

## **WELCOME TO NORTH SEATTLE COLLEGE!**



Dear Students,

Welcome to the 2020-2021 academic year at North Seattle College! We are incredibly pleased that you have chosen North to begin or continue your pursuit of higher education and a career. At North, you will find a community that is passionate about education and promotes civic engagement. As a student, you will receive direct access to our nearly 300 faculty and your choice of more than 33 associate and bachelor degree programs. You will also benefit from:

- Small class sizes
- Access to state-of-the-art labs and equipment
- Free tutoring, advising, career counseling, and disability services
- Hands-on research opportunities and internships

Outlined in this handbook, we offer a wide variety of information about resources that can ease your journey towards success.

Please make yourself at home, get to know your classmates and North employees, and become familiar with our learning environment.

Thank you for choosing North and best wishes for a successful academic year!

A handwritten signature in black ink, appearing to read "Chemene L. Crawford". The signature is fluid and cursive.

Chemene L. Crawford, Ed.D.  
President (Interim), North Seattle College

Seattle Colleges is committed to the concept and practice of equal opportunity for all its students, employees, and applicants in education, employment, services, and contracts, and does not discriminate on the basis of race or ethnicity, color, age, national origin, religion, marital status, sex, gender, sexual orientation, gender identity, veteran or disabled veteran status, political affiliation or belief, citizenship/status as a lawfully admitted immigrant authorized to work in the United States, or presence of any physical, sensory, or mental disability. Inquiries regarding compliance and/or grievance procedures may be directed to the college's Title IX/RCW 28A.640 officer, Jennie Chen, at [Jennie.Chen@seattlecolleges.edu](mailto:Jennie.Chen@seattlecolleges.edu).

Special Thanks to the NSC Student Leadership for funding this handbook.

## TABLE OF CONTENTS

<b>PLOT YOUR COURSE FOR SUCCESS</b>			
About North Seattle College	3	Financial Aid	9
Checklist for Earning Your Degree or Certificate	3	Equity and Welcome Center	9
<b>INSTRUCTIONAL PROGRAMS</b>		International Programs	9
College Transfer and Degrees	4	Enrollment/Outreach/Admission Services	10
Associate of Arts, Associate of Science, Associate in Business	4	Testing	10
Fine Arts Degrees and Certificates	4	Tutoring	10
Associate of Fine Arts Degree/ Certificate in Fine Arts	4	Math and Science Learning Center	10
Certificate in Jewelry Design/	4	Biology and Chemistry Tutoring	10
Career Training Degrees and Certificates	5	Veterans and Military Services	11
Bachelor of Applied Science	5	Waivers	11
Accounting BAS	5	Senior Adult Education	11
Application Development	5	WA State Employee Tuition Waiver	11
Early Childhood Education	5	Workforce Education	11
International Business	6	<b>STUDENT PROGRAMS &amp; ACTIVITIES</b>	
Residential and Commercial Property Management	6	Art Gallery	12
Adult Basic Education (ABE)	6	Phi Theta Kappa International Honor Society	12
GED Preparation	6	Student Leadership & Multicultural Programs	13
High School 21+	6	Student Government	13
English as a Second Language (ESL)	6	Student Clubs	13
High School Completion	6	Student Literary Publication	13
Running Start	6	Sustainability Office	13
Continuing Education	6	<b>CAMPUS RESOURCES</b>	
<b>SERVICES FOR STUDENTS</b>		Bookstore	14
Academic Advising	7	Cashier's Office	14
Enrollment Services (Admissions, Records, Registration, and Credentials)	7	Child Care Center	14
Web Registration	7	Computing and Technology	14
Online Services Hours	7	Computer Lab	14
Registration Start Times	7	NSC Computing Resources: Acceptable Use	14
Student Identification Number (SID)	7	Campus Network Accounts	15
Personal Identification Number (PIN)	7	Internet & WiFi Access	15
Social Security Number	7	Lactation Space	15
Credentials	8	Library and Student Media Center	15
Transfer Credit Evaluation	8	Photo/Student I.D.	16
Graduation	8	Roy Flores Wellness Center	16
Commencement Ceremony	8	Safety and Security Services	16
Career Services	8	Evening Security Escort	16
Counseling	8	First Aid	16
Disability Services	8	Vehicle Assistance	16
eLearning	9	Parking	16
		Lost and Found	16
		Transportation: Metro/Carpooling	16

---

**COLLEGE POLICIES**

Animals on Campus	17
Children on Campus	17
Holidays/Faith and Conscience	17
Indoor Air Quality	17
Smoking Policy	17
Academic Standards/Student Progress	17
Academic Recognition	17
Student Progress	17
Minimum Standards—Financial Aid	18
Student Progress/Specific Programs	18
Reinstatement	18
Grading System	18
Plagiarism	18
Student Right to Know and Public Information	19
Complaint Process/How to Resolve Complaints	19
Grade Complaints (Formal)	20
Title IV: Consumer Protection Student Complaint Process	20
VA GI Bill* Feedback System	20
Title IX – Sexual Harassment, Sexual Assault/Rape or Bullying	20
Disability Discrimination Complaints	21
Student Conduct	21
Student Misconduct	21
Disciplinary Actions	23
Your Privacy: FERPA—Notification of Rights	24

---

**GLOSSARY** **25**

---

**INDEX** **27**

---

**ADDITIONAL INFORMATION**

Phone Numbers	28
College Map	29

---

**PLOT YOUR COURSE FOR SUCCESS**

---

**About North Seattle College**

Established in 1970, North Seattle College provides learning opportunities for a diverse group of more than 14,000 students each year. It's the starting point for many students who transfer to top universities across the country. Strong academic preparation and advising services, small classes, an innovative integrated studies program, broad learning options, and a variety of partnerships with four-year schools contribute to student success. North offers five Bachelor of Applied Science degrees in Accounting, with International Accounting, Application Development, Early Childhood Education, International Business, and Residential and Commercial Property Management—and evening Associate of Arts and Associate in Business degree programs.

While many graduates have continued their studies at such colleges as Dartmouth and UC Berkeley, most North students transfer to the University of Washington. North consistently ranks among the highest of all community colleges in the number of students who are accepted to the University of Washington's main campus. And North graduates fare well—earning competitive salaries and contributing to their communities.

North also provides outstanding career training in more than 60 certificate programs. In addition, North helps students earn their GED™, learn English, enhance their basic skills, and/or pursue a new skill or personal interest.

Students at North are immersed in a rich campus life. Concerts, lectures, fitness programs, an award-winning literary magazine, and a diverse student population that includes international students from over 50 countries, add depth to everyone's experiences.

North is located in the Northgate area of Seattle and is conveniently located near the two major north/south highways, Interstate 5 and Highway 99, just a short drive to downtown and the University of Washington. Largely residential, the campus neighborhood is near a large shopping district and the city's popular Green Lake Park. North's campus includes environmentally sensitive wetlands, which have inspired a college-wide commitment to sustainability.

**Checklist for Earning Your Degree or Certificate**

- **Know Where to Get Help**  
Use the "Services for Students" section of this handbook.
- **Determine Your Educational Goal**  
Do you know your educational or career goal? There are services available on campus to help.

Counseling provides individualized career counseling and helps you develop career goals. Career exploration tools are available for a nominal fee with free interpretation. (206-934-3676)

Career Services helps students research career options and assists with the job search process. (206-934-6074)

Advising can help you compare programs, review program requirements, assist with selecting courses, design an educational plan, connect you to support services, and apply for graduation. (206-934-3658)

- **Educational Planning**

It is important to have an educational plan so you can complete the correct coursework to achieve your educational goal in a timely manner.

An educational plan is an outline of the coursework required to complete an academic goal or degree. Working with an advisor, students develop an educational plan using degree-planning sheets that take into account considerations such as course sequences, personal timelines, and four-year admission deadlines and requirements.

Students who complete an educational plan have a clear understanding of the coursework necessary to achieve their academic goal or degree and are able to use available resources to independently adapt and revise their educational plan when appropriate.

- **Evaluation of Incoming Credits**

To avoid delays with evaluating credits, order your official transcript from each college you attended to be sent directly to North's Admissions/Registration Office or to you personally (envelopes must remain sealed). When all transcripts have been received, complete the Application for Evaluation of Incoming Credits and submit it to the Admissions/Registration Office, along with your official transcripts if you had them sent to you. When you receive your official evaluation via email (approximately 8–12 weeks after the request for evaluation was received), meet with an advisor to review your evaluation if needed.

- **Graduation Application**

After you register for your final quarter, complete the Application for Degree, Certificate, or Diploma and meet with an advisor or faculty coordinator, who will run a final degree audit and help you complete any necessary paperwork. Submit applications no later than three weeks prior to the start of your final quarter.

### **College Transfer and Degrees**

*Degrees:* [northseattle.edu/programs/college-transfer](http://northseattle.edu/programs/college-transfer)

#### ***Associate of Arts Degree***

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

#### ***Associate of Science Degree***

This degree is a 90-credit college transfer degree that allows students to fulfill some or all of the prerequisite math, science, and general education courses required for majors in science, math, or a health profession at a four-year university or college. Students should consult with an advisor to learn about degree options and determine which degree will best serve their needs.

#### ***Associate of Science Option 1 Degree***

This degree is a 90-credit college transfer degree designed to prepare students for upper division study in the areas of biological sciences, environmental/resource sciences, chemistry, geology, and earth science at a four-year university or college.

#### ***Associate of Science Option 2 Degree***

This degree is a 90-credit college transfer degree designed to prepare students for upper division study in the areas of engineering, computer science, physics, and atmospheric science at a four-year university or college.

#### ***Associate in Business***

This degree is a 90-credit college transfer degree for those who wish to transfer and major in Business or a business-related field. It fulfills some or all general education and business major prerequisites for many Washington state four-year colleges and universities.

#### ***Fine Arts Degrees and Certificates***

##### ***Associate of Fine Arts Degree/Certificate in Fine Arts/Certificate in Jewelry Design***

North offers an Associate of Fine Arts degree (A.F.A.) in Art, as well as a Certificate in Fine Arts (C.F.A.) in Art, and a Certificate in Jewelry Design (C.J.D.). The C.F.A. is stacked within the A.F.A. (students will obtain the C.F.A. on their way to an A.F.A.). The A.F.A. degree is designed to fulfill some general education requirements of many Arts and Sciences majors and at the same time provide the student with an opportunity

## INSTRUCTIONAL PROGRAMS

---

to build a portfolio through a concentrated study in the studio arts. Students seeking a Bachelor of Arts or a Bachelor of Fine Arts should review NSC A.A. and A.F.A. degree requirements and consult with an advisor at their intended transfer institution.

