LB 3 rd floor	Computer Lab	LB3129D	16	No
Roy Flores Wellness Center	Roy Flores Gym Wellness Center	WC1727	500	No

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
Officer on duty

8:00am-4:00pm
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 Building0841C – 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	Elijah Garrard	934-3648
Advisor:		

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	Brianne Sanchez,	934-7792
Complaints Officer:	Director – Financial Aid and Veteran Services	

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:

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

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:

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

Misconduct is irresponsible behavior that negatively affects the college's educational mission and is fully defined in WAC 132F-121-110. 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-

TEACHING AND LEARNING CENTER (TLC)

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

Mail Stop: **3NC3229B**

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

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

PROGRAM/SERVICE DESCRIPTION

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

MAIN CONTACTS

Assistant Manager/

Instructional Technologist: 934-

Faculty Development

Coordinator: Jamie Wilson 934-3709

Instructional/Technical Support: Chris Sanders 934-3777

TESTING CENTER

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

**Manager, Testing Center &
Evening Services:**

vacant

934-7659

Program Specialist 2:

Brion Gamboa

934-3675

Program Specialist 3:

Tam Nguyen

934-3721

Program Specialist 3:

Dennis Pitt

934-6037

VETERANS' SERVICES

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

Fax Number: 934-3608

Student Veteran Lounge: 934-4727

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

Financial Aid Email: NSCCVeterans@seattlecolleges.edu

Regular Office Hours:	MONDAY	8:00 am – 4:30 pm
	TUESDAY	8:00 am – 4:30 pm
	WEDNESDAY	Appointment Only
	THURSDAY	8:00 am – 4:30 pm
	FRIDAY	8:00 am – 4:30 pm

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

Location: 2nd Floor – College Center Building

PROGRAM/SERVICE DESCRIPTION

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

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

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

FUNDING PROGRAMS:

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

- **Work-study Programs:** Federal Veterans Work-study is also available to eligible Veteran students enrolled at North Seattle College, in eligible jobs.

MAIN CONTACTS

Veterans Services	Gregg Tessensohn	206-934-3699
Coordinator:		
Director:	Brianne Sanchez	206-934-4703

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

Who Can Help – Who Do I Call?

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

For Information On	Contact	Phone Number
Car jumps and keys locked in car.	Security	934-3636
Emergencies	911, then Security	911 then 934-3636
Event Planning*	Toni Stankovic	934-3605
Directions to North	http://www.northseattle.edu/maps/	
Facility Work Orders	http://dlweb.megamation.com/SNCC/DLWEB.php/O4W_INFO_PAGE	934-3633
Guest Parking via Email	Christopher McDivit (Located in Security): Christopher.McDivit@seattlecolleges.edu	934-0060
Information Technology Services / Computer help work orders	Client Service Desk, ithelp@seattlecolleges.edu	
Lost and Found	Security	934-3636
Maintenance Reporting (restroom problems, etc.)	http://dlweb.megamation.com/SNCC/DLWEB.php/O4W_INFO_PAGE	934-3633
Parking (Employee and Guest)	Transportation	934-0060
Parking Permits (Student)	Cashier's Office	934-3627
Public Records Request	Sonja Renner	934-4634
Publicity*/Calls from Media	Sonja Renner	934-4634
Readerboards*	Sonja Renner	934-4634
Room Rentals* or Reservations	See Room Reservations	
Room Unlocks	Security (For authorized personnel only.)	934-3636
Screen Savers*	Sonja Renner	934-4634
Seattle Central Information		934-3800
South Seattle Information		934-5300
Transcripts	https://northseattle.edu/transcripts	934-3663
Vehicle Assistance	Security	934-3636
Visitor parking (see meters in visitor lots)	To arrange for a group to park on campus, see Transportation/Security. For handicap parking questions, see Transportation/Security.	934-0060

WORKFORCE EDUCATION

Main Telephone Number: 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

WORKFORCE INSTRUCTION

Main Telephone Number: 934-3790
(Please forward all calls to this number)

Fax Number: 934-3715

Office Hours: MONDAY – THURSDAY 8:00 AM – 5:30 PM
FRIDAY 8:00 AM – 4:30 PM

Location: Instructional Building – IB2402

PROGRAM/SERVICE DESCRIPTION

<u>Name of Program</u>	<u>Coordinator</u>	<u>Phone Number</u>
Accounting	Ron Woods	934-5669
	Melanie Farrar	934-6798

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.

