



NORTH SEATTLE
COLLEGE

Student Handbook

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PLOT YOUR COURSE FOR SUCCESS

About North Seattle College

northseattle.edu

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 elearning options and a variety of partnerships with four-year schools contribute to student success. North offers four Bachelor of Applied Science degrees in 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 more than 900 international students from 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. The campus includes environmentally sensitive wetlands, which have inspired a collegewide 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.

PLOT YOUR COURSE FOR SUCCESS

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. (Please see "Transfer Credit Evaluation" description under "Admissions/Registration/Records/Credentials" for more details).

- **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 (see the "Graduation and Commencement Ceremony" description under "Admissions, Records, Registration and Credentials" for details).

INSTRUCTIONAL PROGRAMS

College Transfer and Degrees

Degrees: northseattle.edu/academics/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 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/Foundations in Art Certificate

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, a Certificate in Jewelry Design (C.J.D.) and a Foundations in Art Certificate (F.A.C.). The F.A.C. and C.F.A. are stacked within the A.F.A., so that students will obtain both certificates on their way to an A.F.A. The Associate of Fine Arts degree is designed to fulfill some of the general education requirements of many Arts and Sciences majors and, at the same time, to provide the student with an opportunity to concentrate in a major area of study in Art. The A.F.A. degree is not universally recognized as a transfer degree, but most courses do transfer individually. 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. A.F.A. and certificate students work with faculty advisors in their area of study.

INSTRUCTIONAL PROGRAMS

Career Training Degrees and Certificates

Degrees: northseattle.edu/academics/career-training-education

Certificates: northseattle.edu/certificates

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, Business, Early Childhood Education, Electronics and Engineering Technologies, Health/Medical, Information Technology, Real Estate, Communications, Business and Media 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

The 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 three B.A.S. degrees: Application Development, Early Childhood Development, International Business and Residential and Commercial Property Management.

Application Development B.A.S.

206-934-7025

northseattle.edu/bas-app-development

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.

206-934-4587

northseattle.edu/programs/bas-early-childhood-education

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) and the Council for Accreditation of Educator Preparation (CAEP). 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.

International Business B.A.S.

206-934-7794

resources.northseattle.edu/programs/bas-international-business

The B.A.S. in International Business is for those with business and accounting non-transfer associate degrees such as an Associate of Applied Science (A.A.S.). The International Business degree focuses on the skills needed for management of businesses involved in importing and/or exporting or with international supply chain. Courses will teach business practices in the context of work in an international arena and stress cultural competency.

Residential and Commercial Property Management B.A.S.

206-934-3663

northseattle.edu/academics/bachelors-masters-pathways

The Residential and Commercial Property Management B.A.S. program is a multi-disciplinary curriculum, combining business, accounting and real estate courses. This two-year program combines a business or accounting A.A.S.-T degree with upper division courses in property management (mostly real estate-focused instruction). The program is ideal for real estate, business and accounting students who want to make the transition to property management. Also, current real estate agents who want to move into property management can benefit. Contact the Advising and Counseling office to learn how you can prepare and apply for admission to this new program.

INSTRUCTIONAL PROGRAMS

Adult Basic Education (ABE)

206-934-7303

northseattle.edu/programs/abe-ged

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

GED Preparation

206-934-7303

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+

206-934-7303

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)

206-934-7303

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

206-934-7303

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

206-934-3682

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

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.

SERVICES FOR STUDENTS

Academic Advising

206-934-3658
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) to connect with your advisor, schedule an appointment and view the services offered by the Advising office.

Note: if you are pursuing certificated or degrees in Early Childhood Education or Watch Technology, contact division offices directly for advising and information about your program.

Enrollment Services (Admissions, Records, Registration and Credentials)

206-934-3663
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.

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 Seattle College 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).

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) 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 for 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 PIN's 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/nsckiosk/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 of the Seattle Colleges (North, Central, South and SVI) 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
northseattle.edu/counseling

Counseling offers students individual appointments, classes 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.

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
virtualcollege.org

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. Student/teacher ratios in these classes are the same as classes that are held fully on campus.