The certificate programs are intended as concentrated programs for students who wish to pursue and receive certifications in a program centered totally on their interest in Art. Certificates are not accepted as transfer degrees, but credits may transfer to universities. A.F.A. and certificate students work with faculty advisors in their area of study.

### **Career Training Degrees and Certificates**

[northseattle.edu/academics/career-training](http://northseattle.edu/academics/career-training)

North offers many career training degrees and certificates which prepare students for employment in a specific field. You may choose a two-year Associate of Applied Science (A.A.S.) degree program or a Certificate program in Accounting, Allied Health, Business, Early Childhood Education, Electronics and Engineering Technologies, Health/Medical, Information Technology, Real Estate, or Watch Technology. View the course catalog, quarterly schedule, or website for further program information.

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

### **Bachelor of Applied Science**

Seattle Colleges are accredited at the baccalaureate level by the Northwest Commission on Colleges and Universities to confer four-year degrees such as the Bachelor of Applied Science (B.A.S.) and others. These degrees build on associate degrees and provide workplace skills in specific career areas. When compared to traditional bachelor's programs, applied baccalaureate degrees more heavily incorporate hands-on learning focused on a particular industry or discipline. All programs emphasize internship opportunities and may offer credit for prior learning and work experience. North offers four B.A.S. degrees: Application Development, Early Childhood Development, International Business, and Residential and Commercial Property Management.

### **Accounting B.A.S.**

[bas-info@seattlecolleges.edu](mailto:bas-info@seattlecolleges.edu)

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

### **Application Development B.A.S.**

The B.A.S. in Application Development provides a bachelor's degree opportunity for students who already have Information Technology (IT) related degrees such as the Associate of Applied Science (A.A.S.). The Application Development Degree focuses on the skills needed for software developers and programmers who develop, create, and modify general computer applications software, mobile applications, or specialized utility programs. It also trains students to analyze user needs and develop software solutions and design or customize software for client use. Emphasis is on solving real world application problems that meet customer needs.

### **Early Childhood Education B.A.S.**

North's Early Childhood Education Bachelor of Applied Science (ECE B.A.S.) 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. The curriculum is designed to align with accreditation standards established by the National Association for the Education of Young Children (NAEYC). An applied four-year degree in Early Childhood Education that builds on practical early care and learning skills is in rapidly increasing demand by preschool providers throughout greater Seattle and the state of Washington.

## INSTRUCTIONAL PROGRAMS

---

### **International Business B.A.S.**

The International Business B.A.S. (IB B.A.S.) degree is designed for students who desire to work in any organization that does business internationally as well as those who already work in the field. It is designed to leverage a student's already existing business, accounting, or logistics coursework and experience, and add upper-division courses that specifically prepare the student to work in an international arena. The IB B.A.S. degree is an extension of the General Business Associate of Applied Science Transfer (A.A.S.-T) degree and the Accounting Associate of Applied Science Transfer (A.A.S.-T) degree. However, students from several different associate degree programs will be qualified to enter the baccalaureate degree program.

### **Residential and Commercial Property Management B.A.S.**

[bas-info@seattlecolleges.edu](mailto:bas-info@seattlecolleges.edu)

The Residential and Commercial Property Management B.A.S. (RCPM B.A.S.) program prepares students for a career in either residential or commercial property management. It is a multidisciplinary curriculum, focusing on accounting, marketing, leasing, maintenance, human resources, law, and risk management. The RCPM B.A.S. is an extension of a business, accounting, or real estate A.A.S.-T degree, with upper-division courses in property management. Students from several different business, accounting, and real estate programs will be qualified to enter the RCPM program.

### **Adult Basic Education (ABE)**

206-934-4537 | [northseattle.edu/programs/abe-ged](http://northseattle.edu/programs/abe-ged)

The ABE program prepares students who are working on basic skills in reading, writing, and mathematics.

### **GED Preparation**

206-934-4537 | [northseattle.edu/programs/abe-ged](http://northseattle.edu/programs/abe-ged)

This program prepares adult students 16 and older to take the four GED exams—Reasoning through Language Arts, Social Studies, Science, and Math.

### **High School 21+**

206-934-4537 | [northseattle.edu/programs/abe-ged](http://northseattle.edu/programs/abe-ged)

An alternative to the GED, High School 21+ allows students 18 and older to receive a high school diploma in a college setting by demonstrating competency in reading, writing, and math in the context of science, history, government, occupational studies, and digital

literacy. Students can demonstrate their knowledge in several ways, including passing Basic Skills classes, work experience, credit by examination, a prior learning portfolio, and high school and college transcripts.

### **English as a Second Language (ESL)**

206-934-4720 | [northseattle.edu/programs/esl](http://northseattle.edu/programs/esl)

The ESL program offers classes to help non-native speakers to communicate in English. Students can study reading, writing, speaking and listening, workplace skills, and computer literacy. Tuition for ABE, GED, HS 21+, and ESL classes is \$25 per quarter. Students on F, J, and B visas are not eligible and should contact International Programs or Continuing Education.

### **High School Completion**

206-934-4537

[northseattle.edu/programs/high-school-completion](http://northseattle.edu/programs/high-school-completion)

This program provides adults 19 years or older an opportunity to earn a high school diploma in a college setting. College level classes may apply towards both high school graduation requirements and a college program of study. Students need to fulfill all graduation requirements including testing and the High School and Beyond Plan. NSC does not provide the High School Proficiency Exam; students will need to work with their local high schools to complete testing requirements.

### **Running Start**

206-934-7768 | [northseattle.edu/running-start](http://northseattle.edu/running-start)

This program provides juniors and seniors enrolled in public high schools the opportunity to take college-level courses with free or reduced tuition costs, as part of their high school education. Classes taken at North Seattle College will count twice: once toward fulfillment of high school graduation requirements and again for college credit.

### **Continuing Education**

206-934-3705 | [learnatnorth.org](http://learnatnorth.org)

Continuing Education offers a variety of non-credit personal enrichment and professional development classes for lifelong learners. Find your next hobby, develop your art, or upgrade your skills. You can pick up a class schedule in our office, CC1152, or find it online at [www.learnatnorth.org](http://www.learnatnorth.org).

## SERVICES FOR STUDENTS

---

For virtual assistance - admissions, advising and registration go [northseattle.edu/virtual-assistance](https://northseattle.edu/virtual-assistance).

### **Academic Advising**

206-934-3658 | [northseattle.edu/advising](https://northseattle.edu/advising)

Advisors are here to support you in achieving your educational goals. Advisors can assist you with choosing your program, designing an educational plan, and preparing for your next steps. Visit the advising web page ([northseattle.edu/advising](https://northseattle.edu/advising)) to connect with your advisor, schedule an appointment, and view the services offered by the Advising office.

Note: if you are pursuing certificates or degrees in Early Childhood Education or Watch Technology, contact division offices directly for advising and information about your program. If you are an international student, contact the International Programs office for support.

### **Enrollment Services (Admissions, Records, Registration, and Credentials)**

206-934-3663 | [northseattle.edu/admissions/steps](https://northseattle.edu/admissions/steps)

#### **Web Registration**

North Seattle College has an online student portal called MyNorth. The site gives you a convenient way to access important information and links—such as the class schedule and registration—on any mobile device including smartphones and tablets. From MyNorth you can make changes to your schedule (add or drop a class), view your registered and waitlisted classes, and save classes you want to take in the future to a Favorites Folder, similar to putting items in an online shopping cart. Visit [mynorth.seattlecolleges.edu](https://mynorth.seattlecolleges.edu).

#### **Online Services Hours**

Open 5 am to 11 pm, seven days a week.

#### **Registration Start Times**

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

### **Student Identification Number (SID)**

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

### **Transcripts**

Transcripts for current students and alumni are available from the North Records office and online. The following Information contains detailed instructions on how to obtain and read North transcripts.

Order official transcripts online, by fax or mail or in person. Cost for each transcript is \$7.50. You'll need your SID number. If you have lost or forgotten your number, download the SID request form ([webshare.northseattle.edu/general/forms/arrc/sid-request.pdf](https://webshare.northseattle.edu/general/forms/arrc/sid-request.pdf)).

North Seattle College has authorized the National Student Clearinghouse to process online transcript requests and payment. These include an additional per-recipient fee of \$2.25, plus the normal transcript fee ([resources.northseattle.edu/tuition-fees/fee-table](https://resources.northseattle.edu/tuition-fees/fee-table)) per transcript. Fees must be paid with a credit card.

### **Personal Identification Number (PIN)**

Students have a Personal Identification Number (PIN) used for all inquiry functions and quarterly registration purposes. The college sets up your first PIN temporarily as your birthdate. Example: If your birthday is March 18, 1955, enter 031855. Use your temporary PIN to login and change it to a secure number at your earliest opportunity via the Online Services/PIN (Password) change option. All PINs are 4 to 6 numbers in length.

### **Social Security Number**

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

## SERVICES FOR STUDENTS

---

### **Credentials**

206-934-3663  
northseattle.edu/credentials

### **Transfer Credit Evaluation**

A transfer credit evaluation is necessary if:

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

Go to the Credentials website for detailed steps on how to apply to get your credits transferred to North: northseattle.edu/credentials.

### **Graduation**

Apply for graduation when you:

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

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

### **Graduation Application Deadlines**

Apply to graduate as soon as you have registered for your final quarter of classes. Applications should be submitted no later than three weeks prior to the start of your final quarter. Using the online transcript services, <https://sccdweb.sccd.ctc.edu/nscckiosk/waci002.html> you can see when degrees and certificates have been posted. They will appear at the bottom of the transcript. Diplomas will be mailed 8 to 10 weeks after the award has been posted to your transcript.

### **Commencement Ceremony**

A formal graduation commencement ceremony is held after Spring Quarter. Students from all Seattle Colleges (North, Central, South) graduate together at an off campus location. In early May, invitations and information will be mailed to any student who graduated during that academic year (Summer, Fall, Winter Quarters) or applied to graduate Spring Quarter.