Application Development Bachelor of Applied Science (AD BAS)	Michelle Melero	934-7025
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The AD B.A.S. provides an opportunity for you — who may already have an IT-related associate degree or who may want to focus on computer programming and software/application development — to earn a Bachelor's Degree of Applied Science by leveraging the strong IT-related programs at North, Central and South Seattle Colleges.

Business	William Holt	934-4523
	David Eberhardt	934-4533

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.

Information Technology	Bob Bunge	934-4530
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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.

Architectural Engineering

Drafting	Thomas Veith	934-1151
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This program includes coursework on conventional and computer drafting, basic engineering mechanics, shop drawing preparation, cost estimating, and construction materials and processes.

Early Childhood Education (ECE BAS)	Annie Garrett	934-4587
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This degree provides an opportunity for students who have completed an associate degree in Early Childhood Education or a related program to continue

their studies and earn a Bachelor of Applied Science degree. The degree provides professional development training for early care and education professionals, allowing them to keep pace with the increasing professionalization of the field.

Early Childhood Education (ECE AAS) **Caroline O'Callahan** **934-4566**

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

Electronics Engineering Technology **Tim Fiegenbaum** **934-0181**
Chuck Eckard **934-4588**

Electronics deals with electricity, electronic circuitry and software. The program at NSC starts out with basic electricity, expands to integrated circuits and then electronic systems. Students attend this program from all over the world.

Emergency Department Technician **Doug Harrell** **(509) 393-3302**

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.

Emergency Medical Technician **Megan Bloomingdale** **934-4568**

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

International Business Bachelor of Applied Science (IB BAS) **Jesse Cooley** **934-6131**
Honorio Todino **934-7504**

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.

Medical Assisting **Francie Mooney** **934-6067**

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.

Parent Education **Betty Williams** **934-4571**

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 Jesse Cooley 934-6131

Property Management Carol (Cate) O’dahl 934-6053

**Bachelor of Applied Science
(PCPM BAS)**

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

Watch Technology Institute Jimmy Lin 934-0169

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

MAIN CONTACTS

Dean	Aaron Korngiebel	934-4532
Interim Associate Dean	William Brown	934-7798

Administrative Assistant IV	Chris McCurdy	934-7799
Administrative Assistant III	Roberta Lord	934-3767
Program Coordinator	Robert Ford	934-6029
Office Assistant Lead	Oleg Koltman	934-0183
Program Specialist 2	Natalia Tiosova	934-3629

Full-time Instructors and their Discipline:

Discipline	Name	Phone Number	Office No.
Accounting	Ron Woods	934-5669	IB 2414A
Accounting	Joseph Smith	934-4525	IB 2416B
Accounting	Marla Lockhart	934-6026	IB 2415A
Business	Toni Anderson	934-4522	IB2317B
Business	William Holt	934-4523	IB 2415B
Business, Accounting, and Real Estate	Larry Hopt	934-4529	IB 2413B
Early Childhood Education (ECE AAS) (ECE BAS)	Noris Daniel	934-4624	IB 2304B
	Samantha Dolan	934-4625	IB 2305B
	Ninder Gill	934-6019	IB 2304A
Electronics Engineering Technology	Tim Fiegenbaum	934-0181	IB 2320B
	Chuck Eckard	934-4588	IB 2317A
Information Technology	Bob Bunge	934-4530	IB 2418D
International Business	Honorio Todino	934-7504	IB 2322B
Medical Assisting	Francie Mooney	934-6067	IB 2403A
	Michaelann Allen	934-5667	IB 2406D
Parent Education	Betty Williams	934-4571	IB 2303B
	Beth Goss	934-7796	IB 2305A
	Tania Hino	934-4622	IB 2403B
Watch Technology	Zan Simunovic	934-0169	IB 3322
Watch Technology	Dave McConnon	934-3950	IB 3322

WORKSOURCE CENTER NORTH SEATTLE

Main Telephone Number: 440-2500

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