WELCOME TO NORTH SEATTLE COMMUNITY COLLEGE!

We are happy you are here. We are a passionate community of life-long learners who choose to work at North because we believe in education and we care about you—our students. We believe education can empower individuals with the ability to transform their lives and fulfill their dreams. Wherever you come from, whatever your age and whatever ambitions you may have, we want to help you achieve them. We are diverse; and like you, we come from near and far. Our offices provide a mosaic of caring professionals and understanding individuals each offering you a unique means of service and support.

Outlined in these pages, we offer you a wide variety of resources that can ease your journey. We hope that you will visit our offices, talk to us frequently and allow us to assist you in reaching your goals.

Please make yourself at home, get to know us and become familiar with your college, its operations and most importantly, its people who all want to see you succeed.

Thank you for choosing North!

Staff, Faculty and Administration
North Seattle Community College

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

Inquiries regarding compliance and/or grievance procedures may be directed to the college’s Title IX/RCW 28A.640 officer and/or Section 504/ADA coordinator at the following — Title IX/Chapter 28A.640 RCW Officer David Bittenbender 206-934-7792; Section 504/ADA Coordinator Rebecca Cory 206- 934-7808

Special Thanks to the NSCC Student Leadership for funding this handbook.
Photography by Kira Fitzpatrick.
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**PLOT YOUR COURSE FOR SUCCESS**

**About North Seattle Community College**

northseattle.edu/

North Seattle Community College (NSCC or North) is a comprehensive two-year, public-funded state college offering transfer degrees and over 50 career training programs. The College provides learning opportunities for a diverse group of approximately 16,000 students annually, including those pursuing college preparatory, English-as-a-second-language and continuing education. International students from 40 countries add to the multicultural experience.

Located in the Northgate neighborhood, five miles north of downtown, the friendly campus occupies 62 acres including a preserved wetland area. The campus consists of 654,000 square feet of instructional and student services buildings designed in an award-winning Brutalistic architectural style. The new Opportunity Center for Employment and Education adds 45,100 square feet to the campus, with space devoted to employment, educational and social services.

Known for the quality of its faculty and instruction, including a strong e-Learning program, NSCC is the starting point for many students who go on to colleges and universities such as Cornell, Dartmouth, University of California at Berkeley, Penn State, NYU, UW, EWU, WWU, WSU, CWU and SU. North consistently ranks among the top community colleges in the state for the number of students who transfer to the main University of Washington campus.

North also provides outstanding career training in emerging fields such as nanotechnology, green real estate and avionics electronics, which are enhanced by strong partnerships with business and industry.

The College offers numerous services for students including academic advising, tutoring, counseling, career services, disability services, a women’s center, child care, multicultural student leadership programs, and wireless access.

NSCC is one of the Seattle Community Colleges. Since its opening in 1970, it has helped over 300,000 students pursue their educational goals.
Checklist for Earning Your Degree or Certificate

- **Know Where to Get Help**
  Successful students know how to get the help they need to succeed. Use the “Services for Students” section of this handbook.

- **Determine Your Educational Goal**
  Do you know your educational or career goal? If you are not sure, there are services available on campus to help.

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

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

  Advising can help you evaluate academic skills, interests and goals. (206-934-3658)

- **Educational Planning (Meet with an Advisor)**
  See an advisor for assistance with preliminary class selection and educational planning. If you have credits from other colleges, the advisor can do an “unofficial” evaluation of these credits. An educational plan is a road map towards a college degree and an outline of the coursework required to complete an educational goal or program of study. Working with an advisor, students develop an educational plan to assure degree requirements are completed 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.