### **Career Services**

Opportunity Center for Employment  
and Education (OCE&E) Building  
206-934-6074  
northseattle.edu/career-services  
*Email:* careerservices@seattlecolleges.edu

Contact Career Services for one-on-one job search assistance and to find out more about WorkSource’s services and programs. Current students and alumni can access the free online job database, Career Hub, that is co-hosted by all Seattle Colleges. Students can post resumes, search for jobs, and arrange to have jobs in specific fields emailed automatically and more. The Career Services website houses Career Development packets on everything from cover letters to interview preparation and more.

### **Counseling**

Student Success Services  
206-934-3676, M–F 8am–4:30pm (no services available during academic breaks and summer quarter)  
northseattle.edu/counseling

Counseling offers students individual appointments, Human Development (HDC) classes, workshops, and online self-help information to help them:

- Identify career interests and programs of study
- Improve concentration, memory, time management, test-taking, and other academic skills
- Locate resources and develop skills to overcome stress, crisis, and prejudice.

### **Disability Services**

206-934-3697  
Fax: 206-934-3958  
northseattle.edu/resources/disability-services

The Disability Services (DS) office at North Seattle College (NSC) supports access and accommodations so that qualified students with permanent or temporary disabilities have an equal opportunity to participate in North’s programs, activities, events, and services.

To receive disability accommodations, students are responsible for self-disclosing their disability to DS (the contact must be by the student and not a representative of the student) and for providing documentation of disability, if necessary, in order to determine eligibility. Students can schedule an Access Planning Meeting with the DS staff to discuss potential accommodations by phone or emailing [ds@seattlecolleges.edu](mailto:ds@seattlecolleges.edu).

## SERVICES FOR STUDENTS

---

Examples of accommodations include, but are not limited to, extended time on tests in a low distraction environment, permission to record class lectures and to photograph the board, use of ergonomic chairs, ASL interpreters, and books in alternative format. Students are encouraged to contact DS as early as possible prior to or during the quarter in which accommodations are needed in order to avoid delays in accommodations.

### **eLearning**

206-934-3738

[elearning.northseattle.edu](http://elearning.northseattle.edu)

Online classes are designed to keep students in close contact with their instructors through online discussion rooms, email and through online feedback and grading. Hybrid courses blend on-campus and online instruction, saving you travel time and expense while maintaining the on-campus learning experience. Many on-campus courses incorporate the same technologies as online and hybrid courses to enhance learning in and out of the classroom.

All online classes transfer the same as on-campus credit classes. With eLearning courses, your A.A. degree can be earned completely online or with fewer campus visits to North Seattle College.

### **Financial Aid**

206-934-3688 / Fax: 206-934-3608

[nscfinancialaid@seattlecolleges.edu](mailto:nscfinancialaid@seattlecolleges.edu)

[northseattle.edu/financial-aid](http://northseattle.edu/financial-aid)

The Financial Aid & Veterans Services Office at North Seattle College seeks to assist students in their educational pursuit by minimizing financial barriers related to educational expenses. All students in need should apply for financial aid—don't assume you're not eligible! You don't need to be a full-time student. We recommend you apply before starting your first quarter at North, but we review applications all year long.

The Financial Aid Office provides information on student aid eligibility, types of aid available, and policies and guidelines for federal, state, and institutional programs. Financial aid staff can assist you in completing the Free Application for Federal Student Aid (FAFSA) and the Washington Application for State Financial Aid (WASFA) or answer any questions along the way. The Financial Aid Office communicates primarily by email and the Student Financial Aid Portal. Keep your contact information with the college up to date.

### **Types of Financial Aid / Opportunity Pathways**

Four basic kinds of financial aid are available for students. Financial Aid may consist of one or more of:

*Grants & Waivers:* Students do not need to repay grants and waivers if satisfactory academic progress is maintained. North Seattle College participates in several need-based federal and state grant programs.

*Work-Study Employment:* Work-study programs provide part-time employment opportunities.

*Loans:* North Seattle College participates in the Federal Direct Loan program, as well as certifying private education loans. All loan funds must be repaid including any interest and fees.

*Scholarships:* Many organizations offer scholarships each year to students for their academic achievement, service, talent, and/or financial need, etc.

*Emergency Assistance:* Emergency assistance varies from year to year, but often includes tuition assistance and emergency assistance for living expenses while in school. Award amounts and eligibility may change from quarter to quarter depending on funding.

### **International Programs**

206-934-3672

[IntlNorth@seattlecolleges.edu](mailto:IntlNorth@seattlecolleges.edu)

International Programs serves the NSC community by providing leadership, resources and support for campus internationalization. International Programs serves students on non-immigrant visas with comprehensive immigration, academic, and cultural adjustment advising. We also provide a full range of engagement activities and events designed to help international students connect with each other and other members of the North community. International Programs also provides study abroad opportunities to destinations that change regularly and have recently included Costa Rica, England, Germany, and Italy.

### **Equity and Welcome Center**

206-934-3719

[northseattle.edu/gender-equity-resource-center](http://northseattle.edu/gender-equity-resource-center)

The Equity & Welcome Center supports and advocates for the success of diverse and historically underserved communities on the North Seattle College campus. This includes communities from all cultures, ages, religious beliefs, races/ethnicities, sizes, gender identities, abilities, qualities, sexual affiliations, socio-economic classes, veteran status, political beliefs, and citizenship status and sovereign nations. The Center aims to identify and implement equitable strategies to end all racial and other equity gaps at North Seattle College.

## SERVICES FOR STUDENTS

---

### **Enrollment/Outreach/Admission Services**

206-934-3679

[northseattle.edu/admission](http://northseattle.edu/admission)

#### **Services include:**

- Community outreach and events, fairs, and related partnerships
- High school relations: counselor breakfast, career fairs, open houses, classroom presentations, college bound program support
- Prospective student information sessions
- Campus academic program open houses and information sessions
- Campus tours: [northseattle.edu/tour-nsc](http://northseattle.edu/tour-nsc)

### **Testing**

206-934-3674

[northseattle.edu/testing](http://northseattle.edu/testing)

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

*Exceptions:* Those who have completed placement testing or college-level English or math courses at another institution may not need to test. Bring unofficial transcripts or placement test results to the Advising Center or a New Student Orientation for review.

If the math and English placement tests are taken together, the cost is \$35. If taken separately the math placement test cost is \$35 per sitting and the English placement test cost is \$35 per sitting.

#### **What to Do for Drop-In Placement Testing**

##### **(No Appointment Needed):**

- See the testing center calendar for their schedule.
- Prepare for the test. See the Testing web page for study guides and details.
- Apply to North at the admissions office or online and get your assigned student number.
- Go to the cashiers office and pay \$35 for your placement test.
- Bring your receipt and picture ID (e.g. driver's license or WA State ID).
- Come for your placement test during the drop-in hours. Testing calendar and office hours are available at the testing center or at our website. Go to [testing.northseattle.edu](http://testing.northseattle.edu).

No scores are released without picture ID.

ESL placement and ABE testing are available. See Testing Calendar for testing times. Go to [ged.com](http://ged.com) to create an account and schedule a GED exam. A valid photo ID is required for all testing. Please visit the website for details: [nsctest@seattlecolleges.edu](mailto:nsctest@seattlecolleges.edu)

### **Tutoring in the Student Learning Center**

206-934-4754

[northseattle.edu/tutoring](http://northseattle.edu/tutoring)

Tutoring is available for students in English, English as a Second Language, world languages, accounting, business, electronics, economics, mathematics, sciences, computer science and computer classes in the Student Learning Center, located on the first floor of the Health Sciences & Student Resources Building, next to the Grove Café. The Accounting and Business Learning Center (ABLC), Math & Science Learning Center (MSLC), and the Page One Writing and Language Center all offer walk-in tutoring to all students at NSC.

#### **Biology and Chemistry Tutoring**

206-934-3746

[webshare.northseattle.edu/MLC/biology/tutors.html](http://webshare.northseattle.edu/MLC/biology/tutors.html)

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

#### **Math and Science Learning Center**

206-934-3746

[webshare.northseattle.edu/MLC/](http://webshare.northseattle.edu/MLC/)

## SERVICES FOR STUDENTS

---

### **Veterans and Military Services**

206-934-7309

[northseattle.edu/office-veterans-services](http://northseattle.edu/office-veterans-services)

Email: [NSCCVeterans@seattlecolleges.edu](mailto:NSCCVeterans@seattlecolleges.edu)

The Veterans and Military Services Office at North Seattle College offers a range of assistance for veterans, reservists, active duty personnel, and eligible family members who receive Veterans Administration education benefits. We 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. To receive educational benefits through the VA, you must apply through the NSC Office of Veterans Services. To receive educational benefits through the VA, you must contact the NSC Veterans and Military Services office for certification instructions. This is required at least 30 days before the quarter begins.

If you are a veteran and a resident of Washington state, you may be eligible for a partial tuition waiver. Apply for the waiver before the tenth day of the quarter. Visit the NSC Office of Veterans Services.

The NSC Veterans and Military Services office also provides assistance for issues related to veteran status and serve as a resource for military personnel transitioning into civilian life. Tutoring and work-study jobs may be available for eligible veterans.

### **Waivers**

[northseattle.edu/tuition-fees/waivers-discounts](http://northseattle.edu/tuition-fees/waivers-discounts)

### **Senior Adult Education**

Washington state resident seniors 60+ years, can enroll in two state funded classes for audit or credit. Some exceptions do apply. Use the standard registration form, obtain instructor's signature if space is available, and submit it to the Admissions/Registration Office beginning the sixth day of the quarter through the tenth day (fifth day and eighth day for summer) of the quarter. Students who enroll prior to the sixth day will forfeit their waiver eligibility.

Cost is \$5 per class, plus lab and tech fees. This rate is applicable only for two credit bearing classes. Regular tuition will be charged for more than two classes, classes being used for degrees, or certificate completion. Continuing Education courses are not eligible for these programs.

To be considered a resident, a student must be a U.S. citizen or a permanent resident of the U.S. for at least one year and must have been physically present in the state of Washington for one full year prior to the first day of the quarter you enroll. Students not meeting residency requirements are required to pay the higher non-resident tuition rate.

