



2022-2023

# STUDENT HANDBOOK

**NORTH SEATTLE COLLEGE**



# TABLE OF CONTENTS

## INTRODUCTION AND PROGRAMS

Campus Map & Directory	7
Land & Labor Acknowledgements	8
Message from the President	5
Mission, Vision, Values	10
About NSC	11
Overview of Programs	12
Running Start	13
Transitional Studies	14
Continuing ed	15

# TABLE OF CONTENTS

## STUDENT SERVICES

Enrollment Services	<a href="#">16</a>
Want to Enroll?	<a href="#">17</a>
Transfer of Credits	<a href="#">18</a>
Tuition Waivers and Discounts	<a href="#">19</a>
Graduation & Commencement	<a href="#">20</a>
Transcripts	<a href="#">21</a>
Placement for Classes	<a href="#">22</a>
Paying for College	<a href="#">23</a>
Academic Advising	<a href="#">24</a>
Career Services	<a href="#">25</a>
Counseling	<a href="#">26</a>
Disability Services	<a href="#">27</a>
E-Learning	<a href="#">28</a>

Office of EDI	<a href="#">29</a>
AANAPISI	<a href="#">30</a>
TRiO	<a href="#">31</a>
International Programs	<a href="#">32</a>
Tutoring	<a href="#">33</a>
Veterans & Military	<a href="#">34</a>
Workforce	<a href="#">35</a>

# TABLE OF CONTENTS

## STUDENT PROGRAMS

Art Gallery	<a href="#"><u>36</u></a>
Phi Theta Kappa	<a href="#"><u>37</u></a>
Student Leadership	<a href="#"><u>38</u></a>
Clubs & Affinity Groups	<a href="#"><u>39</u></a>

# TABLE OF CONTENTS

## CAMPUS RESOURCES

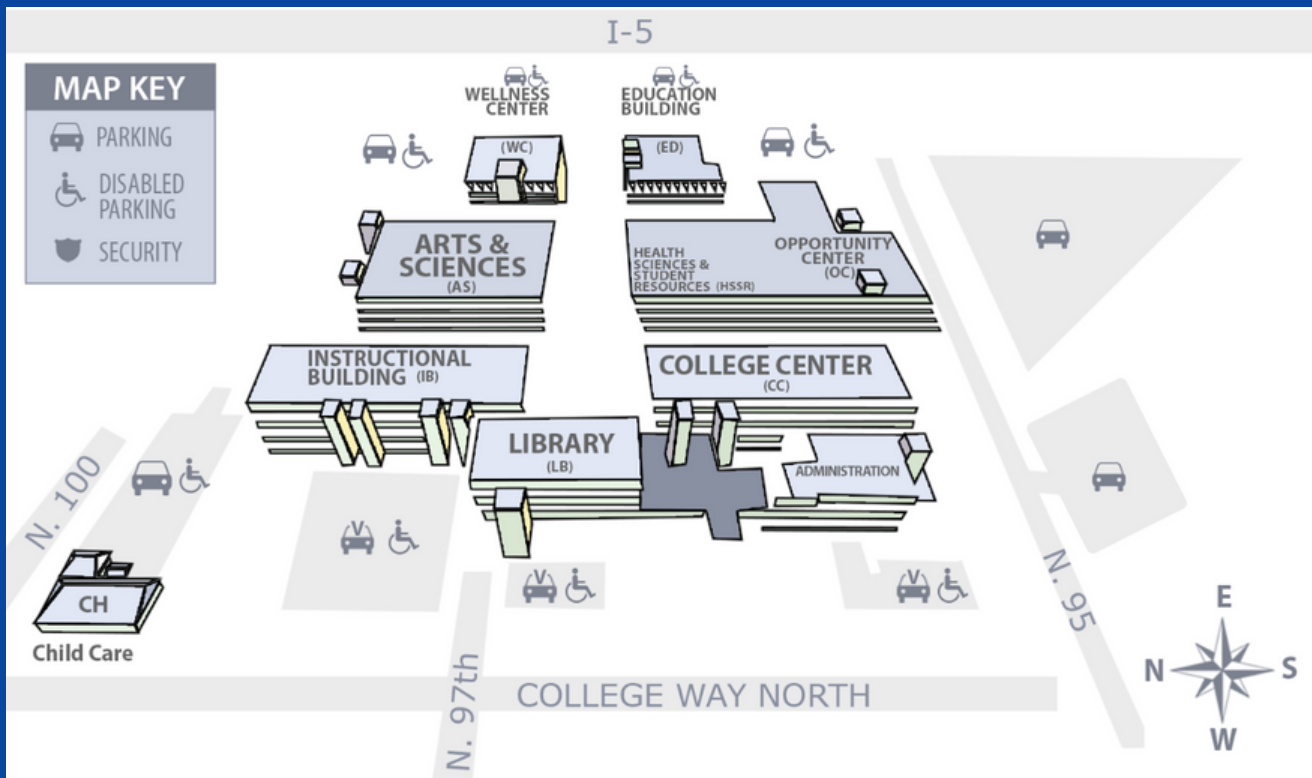
Book Store	<a href="#"><u>40</u></a>
Computer & Technology Resources	<a href="#"><u>41</u></a>
Cashier's Office	<a href="#"><u>42</u></a>
Child Care Center	<a href="#"><u>43</u></a>
Lactation Space	<a href="#"><u>44</u></a>
Library & Student Media Center	<a href="#"><u>45</u></a>
Roy Flores Wellness Center	<a href="#"><u>46</u></a>
Safety, Security & Parking	<a href="#"><u>47</u></a>