- **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 in the mail (approximately 8-12 weeks after the request for evaluation was received), be sure to check with an advisor regarding any remaining requirements. (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 assist you with completing any necessary paperwork. Graduation applications should be submitted no later than three weeks prior to the start of your final quarter (please see “Graduation and Commencement Ceremony” description under Admissions/Registration/Records/Credentials” for more details).
INSTRUCTIONAL PROGRAMS OFFERED

College Transfer and Degrees

College transfer: northseattle.edu/college-transfer
Degrees: northseattle.edu/degrees

Associate of Arts Degree

The Associate of Arts degree is a 90-credit community college transfer degree. It provides a broad education in liberal arts 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 Degrees

The Associate of Science transfer degrees are 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. NSCC 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

The Associate in Business is a 90-credit transfer degree designed for students who wish to transfer and major in Business. It fulfills 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

North offers an Associate of Fine Arts degree (AFA) in Art, as well as a Certificate in Fine Arts (CFA) in Art, Jewelry Design and Acting. 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, provide the student with an opportunity to concentrate in a major area of study in Art. The AFA 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 NSCC Associate of Arts degree requirements and consult with their advisor and their intended university. The CFA 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 or Acting. The CFA is not accepted as a transfer degree. AFA and CFA students work with a faculty advisor in their area of study.

Career Training Degrees and Certificates

Degrees: northseattle.edu/degrees
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 (AAS) 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, Nanotechnology or Watch Technology. Please 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.

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. This program is for students who are not yet ready to be in the GED preparation classes, or whose placement tests indicate that they need more work on basic skills.
GED Preparation
206-934-7303
northseattle.edu/programs/abe-ged
The GED Preparation program prepares adult students 18 and older to take the five GED exams (reading, writing, social studies, science, and math). In these classes students review reading, math, grammar, writing, and test-taking skills.

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 study reading, writing, and grammar. Students may choose from supplementary classes such as speaking and listening, workplace skills, and beginning computer literacy. To qualify for these classes, students must have green cards or be immigrants, refugees or U.S. citizens.
NOTE: Tuition for ABE, GED and ESL classes is $25 per quarter.

High School Completion
206-934-7303
northseattle.edu/programs/high-school-completion
The High School Completion program provides adults 19 years or older an opportunity to earn a high school diploma in a college setting. Students take coursework needed to complete their high school diploma. College level classes may apply towards both high school graduation requirements and a college program of study. Beginning with the graduating class of 2008, students will need to fulfill all graduation requirements including testing, the High School and Beyond Plan, and the Culminating Project. NSCC does not provide the High School Proficiency Exam; students will need to work with their local high schools to complete testing requirements.

Running Start
Student Success Services
College Center Building, 2nd Floor
206-934-3682
northseattle.edu/running-start
The Running Start program provides academically motivated 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 Community College will count twice: once toward fulfillment of high school graduation requirements and again for college credit.

Continuing Education
206-934-3705
learnatnorth.org
North offers a variety of continuing education courses designed for people who wish to take classes for personal enjoyment or to upgrade skills. These are self-supporting classes that require a separate tuition payment and are listed in the back of our quarterly class schedule.
SERVICES FOR STUDENTS

Academic Advising
Student Success Services
College Center Building, second floor
206-934-3658
northseattle.edu/advising
Advising serves NSCC students through educational planning, ongoing advising for students pursuing college transfer degrees or professional/technical degrees and certificates within the Business, Engineering, and Information Technologies Division, and by providing resources and events which support students’ academic goals. We work with students to develop an educational plan—a road map toward a college degree or certificate and an outline of coursework required to complete your educational objective or program of study.

Personal Identification Number (PIN)
All students have a Personal Identification Number (PIN). The PIN is 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. You will be able to use your temporary PIN to initially login and change it to a secure number. Please do so at your earliest opportunity via the Online Services/PIN (Password) change option. All PINs are 4 to 6 numbers in length.

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

Admissions, Records, Registration, and Credentials (ARRC)
College Center Building, second floor
206-934-3663
northseattle.edu/admissions/steps

Web Registration:
Go to Online Registration Tools at northseattle.edu/online-services/online-registration-tools to register for classes online, make changes to your class schedule (add or drop classes), and to inquire about your class schedule. All currently enrolled students are Web enabled and can use their PIN (See Personal Identification Number below) to access online services.

Online Services Hours
Open 5 a.m. to 11 p.m., 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 other administrative purposes.