### **WA State Employee Tuition Waiver**

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

- Students may enroll the sixth through the tenth instructional days of the quarter (fifth and eighth for summer) with instructor signature and space availability. Students who enroll prior to the sixth day will forfeit their waiver eligibility.
- Students enrolled in over six credits will be charged at the regular tuition rate.
- This waiver cannot be used for Continuing Education classes or WAOL Distance Learning classes.

Contact the Admissions/Registration Office to request a waiver form or download one from the district website at [seattlecolleges.com/forms.aspx](http://seattlecolleges.com/forms.aspx).

### **Workforce Education**

206-934-3787

[northseattle.edu/workforce-education](http://northseattle.edu/workforce-education)

Workforce Education programs provide tuition assistance and other financial support for qualifying students enrolled in degree or certificate programs (including B.A.S. and transfer degrees), ESL, or GED classes. Visit [startnextquarter.org](http://startnextquarter.org) to find out if you qualify for assistance!

#### **Worker Retraining**

The Worker Retraining program provides tuition assistance for dislocated workers. Have you received unemployment benefits in the last four years, have you closed down your own business, are you a homemaker returning to work due to a drop in family income, or are you a recently separated veteran (within the past four years)? The Worker Retraining program may be able to help with tuition assistance.

## SERVICES FOR STUDENTS

- **WorkFirst**

The WorkFirst program is designed for people receiving TANF cash assistance (Temporary Assistance for Needy Families) from DSHS. This program gives you the opportunity to train for a living wage job while meeting your TANF participation requirements. We can also help you obtain your GED or take ESL classes. WorkFirst can pay for tuition and books and offers lots of support along the way!

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

This program helps students who are receiving federal Basic Food Assistance (SNAP) from DSHS with the cost of tuition, books and transportation.

- **Opportunity Grant Program**

Are you studying Accounting, Business, Early Childhood Education, Electronics, I-BEST, Phlebotomy, Pharmacy Technician, Medical Assisting, or any of the Nursing programs? The Opportunity Grant Program may be able to help pay for up to 45 credits of tuition and fees. Opportunity Grant is available to students who have lived in Washington State for at least 12 months, who have not yet earned a college degree, and who meet income guidelines.

## STUDENT PROGRAMS & ACTIVITIES

### Art Gallery

206-934-4557

[artgallery.northseattle.edu](http://artgallery.northseattle.edu)

*Email:* [nscartgallery@seattlecolleges.edu](mailto:nscartgallery@seattlecolleges.edu)

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

[www.facebook.com/northseattlecollegeartgallery](https://www.facebook.com/northseattlecollegeartgallery)

The NSC Art Gallery is a professional gallery featuring work by contemporary artists. 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 NSC Art Gallery offers curated exhibitions, our lauded for-credit Art student and Continuing Education Art exhibitions, and programming including visiting artist talks throughout the year. To view Gallery events, please visit the [Art Gallery website](#).

### Phi Theta Kappa International Honor Society

206-934-5667

[northseattle.edu/campus-life/phi-theta-kappa](http://northseattle.edu/campus-life/phi-theta-kappa)

Phi Theta Kappa is the international honor society for two-year college students. All part-time or full-time students, academic and vocational, are eligible for membership if they meet the required criteria. Eligibility requires completion of a minimum of 12 credits of college-level coursework with a 3.5 grade point average. Members can choose to become involved in service, scholarship, fellowship and leadership activities but active participation in our campus chapter, Alpha Epsilon Omega, is always optional. Membership also provides access to transfer scholarships, created especially for Phi Theta Kappans, at many colleges and universities across the United States. For information, visit [northseattle.edu/campus-life/phi-theta-kappa](http://northseattle.edu/campus-life/phi-theta-kappa).

## STUDENT PROGRAMS & ACTIVITIES

---

### **Student Leadership and Multicultural Programs (SLMP):**

206-934-3641

[studentleadership.northseattle.edu](http://studentleadership.northseattle.edu)

The department of Student Leadership and Multicultural Programs administers North's Student Leadership program, which consists of 20-30 paid student leaders. Student leaders coordinate and execute activities and initiatives that support North's values for being an inclusive, innovative, caring and responsive community. Student leaders develop leadership and professional skills to implement programs, activities and advocacy efforts that benefit each student.

### ***Student Government—Student Leadership***

206-934-3641

[studentleadership.northseattle.edu/  
student-leadership-boards](http://studentleadership.northseattle.edu/student-leadership-boards)

Student Leadership works on behalf of the student body to ensure our college remains a vibrant, supportive, accessible, and responsive community that actively supports student success. Student Leaders achieve these goals through working on one of the seven branches of Student Leadership. Each board is made up of Student Leaders who are hired and trained to carry out the work of the board and who continue, throughout the year, to receive ongoing mentoring and learning opportunities for further developing and refining their leadership and professional skills.

1. **Events Board:** Plans and executes student life activities including concerts, cultural events, speakers, etc.
2. **Club Council:** Supports student-generated interest and affinity groups though helping them access resources to achieve their goals.
3. **Communications Board:** Promotes programs, activities, and opportunities available to all students.
4. **Research and Advocacy Board:** Identifies student concerns and advocates for change.
5. **Student Cabinet:** Students representing the "student voice" on more than a dozen campus wide committees.
6. **Sustainability Board:** Implements projects that strive to make our communities more environmentally viable and socially equitable.
7. **Student Fee Board:** Annually allocates and awards more than \$1.2 million dollars to programs and initiatives that directly serve students.
8. **Equity Board:** Working with the Equity and Welcome Center to work toward Equity, Diversity, and Inclusion for students at North.

### **Student Clubs**

206-934-3541

[studentleadership.northseattle.edu/clubs](http://studentleadership.northseattle.edu/clubs)

Clubs are created by students with a similar hobby or interest and advised by faculty and staff members. Clubs provide students with opportunities to develop leadership skills, to promote intellectual growth, and to cultivate personal relationships. Participation provides practical experience in planning, organizing, and working in teams. The Club Council and the Student Leadership office has information about starting or joining a club.

### **Student Literary Publication:**

#### ***Licton Springs Review***

206-934-3711

[lictonspringsreview.com](http://lictonspringsreview.com)

*Licton Springs Review* is North's literary and art magazine which features student poetry, short fiction, essays, and art. Students can earn independent study credit and gain publishing experience by working on the magazine. Students are encouraged to apply for the paid positions of managing editor and layout editor. Enquire about these opportunities in the Humanities division.

### **Sustainability Office**

206-934-6127

[northseattle.edu/sustainability](http://northseattle.edu/sustainability)

North's Sustainability Office is a student funded program that resides within the Student Leadership and Multicultural Programs (SLMP). The goal of the sustainability office is to integrate sustainability across all facets of North. If you are a student, staff, or faculty member, please stop by our office anytime, to discuss ways to collaborate and improve upon North's social, economic, and environmental sustainability goals. Some campus projects include the installation of a campus bike repair station, a solar array on the Education Building, electric vehicle charging stations, and the Licton Springs P-Patch Garden.

## CAMPUS RESOURCES

---

### Bookstore

206-934-4768  
northsc.bncollege.com

Your class textbooks (including rental/used textbooks), drinks & snacks, school supplies, and more!

Your Bookstore, operated by Barnes & Noble College Bookstores, Inc., carries a wide variety of merchandise. Your choice of rental, used and new textbooks, eBooks, school supplies, drinks, snacks, general reading materials, greeting cards, and other class materials are available to purchase. The Bookstore also has campus wear, from sweatshirts to scrubs.

Rental books have quickly become the most popular and cheapest option on campus—saving an average of 50% off the new price of the book.

Used textbooks save money; they sell first and fast, so come in early to buy your textbooks, or go to the website and order online. Pick up your order in store for free, or have it shipped directly to your home.

Visit the Bookstore and see what they have to offer.

### Cashier's Office

nsccashier@seattlecolleges.edu

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

- Pay tuition and fees/learn about a tuition payment plan
- Buy parking permits (quarterly and daily)
- Purchase student I.D. cards
- Buy an Orca Pass
- Pay Wellness Center use fee

### Child Care Center

northseattle.edu/child-care

Due to COVID, the Childcare Center will be closed for the remainder of the 20/21 academic year. We will continue to accept wait list applications in preparation for our reopening. The campus childcare center provides care for children ages 18 months to 5+ years in a safe, supportive, welcoming, and diverse environment in a manner that fosters student access, retention, and success. If interested in submitting a waitlist application or if you have any questions, please email Rose Buchanan, Manager, Rose.Buchanan@seattlecolleges.edu.

### Computing and Technology

206-934-3630  
itservices.northseattle.edu

IT Services offers a variety of support and services for students at North and across the Seattle Colleges.

#### **Computer Lab Access (on campus and off campus)**

206-934-3630  
itservices.seattlecolleges.edu/north-seattle-college-labs

**On-Campus:** The open computer lab on the third floor of the IB building (IB3303) is available on a walk-in basis during operating hours (check website) to all campus network account holders. The computers are equipped with the largest assortment of software on campus. Lab staff are typically available to explain usage policies and procedures (posted in the lab) and troubleshoot login and technical problems.

**Access from Off-Campus:** For those students who are unable to come to campus, the Computer Lab machines can be accessed and used from off-campus as well. Students can remotely log into computer labs from off-campus and use the software on these computers as if they were there in person. Available computer labs include specialty software computer labs and a subset of open lab/general use computers.

itservices.seattlecolleges.edu/  
access-computer-labs-campus

#### **NSC Computing Resources: Acceptable Use**

You are responsible for the following:

- **Log out when done:** You are responsible for logging out of your NSC campus network account. In order for the systems to work properly and keep your files secure, you must log out when done, if leaving your computer for any period of time, or before logging into another computer.
- **Keep your password safe:** If you think your password has been compromised, change it right away. If unable to change it using the web interface, see a staff member in the open computer lab (IB 3303) as soon as possible to reset the password.
- **Back up your files:** Back up the files in your personal storage drive to a flash drive or some other network location. NSC makes every effort to keep the files in your NSC provided storage intact, but is not responsible for any potential hardware or software failures that may result in the loss of your files. It is your responsibility to keep copies of all items stored in the storage provided by NSC.