# TABLE OF CONTENTS

## CAMPUS POLICIES

Student Conduct & Rights	<u>48</u>
Formal Complaint Process	<u>49</u>
Grade Complaints	<u>50</u>
Title IV: Consumer Protection Student Complaint Process	<u>51</u>
VA GI Bill Feedback System	<u>51</u>
Student Misconduct	<u>52</u>
Student Right to Know and Public Information	<u>53</u>
Title IX: Sexual Harassment, Sexual Assault/ Rape, Dating Violence, Domestic Violence, and Stalking	<u>54</u>
Protected Class Harassment & Discrimination Complaints	<u>55</u>
Disability Discrimination Complaints	<u>55</u>
Policies and Procedures	<u>56</u> - <u>59</u>
FERPA	<u>60</u>

# CAMPUS MAP



# CAMPUS DIRECTORY

**IN-PERSON SERVICES AVAILABLE MON. - THURS. 10 A.M. - 3 P.M. PLEASE FOLLOW CAMPUS ENTRY PROCEDURES. ENROLLMENT, ADVISING & FINANCIAL AID VIRTUAL DROP-IN SESSIONS. VISIT VIRTUAL SERVICES FOR HOURS AND CONTACT INFORMATION.**

# ACKNOWLEDGEMENTS

## LAND ACKNOWLEDGEMENT:

North Seattle College acknowledges that we occupy the lands of the Coast Salish peoples, the descendants of the First peoples of this region—a people whose cultures endure and are valued. Without this land and these cultures, we would not have access to this gathering, dialogue, and learning space. We take this moment to honor and thank the original caretakers of this land, their ancestors, and their descendants who are still here. We encourage participants here today to consider our responsibilities as we stand in solidarity with the sovereignty, cultural heritage, and lives of Native, Indigenous, and First Nation Peoples.

## LABOR ACKNOWLEDGEMENT:

We also pause to recognize and acknowledge the labor that created the United States and from which we all benefit. We remember that our nation is built on the labor of enslaved people who were forcibly brought to the U.S. from the African continent and we recognize the continued contribution of their survivors. We acknowledge immigrant labor and recognize that voluntary, forced, and prison labor contribute to the building and on-going maintenance of our nation. We acknowledge all unpaid care-giving labor. Additionally, we acknowledge the critical importance of the work towards racial equity that continues across this country, and the world, in response to racial injustice and generations of structural racism against BIPOC communities.

## WHERE WE STAND:

Resolutions and statements of where we stand as an institution in regard to important social issues.





# Hello From:

## NSC President Dr. Chemene Crawford

Welcome to the 2022-2023 academic year at North Seattle College! We are incredibly pleased that you have chosen North to begin or continue your pursuit of higher education and a career. At North, you will find a community that is passionate about education and promotes civic engagement. As a student, you will receive direct access to more than 300 faculty and your choice of 33 associate and bachelor's degree programs. You will also benefit from:

- Small class sizes
- Access to leading-edge labs and equipment
- Free tutoring, advising, career counseling, and disability services
- Hands-on research opportunities and internships

As this handbook outlines, we offer a wide variety of resources that can ease your journey toward success. Please make yourself at home, get to know your classmates and North employees, and become familiar with our learning environment. Thank you for choosing North and best wishes for a successful academic year!



# Our Mission

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

# Our Vision

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

# Our Values

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

# Our Core Themes



**Advancing Student Success**



**Excelling in Teaching and Learning**



**Building a Sustainable Community**

# Our School

Established in 1970, North Seattle College provides learning opportunities for a diverse group of more than 14,000 students each year. North is 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 e-learning options, and a variety of partnerships with four-year schools contribute to student success. The college also offers five Bachelor of Applied Science degrees – Accounting with an International focus, Application Development, Early Childhood Education, International Business, and Residential & Commercial Property Management – and all-in-the-evening Associate of Arts and Associate in Business degree programs. In addition, North is launching the new Bachelor of Science in Computer Science degree program this fall.



# Our Students

## Fall 2021 Enrollment

Applied Baccalaureate	408
Academic Transfer	1,613
Professional/Technical	927
Professional Technical Applicants	52
High School/GED/Developmental	547
Vocational Apprentice	11
General Studies (Non-Degree/Certificate)	706
Upgrading Job Skills (Vocational Supplement)	51
Other	1,902
<b>Total</b>	<b>6,217</b>
Continuing Education	774
International	177
Running Start	459

## Ethnicity

African American / Black	580
American Indian / Alaska Native	19
Asian	577
Hawaiian Islander or other Pacific Islander	12
Hispanic or Latino (any race)	675
Not Reported	1,560
Multi-race/Other	303
White	2,314

## Disability

Students with Disabilities 263

## Gender

Female	54%
Male	32%
Intersex/Non-Binary	0
Not Reported	14%

# PROGRAMS

## Choose from:

- **6 bachelor's degrees** – Accounting with International Accounting, Application Development, Early Childhood Education, International Business and Property Management, Computer Science.
- **6 transfer degrees** – 3rd in the state for a number of transfer students accepted into UW.
- **34 associate of applied science degrees** and **over 40 professional certificates** within 33 different programs.
- **Adult Basic Education, High School+, GED® preparation**
- **English as a Second Language**
- **Running Start**

---

## College to Career

Undecided on what to study or career options?  
Browse program listings and career options with the Seattle Colleges' **College to Career** website.