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 many fewer campus visits to North Seattle College.

Financial Aid

206-934-3688 / Fax: 206-934-3608
nscfinancialaid@seattlecolleges.edu
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—do not assume you are not eligible! You do not need to be a full-time student.

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.

Gender Equity Resource Center (GenEQ)

206-934-3696
northseattle.edu/gender-equity-resource-center

GenEQ supports students' educational and professional growth. Learn about social justice, feminism and how to get involved! Programs promote student identity development, cross-collaborations and allyship. We serve everyone who experiences gender: women, men, trans individuals and gender non-conforming folks. Resources with housing, childcare, utility assistance, intimate partner violence and sexual assault are available.

International Programs

206-934-3672
ip.northseattle.edu

International Programs serves the NSC community by providing leadership, resources and support for campus internationalization. As North's hub for student international mobility, International Programs serves students on non-immigrant visas with comprehensive admissions and immigration advising support. It also provides support directly and through referrals in the areas of activity programming, supporting students clubs and advising on personal concerns, housing and cultural adjustment issues. International Programs also provides study abroad opportunities to destinations that change regularly and have recently included Costa Rica, England, Germany, Japan and Spain.

SERVICES FOR STUDENTS

Enrollment/Outreach/Admission Services

206-934-3679

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

Testing

206-934-3674

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.

No scores are released without picture ID.

ESL placement and ABE testing are available. See Testing Calendar for testing times. Go to 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: nsctesting@seattlecolleges.edu

Tutoring

206-934-4754

northseattle.edu/tutoring

Tutoring is available for students in English, English as a Second Language, world languages, accounting, 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. Individual appointments or group sessions are available depending on the department. For information, see your instructor or visit northseattle.edu/tutoring.

Page One Writing & Language Center

206-526-0078

northseattle.edu/tutoring/page-one-writing-center

Students can visit Page One for free assistance with reading, writing, listening or speaking assignments. Skilled tutors will help you at any stage of your learning process. Arrange tutor-facilitated study groups through a Page One coordinator or your instructor.

Page One has a multimedia computer lab where students can use specialized software to strengthen their skills in reading, writing, listening, vocabulary, spelling and pronunciation. Keyboarding programs are also available. No appointments are necessary. Assistance is on a first come, first served basis.

Visit the Page One web page for updated information, online tutoring and other language learning links.

Math and Science Learning Center

206-934-3746

webshare.northseattle.edu/MLC/

Biology and Chemistry Tutoring

206-934-3746

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.

SERVICES FOR STUDENTS

Veterans and Military Services

206-934-7309

northseattle.edu/office-veterans-services

Email: 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

206-934-3627

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.

SERVICES FOR STUDENTS

Workforce Education

206-934-3787

northseattle.edu/workforce-education

Workforce Education programs provide tuition assistance and other financial support for qualifying students enrolled in professional/technical education programs (including B.A.S. degrees), ESL or GED classes. Visit startnextquarter.org or call 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, is your spouse receiving unemployment benefits (and you're unemployed), have you closed down your own business, are you working in a low-demand occupation, 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.

- **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 from DSHS with the cost of tuition, books and transportation. Students must be pursuing a professional/technical education, ESL or GED courses.

- **Opportunity Grant Program**

Are you studying Accounting, HVAC, Phlebotomy, 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, fees and books for eligible students. 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

Email: nscartgallery@seattlecolleges.edu

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

www.facebook.com/northseattlecollegeartgallery

The NSC Art Gallery is a professional gallery featuring work by contemporary artists. The mission of the Art Gallery is to foster the appreciation and experience of the visual arts on the North Seattle College campus while engaging the college community in learning opportunities and supporting cultural and artistic diversity. The gallery is open M–Th 11am–7pm and F 12pm–5pm.

Phi Theta Kappa International Honor Society

206-934-5667

Advisor: michaelann.allen@seattlecolleges.edu

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.

Student Leadership and Multicultural Programs (SLMP):

206-934-3641

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 PROGRAMS & ACTIVITIES

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.