## CAMPUS RESOURCES

---

- **Leaving?** When you are no longer enrolled, your campus network account will become unavailable. Make alternate arrangements for permanent email and data storage. Transfer any data you wish to keep elsewhere before the end of the quarter. Your email address will go away, and may even be assigned to someone else.
- **No copyrighted or otherwise illegal materials:** You are responsible for the content of the files in your campus provided storage. (Be aware that downloading music, videos, or other copyrighted materials is illegal.)
- **Understand the Electronic Information Resource (EIR) Policy:** Read and adhere to the Seattle Colleges EIR Policy.

### Applicable WA State Laws

You should also be familiar with these State of Washington laws which would apply to your college-supported computer use when:

Revised Code of Washington (RCW)—Laws enacted by the Washington State Legislature

- RCW 9a.52.110: Computer trespass in the first degree.
- RCW 42.52.180: Use of public resources for political campaigns.
- RCW 42.56.070: Documents and indexes to be made public.
- RCW 42.52.160: Use of persons, money, or property for private gain.

### Campus Network Accounts (computer login & email accounts)

Seattle Colleges Network Accounts provide login credentials for lab and classroom computers, network storage space, and web space. Seattle Colleges Network Accounts are required to use campus computers.

### Internet & WiFi Access

All campus computers have internet access. Full Wi-Fi access is available to all Seattle Colleges Network Account holders. Those without Seattle Colleges Network Accounts may access very limited Wi-Fi which connects only to college and district resources but not the outside internet. Printing via the Wi-Fi network is not available.

### Lactation Space

NSC provides private, secure, and clean lactation space for new moms to pump breastmilk. This is the first step toward an “infant-friendly” designation provided by RCW 43.70.640. The station is located on the second floor of the Health and Human Resources building. The pod is in the open area.

### Library and Student Media Center

206-934-3607

library.northseattle.edu

Instagram: @TheNSCLibrary

North’s library offers a wide range of resource materials and services to students. Librarians help students take full advantage of the library’s research databases, our print, audio-visual, and digital materials, and online sources. They also provide workshops and individual research consultations, and teach credit-bearing courses about information evaluation, research skills, and other essentials of academic success.

Off campus? No problem. Use our research databases and topic guides from off campus. You may call or email us with a question, or use Ask WA, our 24/7 chat reference service. Visit our website and join us on Facebook or Twitter for news of our special exhibits and events.

On campus, you can check out books, magazines, DVDs, audio CDs, laptops and headsets, and reserve materials from our circulation services desk. You can also purchase CDs for language classes at the circulation desk. A silent study room is available to individuals on a walk-in basis: this room does not require reservations. The library also has group-use rooms available for study. Reservations for these rooms are conducted online through the Library’s home page. Take advantage of the library’s Collaboration Learning Area where group study is promoted. The library also has over 90 computers for student use including a lab which is available except when reserved for research classes.

Check out the library’s Student Media Center (SMC) located on the third floor of the library. Borrow media equipment, including cameras. Get expert help with PowerPoint presentations, video editing, poster production, and visuals, and find space for collaborating on media projects.

North’s library is part of a district and regional inter-library loan service, which allows students to borrow materials from other libraries! Ask at the Research Help desk for assistance.

## CAMPUS RESOURCES

---

### Photo/Student I.D.

206-934-3713

[northseattle.edu/cashiers-office/photo-id](http://northseattle.edu/cashiers-office/photo-id)

Campus photo identification cards are required for all students at North Seattle College. There is a one-time charge of \$7.50 for this card, payable at the Cashier's window. If your card is lost, you will need to pay an additional \$7.50 to replace the card.

In order to receive your student I.D. card, you will need to show a valid form of photo identification and provide a copy of your cashier's receipt confirming your \$7.50 payment.

Hours follow the Registration/Admissions hours.

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

### Roy Flores Wellness Center

[northseattle.edu/wellness-center](http://northseattle.edu/wellness-center)

In support of the College's mission, vision and values the Roy Flores Wellness Center promotes a lifelong commitment to wellness by providing a safe environment for our diverse populations of students, staff, faculty and the community with access to affordable, high-quality fitness and wellness activities. We have many choices to support your commitment to wellness, including a wide range of drop-in classes, a well-equipped strength and conditioning room, a running track and a gym for playing basketball or volleyball. Classes are offered for credit, noncredit through Continuing Education and drop-in classes. These classes vary by quarter but typically include yoga, meditation, physical fitness and weight training. Please be advised that due to COVID, in person usage of the Roy Wellness Center is not available until further notice. Online drop-in classes are being offered with information available on our website.

### Safety and Security Services

206-934-3636

[northseattle.edu/safety](http://northseattle.edu/safety)

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

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

### Transportation: Metro/Carpooling

206-934-0060

[northseattle.edu/transportation](http://northseattle.edu/transportation)

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

Several Metro Transit bus routes serve North. Some schedules are available at information stands in the Safety & Security Office (1st floor College Center, Room 1252) and near the Cashier's office. The 26 route stop on campus 95th St only. The 16, 40, 346 and 345 routes stop alongside campus on College Way at regular intervals. Most routes connect NSC to Northgate Transit Center near Northgate Mall, allowing students easy connections to routes citywide. For detailed information regarding bus schedules, visit [northseattle.edu/transportation/bus-transit-options](http://northseattle.edu/transportation/bus-transit-options). On that page you'll find a link to the Metro Trip Planner. Quarterly student-rate bus passes for students are available in the Cashier's Office.

### Commute Trip Reduction (CTR)

North participates in the region's Commute Trip Reduction Program, encouraging students and employees to reduce fuel consumption, traffic, and environmental pollution by walking, biking, or carpooling. Apply for reduced carpool parking during the first two weeks of every quarter. Call 206-934-0060 or email [darryl.johnson@seattlecolleges.edu](mailto:darryl.johnson@seattlecolleges.edu) or for more information.

## COLLEGE POLICIES

---

### **Animals on Campus**

[seattlecolleges.edu/district/policies/policies.aspx?policyID=pol272](http://seattlecolleges.edu/district/policies/policies.aspx?policyID=pol272)

As a general rule Pets on the grounds of North Seattle College shall be In the physical control of their owner In accordance with Seattle Municipal Code 18.12.080 (Animals running a large prohibited) at all times. Animals, except for service animals, are prohibited from the entering building operated by North Seattle College. These provisions do not apply to guide dogs and service animals as provided In chapter 70.84 RCW or medically prescribed as an accommodation for a disability.

### **Children on Campus**

[seattlecolleges.edu/district/policies/policies.aspx?policyID=pol271](http://seattlecolleges.edu/district/policies/policies.aspx?policyID=pol271)

As a general rule, employees and students shall not bring children to their work sites or to classes. Infrequently, employees and students may bring children to their work sites and/or classrooms only in special circumstances, and then only upon approval by their instructor (for students) or supervisor (for employees), and upon their compliance with college rules.

### **Holidays/Faith and Conscience**

Reference RCW 28B.10.039

[seattlecolleges.edu/district/policies/polPro.aspx?policyID=pol366](http://seattlecolleges.edu/district/policies/polPro.aspx?policyID=pol366)

College students are entitled to take absences from classes up to two days per academic year for reasons of faith or conscience or an organized activity conducted under the auspices of a religious denomination, church, or religious organization. Students must make arrangements with their instructor.

### **Indoor Air Quality (Fragrance & Pollutant-free)**

[northseattle.edu/policies/indoor-air-quality](http://northseattle.edu/policies/indoor-air-quality)

Suitable indoor air quality is important in fostering a healthful teaching/learning environment. North advocates a pollutant-free and fragrance-free environment within budgetary, legal, and regulatory constraints.

### **Smoking Policy**

[seattlecolleges.edu/district/studentlife/studentrules.aspx#safety?](http://seattlecolleges.edu/district/studentlife/studentrules.aspx#safety?)

North Seattle College is a tobacco and smoke-free campus. The college decided to go smokeless after significant study of the issue and recommendations by various committees, as well as thoughtful dialogue regarding feedback in a collegewide survey during which 70% of respondents voted in favor of going smoke-free.

The following products are included in North Seattle College being a tobacco-free campus: cigarettes, cigars, pipes, hookah, all forms of smokeless tobacco, electronic cigarettes, clove cigarettes, and other alternative products made primarily with tobacco.

E-cigarettes are not FDA approved devices, and they are banned in public places in King County, Washington. Products approved by the Food and Drug Administration for the uses of mitigation, treatment, or prevention of disease are permitted under this rule.

This decision is in step with Public Health Seattle and King County recommendations and puts North among the more than 1,000 colleges nationwide that are now tobacco and smoke-free. The rule also reflects the wishes of North's Student Administrative Council, which voted unanimously that the campus should be smoke-free.

### **Academic Standards/Student Progress**

#### ***Academic Recognition***

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

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

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

#### ***Student Progress***

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

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

## COLLEGE POLICIES

---

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

### **Minimum Standards—Financial Aid & Veterans Educational Benefits**

Students must maintain a cumulative GPA of 2.0 and earn a quarterly GPA of 1.0 or better, in addition to meeting the Pace of Progression requirements published in the Financial Aid Satisfactory Academic Progress Policy. Students on financial aid or receiving Veteran Educational Benefits who earn less than the required GPA, fail to meet pace of progression requirements, or fail to complete 50 percent of the credit hours for which they enroll, will receive a notice of cancellation. Please refer to the Financial Aid satisfactory academic progress policy for the entire policy and reinstatement requirements.

### **Student Progress/Specific Programs**

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

### **Reinstatement**

Students who may have been dismissed from school due to academic and/or financial aid guidelines will be notified of the process for reinstatement. They can also contact the Enrollment Services Office & Registrar.

### **Standard Grading System**

Grades are not mailed. Approximately 7–10 days after the end of the quarter students can access their grades via the Web at [northseattle.edu/kiosk](http://northseattle.edu/kiosk).

The Seattle College District uses a numerical grade which may be considered equivalent to letter grades as follows:

Letter	Numeric	Letter	Numeric	Letter	Numeric
A	4.0 - 3.9	B -	2.8 - 2.5	D+	1.4 - 1.2
A -	3.8 - 3.5	C +	2.4 - 2.2	D	1.1 - 1.0
B+	3.4 - 3.2	C	2.1 - 1.9	F	0.0
B	3.1 - 2.9	C -	1.8 - 1.5		

See course syllabus for grading criteria.