# PROGRAMS

## RUNNING START

As a Running Start scholar, you can take college-level courses at any of the Seattle College campuses alongside your high school coursework, tuition-free.

These courses count towards your high school diploma as well as towards your future college degree, helping you to get a head start on your college education.

<a href="#"><u>About Running Start</u></a>	<a href="#"><u>Get Started</u></a>	<a href="#"><u>Upcoming Events</u></a>
<a href="#"><u>Students</u></a>	<a href="#"><u>Parents &amp; Families</u></a>	<a href="#"><u>High School Counselors</u></a>

# PROGRAMS

## TRANSITIONAL STUDIES AND PRE-COLLEGE PROGRAMS: ESL; ABE/GED/HS+; I-BEST; PRE-COLLEGE MATH & ENGLISH

<p><u>ESL</u></p>	<p>We have 6 levels of ESL from very beginner to college-ready and offer all levels in the day and in the evenings, face-to-face and online.</p>
<p><u>ABE/GED/HS+</u></p>	<ul style="list-style-type: none"><li>• Finish your High School Diploma with High School+</li><li>• Get College-Ready in English and Math for just \$25/quarter</li><li>• Earn your GED® (&amp; get free practice tests &amp; test vouchers too!)</li></ul>
<p><u>I-BEST</u></p>	<ul style="list-style-type: none"><li>• Train for a career &amp; get college-ready in reading, writing, math, or English language – at the same time with I-BEST.</li></ul>
<p><u>Pre-College Math</u></p>	<p>Brush up on and/or strengthen your math foundation before moving into your field of study. Enroll in NSC's Pre-College Math.</p>

# PROGRAMS

## CONTINUING ED

From Accounting for Small Business to Zumba, the Continuing Education program at North Seattle College provides a wide array of non-credit classes for everyone in the community with a desire to learn and have fun. Geared toward lifelong learners, our reasonably priced, quality courses are led by instructors who teach their passion and profession. You'll find our personal enrichment and professional development courses conveniently offered on both weekdays and weekends, daytime and evenings, and one-time workshops or multiple-sessions.

**[Explore our courses here](#)**

# STUDENT SERVICES

## ENROLLMENT SERVICES

Enroll Now

Registration

Attend Orientation

Admissions Application

Student Enrollment & Degree  
Verification

State Funding Support of Students

Center for Working Adults

Placement for Classes

Undocumented Students



# STUDENT SERVICES

## WANT TO ENROLL?

<b><u>First Time in College</u></b>	No prior college experience
<b><u>Prior College Experience</u></b>	Previous experience from a college, university, or the military
<b><u>Visiting Student</u></b>	Taking 1-3 select classes to transfer to your home institution
<b><u>International</u></b>	Students from outside the US interested in joining our diverse community
<b><u>English as a Second Lanaguage</u></b>	English language learners looking to improve their English skills or prepare for college
<b><u>High School or Pre-College Completion</u></b>	Adults interested in GED prep, High school 21, Career Link, or college preparation
<b><u>Continuing Education</u></b>	Non-credit classes for personal enrichment or corporate training
<b><u>All Enrollment Paths</u></b>	View our numerous enrollment pathways for all types of students

# TRANSFER OF CREDITS

A transfer credit evaluation is necessary if:

1. You plan to earn a degree, certificate, or diploma at North (only degree or certificate-seeking students should apply for an official credit evaluation) and
2. You have taken credits at another college or university that may apply to your current program at North.

To qualify for an evaluation of incoming credits, you must be a new student enrolled at the college for the current or upcoming quarter, or a returning student who has been actively enrolled at North Seattle College in the past four years.

Your transcripts will only be evaluated toward ONE program of study.

When your transcripts are received, there will be an Advising Note in ctcLink.

Once your transcripts are received, submit the application for evaluation of incoming credits.

Verify that your transcripts have been received before submitting the application.

# TUITION WAIVERS AND DISCOUNTS

Types of waivers:

- WA State Employee Tuition Waiver
  - Permanent Washington state employees employed 50 percent full-time equivalency (FTE) may register on a space-available basis using the WA State Tuition Waiver.
- Higher Education Employees—Employed at 50 Percent or More
- Veteran Waivers
  - Students seeking to receive a Veteran Waiver should contact the Veterans Services Office.
- Active Duty Military/Washington National Guard
- Senior Waiver
- Children of Deceased or Disabled Law Enforcement Officer or Firefighters

**CONTACT REGISTRATION OFFICE AT  
NSCREGISTRATION@SEATTLECOLLEGES.EDU**

# GRADUATION

1. Apply for graduation when you register for your final quarter at North. Apply to graduate through ctcLink Student Self-Service Portal. Please visit the [ctcLink Reference Center](#) for instructions on how to apply.
2. Your advisor or faculty coordinator will review your graduation application. You will be contacted only if there are issues with your graduation application.
3. To track the status of your graduation application, log into ctcLink Student Self-Service. Click the “Academic Progress” tile, then select “View Graduation Status”.

# COMMENCEMENT

Eligible graduates can register to attend the commencement ceremony through the email address and mobile phone on file in ctcLink. When you register to attend commencement (usually in May), you have an opportunity to record and submit the correct pronunciation of your name.