Student Clubs

206-934-3650
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

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

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

206-934-3627
northseattle.edu/cashiers-office

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
- Pick up brochures on student insurance

Child Care Center

206-934-3644
northseattle.edu/child-care

The ASB Child Care Center provides a safe, supportive, welcoming and diverse environment for the children of students at North Seattle College in a manner that fosters student access, retention and success.

Parents must be enrolled at NSC with a minimum of 10 credits, children must attend a minimum of 20 hours/week. Operating hours are 7:30 am–4 pm Monday–Friday (closed during quarter breaks).

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

206-934-3630
itservices.northseattle.edu/content/open-computer-lab

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.

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:** Backing 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.
- **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.

CAMPUS RESOURCES

- **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.

Food and Beverage: The Grove

206-934-3728

northseattle.edu/campus-life/dining

North's food venue offers Grab-and-Go convenience along with hot, fresh, made-to-order fare. Our new "Super-Espresso" features gourmet coffee drinks, teas, juices and smoothies. Grab a fresh, nutritious salad, delicious deli-style sandwich, fruit parfait or pastry if you are on the go. For more substantial options try a hot-off-the-grill Panini sandwich, gourmet pizza and hearty homemade soups. Come by often to catch specials and see what's new on the menu. Hours change during the year; check our website for current hours of operation.

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. To learn more about this initiative, contact The Gender Equity Center: 206-934-3696.

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.



CAMPUS RESOURCES

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.

Photo/Student I.D.

206-934-3713

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

Front Desk: 206-934-3631

Information Line: 206-934-3649

northseattle.edu/campus-life/health-fitness

Want to get in better physical shape? Want to shed some pounds or tone your body? Then check out the Wellness Center! We have something to get everybody moving in a healthy direction. Prefer to work out on your own? Our atmosphere is low key and inviting. Need a workout buddy to get you going? Visit us and connect with other active members that are looking for the same thing.

We have many choices to fit your active lifestyle, including a well-equipped strength and conditioning room, a running track and gym for playing basketball or volleyball. Drop-in fitness classes are a great option to get you motivated. These classes vary by quarter, but typically include yoga, Pilates, kickboxing, Tai chi, aerobics and an "Ab Lab." Our staff is very experienced in putting together fitness programs for all levels. We also offer a variety of intramural activities such as basketball, volleyball, ping pong and dodgeball. Check out our website for the current schedule. Take action! Your road to a healthier YOU begins TODAY!

Physical Education offers a variety of credit courses including: Weight Training, Physical Fitness, Body Conditioning, Introduction to Jazz Dance, Martial Arts, Yoga, Pilates and First Aid.

Membership Rates:

Student Fees (per quarter): \$1.25/credit up to 10 credits, charged when you pay tuition.

Summer Quarter only: if student is taking Summer Quarter off, and can show proof of registration for Fall Quarter, membership is \$25 for the summer quarter.

Policies: northseattle.edu/about-north/policies

College Statistics: northseattle.edu/about-north/college-statistics



CAMPUS RESOURCES

Safety and Security Services

206-934-3636
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

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. 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 or for more information.

COLLEGE POLICIES

Animals on Campus

seattlecolleges.edu/district/policies/policies.aspx?policyID=pol272

No pets will be admitted on North's grounds in accordance with WAC 132F-136-070 at all times. Animals, except for service animals (RCW 70.84), are prohibited from entering buildings operated by North.

Children on Campus

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

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

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?

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 college wide survey during which 70% of respondents voted in favor of going smoke-free.

COLLEGE POLICIES

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 new 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.

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 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.

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

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

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.

COLLEGE POLICIES

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.