Many programs and individual course sequences require a minimum of a 2.0 grade in order to continue with additional courses of studies. Be sure to know the specific requirements for your courses, program, or college-transfer major. Consult with your advisor or counselor.

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

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

See SCD catalog for grade descriptions. For questions regarding grades, contact the records coordinator at 206-934-3665.

### **Plagiarism**

To take the words or ideas of someone else and present them as your own is plagiarism and is unacceptable in academic life. The nature and causes of plagiarism may cover a range from the accidental to the dishonest. Examples of plagiarism may include the following:

- incorporating into your own writing, without proper acknowledgment, words and sentences from a print, electronic, or oral source
- inserting longer passages (such as four or five consecutive sentences or whole paragraphs) of somebody else's writing into your own without acknowledgement
- paraphrasing so closely or so extensively from a source that sentences and ideas really belong to the original writer
- submitting as your own whole essays written by another person or taken from a printed source or off the internet
- receiving so much help from another person that the work could not honestly be called your own.

Students, by their attendance here, agree to adhere to the Student Code of Conduct which states, in part, that "academic dishonesty, to include cheating, plagiarism, or knowingly furnishing false information to the college" may bring disciplinary action. The policy of the faculty is to exercise its professional judgment as to the nature and cause of each case of suspected or proven plagiarism and to respond in a manner suited to the case. Responses may include the following:

1. Require that a piece of writing be revised to eliminate the plagiarism.
2. Deny credit for a piece of writing in which plagiarism has been found.
3. Record a "0" grade in the student's class record for this project, thereby lowering the student's final grade.
4. Refer the student to the Vice President of Student Development Services for disciplinary action.

## COLLEGE POLICIES

---

### **Student Right to Know and Public Information**

[seattlecolleges.edu/district/studentlife/studentrules.aspx](http://seattlecolleges.edu/district/studentlife/studentrules.aspx)  
[northseattle.edu/advising/start-new-student-orientation](http://northseattle.edu/advising/start-new-student-orientation)  
[northseattle.edu/about-north/policies](http://northseattle.edu/about-north/policies)

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

*Clery Act – Safety & Security Resources:*  
[northseattle.edu/safety-security/resources](http://northseattle.edu/safety-security/resources)

*Completion and Transfer Rates:*  
[seattlecolleges.edu/district/district/facts.aspx](http://seattlecolleges.edu/district/district/facts.aspx)

*Drug-Free Workplace:*  
[seattlecolleges.edu/district/policies/policies.aspx?policyID=pol249](http://seattlecolleges.edu/district/policies/policies.aspx?policyID=pol249)

*Equal Opportunity Statement:*  
[northseattle.edu/diversity-inclusion](http://northseattle.edu/diversity-inclusion)

*Ethical Conduct:*  
[seattlecolleges.edu/district/policies/policies.aspx?policyID=pol400](http://seattlecolleges.edu/district/policies/policies.aspx?policyID=pol400)

*Family Education Rights and Privacy Act (FERPA):*  
[webshares.northseattle.edu/tlc/PDF/FERPA\\_ppt2016.pdf](http://webshares.northseattle.edu/tlc/PDF/FERPA_ppt2016.pdf)

*Financial Aid:*  
[northseattle.edu/financial-aid](http://northseattle.edu/financial-aid)

*Hostile Work Environment:*  
[seattlecolleges.edu/district/policies/documentdisplay.aspx?policyID=pol451](http://seattlecolleges.edu/district/policies/documentdisplay.aspx?policyID=pol451)

*Safety and Security:*  
[northseattle.edu/safety-security](http://northseattle.edu/safety-security)

### **Complaint Process/How to Resolve Complaints**

[seattlecolleges.edu/district/policies/polPro.aspx?policyID=pro370](http://seattlecolleges.edu/district/policies/polPro.aspx?policyID=pro370)

#### **Informal Complaint Process**

**Step 1:** If a student has a complaint, first talk directly with the college employee or faculty member. Out of state online students may do this via email or phone.

**Step 2:** If this does not provide a satisfactory result, the next step is to discuss the complaint with the employee's immediate supervisor or the Dean. Out of state online students may do this via email or phone. The supervisor/dean will then work toward a resolution with the parties. It is essential to provide the following information:

- The facts or evidence surrounding the complaint
- What has been done to try to resolve the complaint
- Your proposed resolution to resolve the complaint

The informal process must be initiated and completed in a timely manner.

#### **Formal Student Complaint Process**

If the complaint remains unresolved after following the above Informal process, the student may then file a formal complaint. Formal complaints are submitted online via the Maxient system at: <https://cm.maxient.com/reportingform.php?SeattleColleges&layoutid=4>. The Dean of Student Life/Student Advocate is available for guidance if the student needs assistance at any point. Out of state online students may do this via email or phone.

##### **Step 1: Filing the Complaint**

To be considered under the formal process, a complaint must be filed via the Maxient system at <https://cm.maxient.com/reportingform.php?SeattleColleges&layoutid=4>. The complainant must specify the facts and grounds on which the complaint is based and submit relevant supporting documents. Formal complaints must be received by the last day of the quarter following the quarter in which the problem occurred.

##### **Step 2: Complaints Officer Review and Respondent Reply**

The Complaints Officer will review the complaint to determine if it qualifies for the formal process. If deemed ineligible, the respondent has the opportunity to reply and submit additional information via email. If the Complaints Officer determines that the complaint does not qualify for the formal process, the student will be notified in writing.

If the Complaints Officer determines that the complaint does qualify as such, the complaint officer will send a copy of the formal complaint to the respondent and supervisor. The respondent is required to reply in writing to the Complaints Officer and the respondent's supervisor within 10 working days of the formal complaint. Please note that faculty members are not usually available during periods when the college is not in session.

##### **Step 3: Student Response**

After review, the Complaints Officer will forward the respondent's written reply to the student. If the student finds the response is unsatisfactory, the student may submit written notice via email of their dissatisfaction to the complaint officer within five working days of receipt of the notice.

## COLLEGE POLICIES

---

### **Step 4: Resolution Conference**

Upon receipt of the student's notice that the response is unsatisfactory, the Complaints Officer will schedule a conference in person or via video conferencing. This conference will include the student, the respondent and the respondent's supervisor. It will be held within the next 10 working days, or as soon thereafter as feasible. The intent of this conference is to reach a resolution. The Complaints Officer will provide a written summary to all attendees.

### **Step 5: Appealing the Result**

If the student believes the complaint has not been resolved satisfactorily, the student may request action from the appropriate vice president. The student can file an appeal within five working days with the Complaints Officer, who will forward it to the vice president within five working days for review. This administrator shall review the complaint and documentation and render a written decision. The administrator may accept, reject or modify any of the previous action(s) in the matter, and/or take other actions(s). This decision of the reviewing administrator shall be the final decision of the district on that complaint, and shall be served in writing to the student complainant and others deemed appropriate.

You may read the entire policy and procedure at: [apps.leg.wa.gov/WAC/default.aspx?cite=132F-121-060](https://apps.leg.wa.gov/WAC/default.aspx?cite=132F-121-060).

### **Grade Complaints (Formal)**

[northseattle.edu/orientation/responsibilities?search\\_standing=1](https://northseattle.edu/orientation/responsibilities?search_standing=1)

A student may formally grieve only the final grade received in a course.

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

The formal grade complaint process will follow the same timelines as the formal complaint process. <https://apps.leg.wa.gov/WAC/default.aspx?cite=132F-121-090>.

The complaint must be filed online via the Maxient system at [https://cm.maxient.com/reportingform.php?SeattleColleges&layout\\_id=4](https://cm.maxient.com/reportingform.php?SeattleColleges&layout_id=4). A complaint must include all supporting documentation indicating grade received, together with (a) the reason for the complaint, specifying as completely and as accurately as possible, (b) all pertinent performance scores and attendance data and (c) a copy of the course syllabus.

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

### **Title IV: Consumer Protection Student Complaint Process**

The Higher Education Act (HEA) prohibits an institution of higher education from engaging in a "substantial misrepresentation of the nature of its educational program, its financial charges, or the employability of its graduates." 20 U.S.C. §1094(c)(3)(A). Further, each state must have "a process to review and appropriately act on complaints concerning the institution including enforcing applicable state laws." 34 C.F.R. § 600.9. The Washington State Board for Community and Technical Colleges (SBCTC) maintains a process to investigate complaints of this nature brought by community and technical college students in the state of Washington. For information, contact SBCTC Student Services, PO Box 42495, Olympia, WA 98504-2495, Tel: 360-704-4315 or visit [sbctc.edu](http://sbctc.edu).

To file a complaint students should complete the Consumer Protection Title IV Student Complaint Form.

### **VA GI Bill® Feedback System**

This System allows recipients of VA educational benefits to submit complaints against educational institutions or employers they believe have acted erroneously, deceptively, with misleading recruiting practices, or in some other way have failed to follow the Principles of Excellence. ([www.benefits.va.gov/gibill/feedback.asp](http://www.benefits.va.gov/gibill/feedback.asp))

### **Title IX – Sexual Harassment, Sexual Assault/Rape, Dating Violence, Domestic Violence, and Stalking**

*District:* [seattlecolleges.edu/DISTRICT/policies/polPro.aspx?policyID=pol419](https://seattlecolleges.edu/DISTRICT/policies/polPro.aspx?policyID=pol419)

*Washington State Legislature:* [tinyurl.com/7b9o3r9](https://tinyurl.com/7b9o3r9)

In compliance with Title IX of the Education Amendments of 1972, Seattle Colleges does not tolerate sexual harassment or discrimination. It is Seattle Colleges' goal to maintain a respectful environment that is free from harassment, discrimination, sexual violence, rape, bullying, and hazing. The district's Policy and Procedure 419 defines its process for investigating and responding to reports of sexual harassment and sexual discrimination.

## COLLEGE POLICIES

---

If you have experienced harassment or discrimination, sexual harassment, sexual assault/rape, domestic violence or gender based stalking, or are aware of an incident involving these violations, report it immediately to the Title IX coordinator on campus by phone or email: Josh Ernst, Josh.Ernst@seattlecolleges.edu or 206.934.4710.

### Protected Class Harassment & Discrimination Complaints

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.

Inquiries regarding compliance and/or grievance procedures for protected class harassment or discrimination should be directed to the College's Section 504/ADA Coordinator, Josh.Ernst@seattlecolleges.edu or 206-934-4710.