# STUDENT SERVICES

## TRANSCRIPTS

Official transcripts for both current students and alumni are available online through the National Student Clearinghouse. Official Transcripts are issued by North Seattle College's Records office and bear the registrar's signature.

### **Student's Responsibility**

It is the student's responsibility to correctly and completely fill out all Official Transcript Requests, whether submitted via our form or the National Student Clearing House. The following information must be submitted and correct for us to process all Official Transcript Requests, including their full current name, recipient address, payment information and the number of copies requested. [Order Transcripts here.](#)

### **About Official Transcripts**

Official transcripts are issued by North Seattle College Registrar's Office and bear the registrar's signature and college seal. Official transcripts for student records who have not attended in the last 6 years, will take approximately 10 business days to process. Official transcripts for student records who have attended in the last 6 years, will take approximately 3-4 business days to process. Expecting longer wait times, processing times during the week directly following the end of the quarter may take up to 7 business days. We cannot accept RUSH orders. All requests are processed in the order that they are received.

# STUDENT SERVICES

## PLACEMENT FOR CLASSES

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

### Do I need placement?

You can see all the ways to place into English on the [English Eligibility Form](#).

You can see all the ways to place into math on the [Math Eligibility Form](#).

### Available Remote Testing

Contact the Testing Office staff at [NSCTesting@seattlecolleges.edu](mailto:NSCTesting@seattlecolleges.edu) to request access to the English DSP Tool (Directed Self-Placement).

### ESL Assessment

To enroll into ESL classes (English as a Second Language), you will need to complete the online ESL application [here](#).

### ALEKS Math Placement Test

The math placement test is currently being conducted via the Aleks Website. Contact the Testing Center staff at [NSCTesting@seattlecolleges.edu](mailto:NSCTesting@seattlecolleges.edu) to request access to the Aleks Math Placement Test.

# STUDENT SERVICES

## PAYING FOR COLLEGE

North Seattle College’s Financial Aid Office works to support racial equity and to increase opportunities for student access to and success in higher education by helping students and seek, obtain, and understand all financial resources available to them. 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. Financial Aid staff will serve you well. Please watch our short video below for an overview of the application process.

<a href="#"><u>Application Process</u></a>	<a href="#"><u>Types of Aid</u></a>	<a href="#"><u>Federal Direct Loan Application Process</u></a>
<a href="#"><u>State Financial Aid for DREAMers</u></a>	<a href="#"><u>Cost of Attendance and Net Price Calculator</u></a>	<a href="#"><u>Financial Aid Disbursements</u></a>
<a href="#"><u>Forms &amp; Guides</u></a>	<a href="#"><u>Financial Aid FAQ</u></a>	<a href="#"><u>Work Study</u></a>
<a href="#"><u>Scholarships</u></a>	<a href="#"><u>Workforce Education</u></a>	<a href="#"><u>Contact Financial Aid</u></a>

# STUDENT SERVICES

## ACADEMIC ADVISING

Advising is your support network to explore and select programs, create a plan of action, help you stay on track as you progress through your program, and get you connected to campus resources. We want to see you to—and through—graduation so you can reach your educational goals.

Whether you are brand-new to college or returning after a break, we are here to support you and help you create an educational plan tailored to your needs.

<a href="#"><u>New Student Advising</u></a>	<a href="#"><u>How to See an Advisor</u></a>	<a href="#"><u>Create your Educational Plan</u></a>
<a href="#"><u>FAQ</u></a>	<a href="#"><u>Resources</u></a>	<a href="#"><u>Contact</u></a>



# STUDENT SERVICES

## CAREER SERVICES

From identifying your career interests to landing a job, North Seattle College offers a multitude of resources for your journey from student to professional.

North makes use of WorkSource resources to provide career services to students. WorkSource Affiliate North Seattle is located in the new Opportunity Center for Employment and Education (OCE&E) building, on the south side of the campus.

Students attending Seattle Colleges now have a new tool for landing a great job or internship. Handshake is a jobs platform designed specifically for college students.



More than 400,000 employers use it to recruit college students and recent graduates. [Learn more about Handshake and activate your free account](#) (use your [seattlecolleges.edu](mailto:seattlecolleges.edu) email to log in).

[Workshops & Events](#)

[Services for  
Employers](#)

[Services for Faculty](#)

# STUDENT SERVICES

## COUNSELING

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

- Develop skills to overcome stress, manage crisis, and locate resources
- Improve concentration, memory, time management, test-taking, and other academic skills
- Identify career interests and programs of study

### SCHEDULE AN APPOINTMENT BY CLICKING HERE

<b><u>Informal, drop-in consultation</u></b>	<u>As part of the national Let's Talk program, counselors are available to talk with you informally at various locations on campus.</u>
<b><u>CARE Team</u></b>	<u>NSC Employees wanting to report concerns or seek support about how best to assist students should complete a Student Conduct Behavioral Intervention Form.</u>

# STUDENT SERVICES

## DISABILITY SERVICES

### WHAT TYPES OF ACCOMODATIONS ARE AVAILABLE?

Accommodations are modifications in how students participate in classes and activities. These modifications allow students to meet standards, but do not change them. Academic adjustments give students equal access to the educational opportunities.

### NORTH SEATTLE DS HANDBOOK

<u>New to DS</u>	<u>Current DS Students</u>
<u>Remote DS Procedures</u>	<u>Resources for Faculty</u>

# STUDENT SERVICES

## E-LEARNING

North Seattle College offers Bachelor of Applied Science (BAS) programs and professional certificate programs that can be completed fully online or hybrid, so student can fit school into their busy lives. Check out the department website below for more information about the programs.