Student Right to Know and Public Information

seattlecolleges.edu/district/studentlife/studentrules.aspx

northseattle.edu/orientation/responsibilities?search_standing=1

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?search_standing=1

Completion and Transfer Rates:
northseattle.edu/about-north/college-statistics

Drug-Free Workplace:
seattlecolleges.edu/district/policies/policies.aspx?policyID=pol249
northseattle.edu/policies/drug-free-workplace?search_standing=1

Equal Opportunity Statement:
northseattle.edu/human-resources/equal-opportunity?search_standing=1

Ethical Conduct:
seattlecolleges.edu/district/policies/policies.aspx?policyID=pol400

Family Education Rights and Privacy Act (FERPA):
northseattle.edu/policies/family-educational-rights-and-privacy-act-ferpa

Financial Aid:
northseattle.edu/financial-aid

Hostile Work Environment:
seattlecolleges.edu/district/policies/documentdisplay.aspx?policyID=pol451

Safety and Security:
northseattle.edu/safety

Complaint Process/How to Resolve Complaints

seattlecolleges.edu/district/policies/polPro.aspx?policyID=pro370

First: Attempt to Resolve the Complaint Informally

If you have a complaint, the best and first step is to try to settle your complaint through the informal process. Here's how it works:

Step 1: If you have a complaint, first talk directly with the college employee.

Step 2: If this does not provide a satisfactory result, the next step is to discuss your complaint with the employee's immediate supervisor.

COLLEGE POLICIES

Step 3: Investigation/Fact-Finding—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 your complaint
- What you have done to try to resolve the complaint
- Your proposed resolution to resolve the complaint

You may request the complaint officer's assistance in obtaining a resolution during the informal process. The informal process must be initiated and completed in a timely manner.

Second: Resolving a Formal Complaint

If your complaint remains unresolved after following the above informal process, you may then file a formal complaint. The steps are as follows:

Step 1: Filing the Complaint

To be considered under the formal process, a complaint must be filed in writing with the campus complaints officer by the final day of the quarter following the quarter in which the problem occurred, with the exception of a grade complaint. For the purposes of complaints, the quarter which follows Spring Quarter is Fall Quarter. You must specify the facts and other grounds on which the complaint is based, attach relevant supporting documents and forward to Joe Barrientos, Complaints Officer, College Center Building, Room 2354A.

Step 2: Respondent Has Opportunity to Reply

If the complaints officer determines that the complaint does not qualify to be addressed through the formal process, that officer must inform the student in writing within five working days. The student may obtain review of that notice of complaint disqualification by filing a written request with the complaints officer. If the complaints officer determines that the complaint does qualify as such, the grievance officer will send a copy of the formal complaint to the respondent and supervisor within five working days of receipt of your complaint. The respondent is required to reply in writing to the grievance 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: Opportunity to Resolve

The grievance officer will forward the respondent's written reply to you within five working days of receiving it. If you, the complainant, find the response is unsatisfactory, you may submit written notice of your dissatisfaction to the grievance officer within five working days of your receipt of the notice.

Step 4: Resolution Conference

Within five working days of the receipt of your notice that the response is unsatisfactory, the grievance officer will schedule a conference. This conference will include you, 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 grievance officer will provide a written summary to all attendees within 10 working days.

Step 5: Appealing the Result

If you believe your complaint has not been resolved to your satisfaction, you may request action from the appropriate vice president. You can file an appeal within five working days with the grievance 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 within 10 working days or as soon as thereafter feasible. 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.

Grade Complaints (Formal)

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. SCD WAC 132F-120-090 (370.40)

Your complaint must be filed in writing to Brianne Sanchez, Grade Complaints Officer, College Center Building, Room CC 2358. 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.

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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.

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)

Title IX – Sexual Harassment, Sexual Assault/Rape or Bullying

District: seattlecolleges.edu/DISTRICT/policies/polPro.aspx?policyID=pol419

Washington State Legislature: 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.

If you have experienced harassment or discrimination, sexual harassment, sexual assault/rape, bullying, or hazing, or are aware of an incident involving these violations, report it immediately to the Title IX coordinator on campus by phone or email: Jennifer.Dixon@seattlecolleges.edu or 206-934-7792.

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

<http://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

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

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 in writing to Joe Barrientos, Vice President for Student Development Services, 206-934-3669 or email joe.barrientos@seattlecolleges.edu.

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;

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- 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.
 5. *Intentional falsification of statements and/or filing 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;

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- 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.
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

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.

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.

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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 course-work 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: 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.

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