### Disability Discrimination Complaints

No student shall, on the basis of his or her disability, be excluded from participation, be denied the benefits of, or otherwise be subject to discrimination under any program or activity at North Seattle College. NSC is committed to providing qualified students with a disability an equal opportunity to access the benefits, rights, and privileges of NSC services, programs, and activities in an accessible setting appropriate to the student's needs in compliance with the Americans with Disabilities Act, as amended, Section 504 of the Rehabilitation Act of 1973, as amended, and the disability laws of the State of Washington.

Inquiries regarding compliance and/or grievance procedures for disability discrimination or accommodations should be directed to the College's Section 504/ADA Coordinator, Jennifer.Dixon@seattlecolleges.edu or 206-934-7792.

### Student Conduct

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

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

### Student Misconduct

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

Misconduct is irresponsible behavior that negatively affects the college's educational mission and is fully defined in WAC 132F-121-110 (see web address above). Incidents of misconduct should be reported by submitting a conduct reporting form through Maxient at [https://cm.maxient.com/reportingform.php?SeattleColleges&layout\\_id=2](https://cm.maxient.com/reportingform.php?SeattleColleges&layout_id=2). Be aware that these forms are not to be used in an emergency. If this is an emergency, please call 9-1-1 or campus security at 206-934-3636. Additionally, the filing of a report does not constitute filing an official police report.

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

1. *Discriminatory conduct.* Discriminatory conduct which harms or adversely affects any member of the college community because of her/his race; color; national origin; sensory, mental or physical disability; use of a service animal; gender, including pregnancy; marital status; religion; creed; genetic information; sexual orientation; age; gender identity; gender expression; veteran status; or any other legally protected classification.
2. *Sexual misconduct.* The term "sexual misconduct" includes sexual harassment, sexual intimidation, and sexual violence as defined in WAC 132F-121-010(2).
3. *Harassment.* Unwelcome and offensive conduct, including verbal, nonverbal, or physical conduct, that is directed at a person because of such person's protected status and that is sufficiently serious as to deny or limit, and that does deny or limit, the ability of a student to participate in or benefit from the college's educational program or that creates an intimidating, hostile, or offensive environment for other campus community members.
4. *Academic dishonesty.* This includes cheating, plagiarism, or knowingly furnishing false information to the college.

## COLLEGE POLICIES

---

5. *Intentional falsification of statements and/or filling false charges against the college or members of the college.* This includes forgery, alteration, or misuse of college or district documents, records, funds, or identification cards, with the intent to defraud.
6. *Intentional obstruction or disruption of teaching, administration, or other campus activities.*
7. *Threatening the health or safety of another person or another person's property.* Assault, physical abuse, verbal abuse, threat(s), intimidation, harassment, bullying, cyberbullying, stalking, or other conduct which harms, threatens, or is reasonably perceived as threatening the health or safety of another person or another person's property.
8. *Attempted or actual damage to, or theft or misuse of, real or personal property or money of* (a) the district or state, (b) any student or district officer, employee, or organization, or (c) any other person or organization lawfully present on district property, or possession of such property or money after it has been stolen.
9. *Failure to comply or properly identify oneself.* Failure to comply with the direction of a district officer or employee who is acting in the legitimate performance of his or her duties, or failure to properly identify oneself to such a person when requested to do so.
10. *Participation in any activity which unreasonably disrupts* the operations of the district or infringes on the rights of another member of the district community, or leads or incites another person to engage in such an activity.
11. *Weapons.* Carrying, holding, wearing, exhibiting, displaying, or drawing of any firearm, dagger, sword, knife, or other cutting or stabbing instrument, club, explosive device, or any other weapon apparently capable of producing bodily harm is prohibited on the college campus.
12. *Hazing.* Hazing includes, but is not limited to, any initiation into a student organization or any pastime or amusement engaged in with respect to such an organization that causes, or is likely to cause, bodily danger or physical harm or serious mental or emotional harm, to any student.
13. *Alcohol.* The use, possession, delivery, or sale of any alcoholic beverage, except as permitted by law, applicable college policies or authorized by chancellor or a college president, or being observably under the influence of alcohol.
14. *Drugs.*
  - a. *Marijuana.* The use, possession, delivery, or sale of marijuana or the psychoactive compounds found in marijuana and intended for human consumption, regardless of form.
  - b. *Drugs.* The use, possession, delivery, sale, or being under the influence of any legend drug, including anabolic steroids, androgens, or human growth hormones, or any other controlled substance.
15. *Obstruction.* Obstruction of the free flow of pedestrian or vehicular movement on district property or at a district activity.
16. *Conduct which is disorderly, lewd, or obscene.*
17. *Breach of the peace, or aiding, abetting, or procuring a breach of the peace.*
18. *The use of tobacco, electronic cigarettes, and related products is prohibited* in any building owned, leased, or operated by the college, including twenty-five feet from entrances, exits, windows that open, and ventilation intakes of such buildings, and where otherwise prohibited.
19. *Theft or other misuse of computer time or other electronic information resources of the district.* Such misuse includes but is not limited to:
  - a. Unauthorized use of such resources or opening of a file, message or other item;
  - b. Unauthorized duplication, transfer, or distribution of a computer program, file, message, or other item;
  - c. Unauthorized use or distribution of someone else's password or other identification;
  - d. Use of such time or resources to interfere with someone else's work;
  - e. Use of such time or resources to send, display, or print an obscene or abusive message, text, or image;
  - f. Use of such time or resources to interfere with normal operation of the district's computing system or other electronic information resources;
  - g. Use of such time or resources in violation of applicable copyright or other law;
  - h. Adding to or otherwise altering the infrastructure of the district's electronic information resources without authorization;
  - i. Failure to comply with the district's electronic use policy.

## COLLEGE POLICIES

---

20. *Unauthorized possession, duplication, or other use of a key, keycard, or other restricted means of access to district property, or unauthorized entry onto or into district property.*
21. *Abuse or misuse of any of the procedures relating to student complaints or misconduct* including, but not limited to:
  - a. Failure to obey a subpoena;
  - b. Falsification or misrepresentation of information;
  - c. Disruption or interference with the orderly conduct, of a proceeding;
  - d. Interfering with someone else's proper participation in a proceeding;
  - e. Destroying or altering potential evidence, or attempting to intimidate a witness or potential witness;
  - f. Attempting to influence the impartiality of, or harassing or intimidating a student conduct committee member; or
  - g. Failure to comply with any disciplinary sanction(s) imposed under this student conduct code.
22. *Safety violations.* The operation of any motor vehicle on district property in an unsafe manner or in a manner which is reasonably perceived as threatening the health or safety of another person.
23. *Violation of any other district rule, requirement, or procedure* including, but not limited to, any that is posted in electronic form, the district's traffic and parking rules, or the requirements for carpool parking.
24. *Violation of any federal, state, or local law, rule, or regulation*, including any hate crime.
25. *Ethical violation.* The breach of any generally recognized and published code of ethics or standards of professional practice that governs the conduct of a particular profession for which the student is taking a course or is pursuing as an educational goal or major.
26. *Aiding, abetting, inciting, encouraging, or assisting another person to commit any of the foregoing acts of misconduct.*
27. *Retaliation against any individual for reporting, providing information or exercising one's rights or responsibilities.*

### Disciplinary Actions

[apps.leg.wa.gov/WAC/default.aspx?cite=132F-121-160](https://apps.leg.wa.gov/WAC/default.aspx?cite=132F-121-160)

Any of the following disciplinary sanctions may be imposed for student misconduct:

**Warning:** Oral notice to the student of the violation(s). There shall be no appeal from a warning.

**Reprimand:** Written notice to the student of the violation(s). A reprimand indicates, and usually states, that other or further misconduct, especially any continuation or repetition of the misconduct in question, may or will result in more serious disciplinary action. There shall be no appeal from a reprimand.

**Probation:** Placement of one or more conditions on the student's continued attendance, as specified in the written notice to the student.

**Suspension from Activities:** Disqualification of the student, for a stated or indefinite period of time, from participation in specified (or all) privileges, services, or activities that are provided or sponsored by the district.

**Suspension of Enrollment:** Termination, for a stated or indefinite period of time, of all rights as an enrolled student in the college and/or the district, subject to the student's right to seek reinstatement as provided in WAC 132F-121-240 ([apps.leg.wa.gov/WAC/default.aspx?cite=132F-121-240](https://apps.leg.wa.gov/WAC/default.aspx?cite=132F-121-240)).

**Expulsion:** Permanent termination of a student's enrollment, and right to enroll, at any college or other educational facility in the district.

**Grade change:** Lowering of a student's grade in a course below that awarded by the instructor.

### Reporting Conduct/Behavioral Incidents

[seattlecolleges.edu/reporting-forms/](https://seattlecolleges.edu/reporting-forms/)

Seattle Colleges utilizes Maxient software to manage complaints and reporting. Through Maxient, we are able to use its centralized reporting and recordkeeping features to ensure concerns brought forward by staff, faculty and students are addressed in a timely fashion. Maxient reporting forms can be used for issues including discrimination or harassment, care and concern referrals, and student conduct. Depending on the nature of your complaint, please use the following link: [https://cm.maxient.com/reportingform.php?SeattleColleges&layout\\_id=4](https://cm.maxient.com/reportingform.php?SeattleColleges&layout_id=4).

Please be aware that these forms are not to be used in an emergency. If this is an emergency, please call your campus security or 911. Additionally, the filing of a report does not constitute filing an official police report.

## COLLEGE POLICIES

---

### **Your Privacy: FERPA—Notification of Rights**

northseattle.edu/policies/student-confidentiality-ferpa

#### **Confidentiality of Records**

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. Information about Seattle College students is collected, maintained, and used to meet the college's educational objectives. Students are protected against improper disclosure of their records. These rights begin the first day of class and extend to all former students.

#### **Student Rights and Educational Records**

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

1. The right to inspect and review the student's education records within 45 days of the day the College receives a request for access.

A student should submit to the campus individual(s) or office(s) a written request that identifies the record(s) the student wishes to inspect. The College official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the College official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student's education records that the student believes are inaccurate, misleading or otherwise in violation of the student's privacy rights under FERPA.

A student who wishes to ask the College to amend a record should write the College official responsible for the record, clearly identify the part of the record the student wants changed and specify why it should be changed.