### CANVAS LOG-IN

[CHECK OUT AVAILABLE PROGRAMS HERE](#)



# STUDENT SERVICES

## OFFICE OF EDI

### Office for Equity, Diversity and Inclusion at North Seattle College's Mission:

Dismantling institutional practices, policies, and infrastructure that are the root cause of equity gaps. While leading with mindfulness practices of peace, modeling love, and giving grace to all.

<u>Equity &amp; Welcome Center</u>	a physical space on campus where you can hang out, get help, access a computer and other resources, and connect with fellow students and staff.
<u>Benefits Hub</u>	a program that helps you find financial resources, e.g. low-income housing, help with rent, food assistance, and Financial Aid. You can also get access to a financial coach!
<u>Title 3/Entry Navigation</u>	a program that helps you start college, choose an area of study, and figure out your steps during the first quarters.
<u>LSAMP</u>	The Louis Stokes Alliances for Minority Participation (LSAMP) is a National Science Foundation funded program whose purpose is to strengthen the preparation, representation and success of historically underrepresented* students in science, technology, engineering, and mathematics (STEM) majors.

# STUDENT SERVICES

## AANAPISI

Asian American, Native American and Pacific Islander Serving Institution (AANAPISI) is a federally funded program via the Department of Education Title III Grant. Our AANAPISI Scholar program at North Seattle College provides student support services and culturally responsive programming to Asian and Pacific Islander (A&PI) students. We at AANAPISI are committed to combating dominant narratives and stereotypes surrounding our A&PI communities. We create spaces of empathy, of strength, and of belonging for our A&PI community members. The care for our students, faculty, and staff of Asian and Oceanian descent are regional, specific, and interconnected. We seek to uplift the diverse and unique lived experiences of our students and clear out room for all A&PI stories and futures towards a safe and thriving campus climate and greater community.

### OUR SERVICES

- General advising
- Financial and Scholarship Assistance
- Culturally relevant workshops and events
- Peer and faculty mentorship opportunities
- Leadership opportunities

### WHO CAN JOIN?

- Be an enrolled student at North Seattle College
- Be a US citizen or permanent resident
- Preference given to students with Asian and Pacific Islander heritage

**Interested in joining? Fill out form here.**

# STUDENT SERVICES

## TRIO

TRiO-Student Success Services (SSS) is a federally funded program via the Department of Education and exists to increase the academic success of first-generation & low-income students, and students with a disability. Housed within the Office of Equity, Diversity, and Inclusion, we provide a variety of services that promote student's personal, academic, and professional goals at North Seattle College and beyond.

### WHO CAN JOIN?

- A US citizen or permanent resident of the United States
- Admitted and enrolled, or eligible to be enrolled, at North Seattle College in the current or next quarter
- In need of academic support

You must also meet at least one of the following criteria:

- None of your parents and/or legal guardians earned a bachelor's degree AND
- meet low-income qualifications based on Federal Income Guidelines OR
- have a documented disability. For more information, please visit the Disability Services website.

### OUR SERVICES

- General advising
- Transfer planning
- Community building
- Financial aid & scholarship assistance
- Faculty & peer mentoring
- Tutoring
- Workshops

**Interested in joining? Fill out form here.**

# STUDENT SERVICES

## INTERNATIONAL PROGRAMS

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

Programs

Admissions

Campuses



# STUDENT SERVICES

## TUTORING

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

## ONLINE HOURS

Tutoring is available in the Biology & Chemistry Learning Center, Math & Science Learning Center, Professional & Technical Learning Center, Page One Writing & Language Center. Please see the web page on the sidebar or our SLC Canvas shell for operating hours and tutor schedules.

<u>Professional and Technical Learning Center</u>	<u>Biology &amp; Chemistry Tutoring</u>
<u>Computer Tutoring</u>	<u>Math &amp; Science Learning Center</u>
<u>Page One Writing &amp; Language Center</u>	<u>Faculty Resources</u>

# STUDENT SERVICES

## VETERANS AND MILITARY

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

## VETERANS AFFAIRS EDUCATIONAL BENEFITS

If you want to receive educational benefits through the VA, you must apply through the North Office of Veterans Services. We recommend that you apply as early as possible. Please view step-by-step instructions on the "Veteran's Quick Start Guide" page.

## DEPARTMENT OF DEFENSE TUITION ASSISTANCE

If you plan to use your DoD TA benefits, you must first discuss plans with your unit's Educational Service Officer, prior to enrolling. Please view step-by-step instructions by clicking the link above.

# STUDENT SERVICES

## WORKFORCE EDUCATION

Workforce Education programs provide tuition assistance and other financial support for qualifying students enrolled in degree or certificate programs (including B.A.S. degrees), ESL, High School Completion (ABE), or GED classes.

### Workforce Education consists of four funding programs

<u>Basic Food Employment &amp; Training (BFET)</u>	This program helps students who are receiving federal Basic Food Assistance (SNAP) from DSHS with the cost of tuition, books, and transportation.
<u>Opportunity Grant</u>	Are you studying Accounting, Business, Early Childhood Education, Electronics, I-BEST, Information Technology, Pharmacy Technician, Allied Health, or Pre-Nursing pre-requisites? The Opportunity Grant program may be able to help you pay for up to 45 credits of tuition and fees.
<u>Worker Retraining</u>	The Worker Retraining program provides assistance for dislocated workers.
<u>Workfirst</u>	The WorkFirst program is designed for parents receiving TANF cash assistance (Temporary Assistance for Needy Families) from DSHS.

# STUDENT PROGRAMS

## ART GALLERY

The NSC Art Gallery is a professional gallery featuring work by contemporary artists. The North Seattle College Art Gallery seeks to foster the appreciation of the visual arts on the North Seattle College Campus. We actively engage the college and local communities through dynamic learning opportunities that directly demonstrate cultural and artistic diversity

Exhibitions

Artist Lecture Series

Photo Gallery

Contact

# STUDENT PROGRAMS

## PHI THETA KAPPA

Phi Theta Kappa is the world's most prestigious two-year honor society. Its purpose is to recognize academic achievement and encourage scholarships and provide opportunities for them to grow as scholars and leaders. To achieve this, Phi Theta Kappa provides opportunities for the development of leadership and service, an intellectual climate for the exchange of ideas and ideals, for lively fellowship for scholars, and for stimulation of interest in continuing academic excellence.

### **You're eligible for membership if you...**

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

**FOR ANY QUESTIONS PLEASE CONTACT DR. MARIA ACOB-NASH @  
MARIA.ACOB-NASH@SEATTLECOLLEGES.EDU**

# STUDENT PROGRAMS

## STUDENT LEADERSHIP

Student Leadership (SL) consists of 8-10 students who represent the interests of the student body and are the student government here on campus. Student Leaders are not elected, but are hired for paid work positions during spring quarter to serve as Student Leaders for the following academic year.

### Student leadership has three boards

Governance	Students in this board are responsible for legislative work where they advocate for student issues at the college and state level.
Events/Clubs/Affinity Groups	Students in this board are responsible for creating inclusive events, helping clubs function, and host affinity group meetings.
Campus Projects	Students on this board are working on initiatives on campus that they want to focus on like all gender bathrooms, food on campus, etc.

[Interested in becoming a student leader?](#)

# STUDENT PROGRAMS

## CLUBS & AFFINITY GROUPS

At North we have two distinct and exciting types of Student Organizations – Clubs and Affinity Groups!

### Clubs

Clubs supported by North relate to secondary characteristics such as language skills, work interest, country of origin, religion, shared interest, etc

[Click here to see what clubs are available](#)

### Want to start a club?

1. Choose a club name, purpose, and goals.
2. Choose a club Leader.
3. Find faculty or staff to be your employee advisor.
4. Choose a club email to list publicly. Students will use this email when contacting you to join your Student Org.
5. Complete the Club Activation Form.

[Fill out a club activation form here](#)

### Affinity Groups

Affinity groups are a place for folks who share identities to connect and be in community with one another.

Asian American/ Asian	Latin/e
Indigenous	International
Pacific Islander	Students with Disabilities
LGBTQIA+	Black/African

[Click here for schedule and zoom links](#)

# CAMPUS RESOURCES

## BOOK STORE

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

**9600 COLLEGE WAY NORTH  
SEATTLE, WA 98103**

**STORE HOURS  
MON: 10AM - 2PM  
TUE: 10AM - 2PM  
WED: 10AM - 2PM  
THU: 10AM - 2PM  
FRI: 10AM - 2PM  
SAT: CLOSED  
SUN: CLOSED**



# CAMPUS RESOURCES

## COMPUTER AND TECH RESOURCES

<a href="#"><u>MySeattleColleges Login Account</u></a>	Every student and employee receives a MySeattleColleges Login Account to access most computing resources.
<a href="#"><u>ctcLink</u></a>	Online services for student and employee college business.
<a href="#"><u>eLearning</u></a>	Online services for student and employee college business.
<a href="#"><u>Class &amp; Academic Planning Tools</u></a>	Build your class schedule and speak with an advisor in Starfish. Explore career options, find jobs and internships, and connect with employers in Handshake.
<a href="#"><u>Computer Labs &amp; WiFi</u></a>	You will find open-use labs, classroom labs, and many options across our campuses.
<a href="#"><u>Email &amp; Office 365 Software</u></a>	Office 365 provides a full suite of Microsoft software for your use. Google accounts by request.
<a href="#"><u>Student Discounts</u></a>	All students are eligible for discounts on a variety of software and hardware products.

# CAMPUS RESOURCES

## CASHIER'S OFFICE

**CURRENT IN-PERSON HOURS**  
**MONDAY - THURSDAY 10 A.M. - 12 P.M. AND 12:30 - 3 P.M.**  
**CLOSED 12 - 12:30 P.M.**

### Services include:

- Pay tuition and fees
- Pay for your Student I.D. Cards
- Buy an ORCA card
- Pay testing fees

[Tuition Rates](#)

[Fee Table](#)

[Waivers & Discounts](#)

[Nelnet Payment Plans](#)

# CAMPUS RESOURCES

## CHILD CARE CENTER

The Child Care Center is a service provided for our community; with enrollment priority given first to students, then employees and last community members. Funding support comes from the Associated Student Body in cooperation with parent/guardian fees. Children must be between the ages of 18 months and 5+ years. Students must be enrolled for at least 5 credits at North Seattle College to receive priority consideration.

[Preschoolers](#)

[Toddlers](#)

[Hours & Schedule](#)

[Rates and Fees](#)

# CAMPUS RESOURCES

## LACTATION SPACE

North Seattle College has a Mamava Pod that is open to all parents on campus.