If the College decides not to amend the record as requested, the College will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to provide written consent before the College discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

The College discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted or is assigned to provide a service instead of using College employees or officials (such as an attorney, auditor, collection agent or a clinical, intern or extern site); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the College.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-5901  
Student Directory Information

North may disclose the following directory information unless you affirmatively submit a written notice to the registrar's office requesting that your directory information not be released. Directory information is (a) student's name, (b) the act of enrollment in the college; (c) the date(s) of enrollment, (d) the division or area of study, (e) awards granted to the student by the college, (f) participation in officially recognized activities in sports, (g) weight and height of members of athletic teams and (h) email address.

#### **Exceptions to Written Consent Requirement**

For more information on exceptions to the requirement see Policy and Procedures 380. Student Records: <http://seattlecolleges.edu/district/policies/policies.aspx?policyID=pol380>.

## GLOSSARY

---

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

---

**Academic Year:** The period comprised of Fall, Winter and Spring Quarters. Summer quarter is separate from the standard academic year.

---

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

---

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

---

**Associate of Science Degree (AS):** A 90 credit college transfer degree. An Associate of Science transfer degree is designed to allow students to complete many of the prerequisite math, science, and general education courses required for those considering a major in science, math, or a health profession at a four-year university or college. NSC offers a general Associate of Science degree as well as Associate of Science Option One and Option Two. Students should consult with an advisor to learn about these options and to determine which degree will best serve their needs.

---

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

---

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

---

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

---

**Bachelor’s Degree:** The academic title granted by four-year colleges and universities upon the successful completion of (usually) four years of prescribed study (including the two-years of coursework completed at North Seattle College). This degree is sometimes called a “baccalaureate” degree.

---

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

---

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

---

**Class Schedule:** A quarterly online or print publication with information on courses, times, and sections offered.

---

**Counselor:** At NSC, a counselor is a faculty member with a masters (M.S./M.A.) and doctoral (Ph.D.) degree trained to help students: identify their career and educational goals; develop concentration, memory, test-taking, and other educational skills; learn stress and time-management skills; overcome prejudice and crisis; and access referral resources.

---

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

---

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

---

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

---

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

## GLOSSARY

---

**Educational Plan:** An education plan is a roadmap towards a college degree and an outline of the coursework required to complete an educational goal/program of study. Working with an advisor, students develop an educational plan to assure that you complete your degree requirements in a timely manner. If you are pursuing a transfer degree, your plan will include the sequences of prerequisites for your intended major and admission requirements to your intended four-year institution.

---

**Electives:** Courses which students “elect” to enroll as “free choice” courses, as opposed to “required” courses that the student must take to fulfill graduation requirements.

---

**Full-time/Part-time Student:** A full-time student is defined as being enrolled in at least 12 credits by Veterans, Financial Aid, Social Security, and International Programs.

---

**Grade-Point Average:** Each grade you earn in a course is assigned a number of points. Your GPA is based on the total number of points earned and the total number of quarter hours attempted.

---

**Humanities:** Includes courses in art, communication, drama, English, foreign language, humanities, and music.

---

**Liberal Studies:** The general education courses in the humanities, mathematics, natural sciences, and social sciences.

---

**Major:** A program of study at a college or university that a student chooses to study in-depth in order to earn a four-year bachelor’s degree.

---

**Prerequisite:** The requirement(s) that must be met before a student may enroll in a particular course or program. A prerequisite might be completion of a class before enrollment in a more advanced class, or a satisfactory score on a placement test. It is imperative that you read the course description or program requirements in the catalog to learn of the prerequisites.

---

**Professional Technical Studies/Career Training:** Includes courses that prepare you for a job. These studies tend to be “terminal,” i.e., they are not intended to transfer to four-year colleges and universities, although there are some exceptions.

---

**Sciences, Natural:** Courses in anatomy, astronomy, biology, chemistry, computer science, engineering, environmental science, general science, geology, health, meteorology, oceanography, physics, physical anthropology, physical geography, and physiology.

---

**Social Science:** Courses in American ethnic studies, anthropology, economics, environmental science, geography, history, international studies, philosophy, political science, psychology, social science, sociology, and women’s studies.

---

**Syllabus:** An outline or brief statement of the main points of a text, lecture, or course of study.

---

**Transcript:** A copy of your academic record, showing courses completed and grades and credits earned. To be “official,” students must request to have their official transcripts from other institutions sent directly to NSC or they can be hand delivered to the Admissions/Registration Office in a sealed envelope.

---

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

---

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

---

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

## INDEX

---

Academic Standards.....	17	Indoor Air Quality.....	17
Admissions.....	7	International Student Programs .....	9
Adult Basic Education (ABE).....	6	Internet & WiFi Access .....	15
Advising.....	7	Lactation Space .....	15
Animals on Campus.....	17	Library and Student Media Center.....	15
Art Gallery .....	12	Lost and Found .....	16
Associate Degrees .....	4	Map of Campus.....	29
Bachelor Degrees .....	5	Multicultural Programs .....	12
Bookstore.....	14	Parking.....	16
Campus Network Accounts.....	15	Personal Identification Number (PIN) .....	7
Career Services.....	8	Phi Theta Kappa.....	12
Career Training Degrees and Certificates.....	5	Phone Numbers .....	28
Cashier's Office.....	14	Photo I.D.....	16
Checklist for Earning Your Degree or Certificate.....	3	Plagiarism .....	18
Child Care Center .....	14	Registration .....	7
Children on Campus.....	17	Running Start .....	6
College Transfer .....	4	Safety and Security Services .....	16
Complaint Process/How to Resolve Complaints.....	19	Smoking Policy .....	17
Computer Lab .....	14	Social Security Number .....	7
Continuing Education .....	6	Student Conduct .....	21
Counseling Services .....	8	Student Government.....	13
Credentials .....	7	Student Identification Number (SID) .....	7
Disability Services .....	8	Student Leadership.....	13
Disciplinary Actions.....	23	Student Literary Publication .....	13
eLearning.....	9	Student Misconduct .....	21
English as a Second Language (ESL).....	6	Student Right to Know and Public Information.....	19
Equity and Welcome Center .....	9	Sustainability Office.....	13
FERPA—Notification of Rights.....	24	Testing.....	10
Financial Aid.....	9	Title IX – Sexual Harassment, Sexual Assault/Rape or Bullying .....	20
Fine Arts Degrees and Certificates.....	4	Transfer Credit Evaluation .....	8
First Aid .....	16	Transportation: Metro/Carpooling .....	17
GED Preparation .....	6	Tutoring .....	10
Glossary .....	25	Veterans and Military Services .....	11
Grading System.....	18	Waivers.....	11
Graduation and Commencement Ceremony .....	8	Wellness Center, Roy Flores .....	16
High School 21+ .....	6	Workforce Education .....	12
High School Completion .....	6		
Holidays/Faith and Conscience .....	17		

## PHONE NUMBERS

---

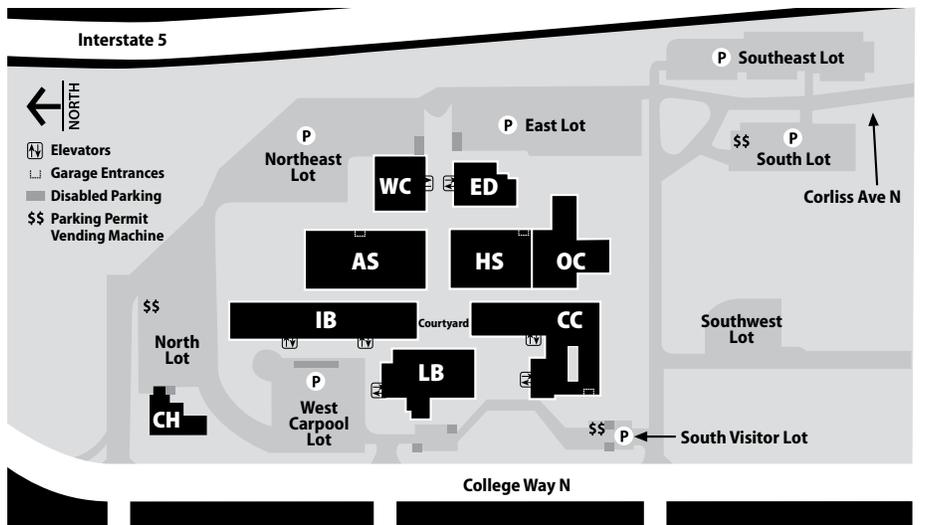
Admissions/Registration/Records	206-934-3663
Advising Center	206-934-3658
Bookstore	206-934-4678
Business, Engineering & IT Division	206-934-3730
Cafeteria	206-934-3781
Career Services & Internships	206-934-3685
Cashier's Office	206-934-3627
Child Care Center	206-934-3644
Continuing Education	206-934-3705
Counseling Center	206-934-3676
Disability Services	206-934-3697
Distance Learning	206-934-3738
Financial Aid	206-934-3688
Gender Equity Center	206-934-3696
Gym/Wellness Center front desk	206-934-3631
Health & Human Services Division	206-934-3790
Humanities Division	206-934-3709
Instruction, Office of	206-934-3700
International Programs	206-934-3672
Library Circulation Desk	206-934-3607
Lost and Found (Security)	206-934-3636
Math/Science/Social Sciences Division	206-934-3746
Metro Bus Information	206-553-3000
Security	206-934-3636
Student Leadership/Multicultural Programs	206-934-3641
Student Complaints	206-934-5659
Student Learning Center	206-934-4752
Testing/Assessment Center	206-934-3674
Veterans Services Office	206-934-7309
Worker Retraining	206-934-3787
WorkFirst Program	206-934-3787
Main Campus Information Line	206-934-3797
School Closure Information	<a href="http://www.schoolreport.org">www.schoolreport.org</a>

North Seattle College | 9600 College Way North | Seattle WA 98103

**[www.northseattle.edu](http://www.northseattle.edu)**



# NORTH SEATTLE COLLEGE



**AS Arts and Sciences Building**

**CC College Center Building**

**CH Childcare Center**

**ED Education Building**

**IB Instruction Building**

**LB Library Building**

**HS Health Sciences & Student Resources Building**

**OC Opportunity Center for Employment and Education**

**WC Wellness Center**