The 4 foot by 8 foot nursing pod has 2 seats, a table, a lockable door, a mirror, and an outlet for an electric pump. The Mamava Pod is located on the north side of the HSSR building on the second floor (Second-floor entrance of the Health Sciences and Student Resources (HSSR) Building).

# CAMPUS RESOURCES

## LIBRARY

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

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

## Student Media Center

The Student Media Center (SMC) offers hybrid services, including limited in-person hours on campus. The temporary SMC is located on the 3rd floor of the College Center, CC3360. The space includes access for students to desktop computers, printing, scanning, workspace, audio and video equipment, media software, and material supplies (e.g. for posters).

# CAMPUS RESOURCES

## ROY FLORES WELLNESS CENTER

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

### Services include:

- **drop-in classes**
- **a well-equipped strength and conditioning room**
- **a running track**
- **a gym for playing basketball or volleyball**

Through our partnership with Counseling, students have co-created a mindfulness studio to provide a holistic approach to wellness activities. With student input and counselor instruction, we are excited to introduce new classes for credit that focus on mental healthcare and stress reduction strategies.

[Membership](#)

[Class Schedule](#)

[Hours](#)

# CAMPUS RESOURCES

## SAFETY & SECURITY

North Seattle College has a staff of three full-time security officers and several part-time security guards who patrol the college buildings and parking lots (seven day a week, day and evening hours), and can provide emergency and non-emergency assistance to students, employees and visitors.

### Services include:

- **First Aid**
- **Security Escort**
- **Vehicle Assistance**
- **Parking Enforcement**
- **Lost & Found**
- **Police Assistance**

## PARKING & TRANSPORTATION

**Questions about parking and transportation? See below:**

<a href="#"><u>Parking Permit</u></a>	<a href="#"><u>Bus Passes</u></a>	<a href="#"><u>Carpool Permits</u></a>
---------------------------------------	-----------------------------------	--

# CAMPUS POLICIES

## STUDENT CONDUCT & RIGHTS

### Student Complaints

The Student Complaint Procedure includes informal and formal complaints by a student against an employee of the college or another student. This procedure is designed to protect all individuals involved. The first step for students is to contact the student complaints officer, Dean of Student Life, Dr. Maria Acob-Nash. The Dean will review/discuss the complaint, provide students with strategies to resolve the complaint, and guide students through the informal and formal complaint submission process

### There are two processes to resolve complaints:

1. Informal
2. Formal

### Informal Process

1. If a student has a complaint, first talk directly with the college employee or faculty member
2. If this does not provide a satisfactory result, the next step is to discuss the complaint with the employee's immediate supervisor or the Dean.

### Student Conduct

It is the responsibility of the student to be aware of the Student Conduct Code, and participate positively at North Seattle College.

For additional information, please review the Student Conduct Policy & Procedures.

### Student Misconduct

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).

Examples of misconduct:

1. Discriminatory conduct
2. Sexual misconduct
3. Harassment
4. Academic dishonesty
5. Intentional falsification of statements and/or filing false charges against the college or members of the college

### Disciplinary Actions

Examples of disciplinary actions:

1. Warning
2. Reprimand
3. Probation
4. Suspension from activities
5. Suspension of enrollment
6. Expulsion
7. Grade Change



# CAMPUS POLICIES

## STUDENT CONDUCT & RIGHTS

### Student Complaints

#### Want to submit a complaint?

#### Formal Process

1. Filing the complaint: To be considered under the formal process, a complaint must be filed via the Maxient system through the link above.
2. The Complaints Officer will review the complaint to determine if it qualifies for the formal process. If the Complaints Officer determines that the complaint does qualify as such, the complaint officer will send a copy of the formal complaint to the respondent and supervisor. The respondent is required to reply in writing to the Complaints Officer and the respondent's supervisor within 10 working days of the formal complaint.
3. After review, the Complaints Officer will forward the respondent's written reply to the student. If the student finds the response is unsatisfactory, the student may submit written notice via email of their dissatisfaction to the complaint officer within five working days of receipt of the notice.
4. Upon receipt of the student's notice that the response is unsatisfactory, the Complaints Officer will schedule a conference in person or via video conferencing. This conference will include the student, the respondent and the respondent's supervisor. It will be held within the next 10 working days, or as soon thereafter as feasible. The intent of this conference is to reach a resolution. The Complaints Officer will provide a written summary to all attendees.
5. If the student believes the complaint has not been resolved satisfactorily, the student may request action from the appropriate vice president. The student can file an appeal within five working days with the Complaints Officer, who will forward it to the vice president within five working days for review. This administrator shall review the complaint and documentation and render a written decision. The administrator may accept, reject or modify any of the previous action(s) in the matter, and/ or take other actions(s). This decision of the reviewing administrator shall be the final decision of the district on that complaint, and shall be served in writing to the student complainant and others deemed appropriate.

# CAMPUS POLICIES

## STUDENT CONDUCT & RIGHTS

### Grade Complaints

#### Want to submit a complaint?

#### Formal Process

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.

A complaint must include all supporting documentation indicating grade received, together with (a) the reason for the complaint, specifying as completely and as accurately as possible, (b) all pertinent performance scores and attendance data and (c) a copy of the course syllabus.

# CAMPUS POLICIES

## STUDENT CONDUCT & RIGHTS

### Title IV: Consumer Protection Student Complaint Process

The Higher Education Act (HEA) prohibits an institution of higher education from engaging in a “substantial misrepresentation of the nature of its educational program, its financial charges, or the employability of its graduates.” 20 U.S.C. §1094(c)(3)(A).

Further, each state must have “a process to review and appropriately act on complaints concerning the institution including enforcing applicable state laws.” 34 C.F.R. § 600.9. The Washington State Board for Community and Technical Colleges (SBCTC) maintains a process to investigate complaints of this nature brought by community and technical college students in the state of Washington. For information, contact SBCTC Student Services, PO Box 42495, Olympia, WA 98504-2495, Tel: 360-704-4315 or visit [sbctc.edu](http://sbctc.edu)

A complaint must include all supporting documentation indicating grade received, together with (a) the reason for the complaint, specifying as completely and as accurately as possible, (b) all pertinent performance scores and attendance data and (c) a copy of the course syllabus.

### VA GI Bill Feedback System

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

# CAMPUS POLICIES

## STUDENT CONDUCT & RIGHTS

### Student Misconduct

#### Want to report a misconduct?

#### Formal Process

Seattle Colleges utilizes Maxient software to manage complaints and reporting. Through Maxient, we are able to use its centralized reporting and recordkeeping features to ensure concerns brought forward by staff, faculty and students are addressed in a timely fashion. Maxient reporting forms can be used for issues including discrimination or harassment, care and concern referrals, and student conduct. Depending on the nature of your complaint, please use the following link above.

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

**Any member of the college community may file a student conduct complaint against any student when they believe a violation has been committed.**

# **STUDENT RIGHT TO KNOW AND PUBLIC INFORMATION**

**[CLICK HERE TO SEE LIST OF  
POLICIES AND PROCEDURES](#)**

# CAMPUS POLICIES

## STUDENT CONDUCT & RIGHTS

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

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, domestic violence or gender based stalking, or are aware of an incident involving these violations, report it immediately to the Title IX coordinator on campus by phone or email: Josh Ernst, [Josh.Ernst@seattlecolleges.edu](mailto:Josh.Ernst@seattlecolleges.edu) or 206.934.4710

# CAMPUS POLICIES

## STUDENT CONDUCT & RIGHTS

### Protected Class Harassment & Discrimination Complaints

The Seattle College District recognizes its responsibility for investigation, resolution, implementation of corrective measures, and monitoring the educational environment and workplace to stop, remediate, and prevent discrimination on the basis of race, color, national origin, age, perceived or actual physical or mental disability, pregnancy, genetic information, sex, sexual orientation, gender identity, marital status, creed, religion, honorably discharged veteran or military status, or use of a trained guide dog or service animal.

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

### Disability Discrimination Complaints

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

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

# CAMPUS POLICIES

## [CLICK HERE TO SEE LIST OF POLICIES AND PROCEDURES](#)

Animals on campus	<p>In accordance with Seattle Municipal Code 18.12.080, it is unlawful for any person to allow or permit any dog or other pet to run at large on North Seattle College property without a leash.</p> <p>In addition, animals are prohibited from entering any college building except for service animals as provided in RCW 70.84.</p>
Children on campus	<p>As a general rule, employees and students shall not bring children with them 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.</p>
Holidays/Faith and Conscience	<p>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.</p>



# CAMPUS POLICIES

[CLICK HERE TO SEE LIST OF POLICIES AND PROCEDURES](#)

Indoor Air Quality (Fragrance & Pollutant-free)	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	North Seattle College is an e-cigarette, tobacco, and smoke-free campus. Also prohibited are cigars, pipes, hookah, all forms of smokeless tobacco, clove cigarettes, and other alternative products made primarily with tobacco.

# CAMPUS POLICIES

## [CLICK HERE TO SEE LIST OF POLICIES AND PROCEDURES](#)

### ACADEMIC STANDARDS

Academic Recognition	Students are recognized for outstanding academic achievements by making the Dean’s List, President’s List, or Phi Theta Kappa.
Student Progress	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.
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.
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.

# CAMPUS POLICIES

## [CLICK HERE TO SEE LIST OF POLICIES AND PROCEDURES](#)

### ACADEMIC STANDARDS

Standard Grading System	North Seattle College uses a standardized grading system developed by the Seattle Colleges District according to policy 520. Official grading scale, and grading- and credit-procedures are stipulated in SCCD policies 520.05-15.
Plagiarism	To take the words or ideas of someone else and present them as your own is plagiarism and is unacceptable in academic life. 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.

# CAMPUS POLICIES

## STUDENT CONDUCT & RIGHTS

### Your Privacy: FERPA—Notification of Rights

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.

#### **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.
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.
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.
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.

# GET CONNECTED

<u><a href="#">Facebook</a></u>	<u><a href="#">Twitter</a></u>	<u><a href="#">Instagram</a></u>
<u><a href="#">LinkedIn</a></u>	<u><a href="#">TikTok</a></u>	<u><a href="#">YouTube</a></u>

## WANT SOMETHING PROMOTED ON THE COLLEGE'S OFFICIAL SOCIAL MEDIA CHANNELS?

Please contact North's Communications Specialist, Rakhee Phelps at [rakhee.phelps@seattlecolleges.edu](mailto:rakhee.phelps@seattlecolleges.edu) or Mike Sprouse, Director of Communications at [michael.sprouse@seattlecolleges.edu](mailto:michael.sprouse@seattlecolleges.edu) for consideration.

## [CHECK OUT THE CAMPUS EVENTS CALENDAR](#)