Credentials
College Center Building, second floor
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.

Step 1: Bring an unofficial transcript to the Advising Center to see an advisor for an unofficial evaluation of transfer credit.
SERVICES FOR STUDENTS

Step 2: After applying to North, contact each of your previous schools and ask that an Official Transcript be sent directly to the North Seattle Community College ARRC Office. Official transcripts must be in the original, sealed envelope issued from your previous school. Do not open the envelope if you hand deliver your transcript.

Step 3: Contact North’s ARRC Office to verify that your previous schools' transcripts have arrived. The ARRC Office is located on the second floor of the College Center Building.

Step 4: After you have registered and paid for your first quarter classes, submit a completed Application for Evaluation of Incoming Credits to the front counter at ARRC.

We will mail you the results of your official evaluation.

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/wacis02.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 ceremony is held the last Friday of spring quarter. 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
careerservices@seattlecolleges.edu

Contact Career Services for one-on-one job search assistance and to find out more about WorkSource's services and programs available to you. Current students and alumni can access the online job database, Interface, that is co-hosted by all Seattle Community Colleges. Interface is a free service for students and alumni; students can post resumes, search for jobs, 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. It also has a comprehensive and frequently updated list of online job databases and other online resources.

The Educational Resources computer lab on the first floor of the OCE&E is available to students for resume and cover letter updating, job search and other career development-related work.

Counseling
Student Success Services
College Center Building, second floor
206-934-3676 M-F 8-4:30
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 learn to overcome stress, crisis, and prejudice.
- Learn success skills for college and beyond

Disability Services
Student Success Services
College Center Building, second floor
206-934-3697  TTY: 206-934-0079
Fax: 206-934-3958
northseattle.edu/disability-services
The Disability Services (DS) office provides reasonable accommodations so that qualified students with documented disabilities have an equal opportunity to participate at NSCC. Students with a documented disability that impacts them academically may be eligible.

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 to determine eligibility. Documentation should be typed, signed, and on letterhead from a licensed professional qualified to diagnose the disability. It should also describe the disability and its impacts in the educational setting. Students can then schedule an intake appointment with the DS Director to discuss potential accommodations.

Accommodations include, but are not limited to, testing modifications, note taking, adaptive equipment and software, tape recorders, Sign Language interpreters, and books in alternative format. Students are encouraged to contact DS six weeks prior to the quarter in which accommodations are needed in order to avoid delays in accommodations.

**e-Learning**

LB2237, one door south of the library entrance
206-934-3738
virtualcollege.org

North Seattle Community College offers online and hybrid credit courses that require fewer (if any) campus visits. 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. Several 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 e-Learning courses, your A.A. degree can be earned completely online or with many fewer campus visits at North Seattle Community College.

**Financial Aid**

College Center Building, second floor
206-934-3688
Fax: 206-934-3608
northseattle.edu/financial-aid
nscfinancialaid@seattlecolleges.edu

The NSCC Financial Aid office provides information on student aid eligibility, types of aid available, and policies/guidelines for federal, state and institutional programs. Financial aid staff can assist you in completing the Free Application for Federal Student Aid (FAFSA) and answer questions about the application process and aid programs. The office is open Monday through Friday, 8 a.m. to 4:30 p.m. for general assistance. Students can also set up private appointments as needed. NOTE: The office is open extended hours the week prior to each quarter start and the first and second week of each quarter. The extended hours are 8 a.m. to 6:30 p.m., Monday through Thursday. Friday hours remain 8 a.m. to 4:30 p.m.

If you receive assistance through a “Special Account” agency such as DVR, WorkSource, Labor and Industries, JTPA, UPS, etc., help is available with processing tuition authorizations, book requisitions and check vouchers.

**International Student Programs**

College Center Building, second floor
206-934-3672
isp.northseattle.edu/

International Student Programs serves students on non-immigrant visas with admissions and advising matters. Admission includes evaluation of prior education and English language skills, and processing of documents based on visa requirements. Advising focuses on immigration (visa) regulations and academic programs for international students. International Student Programs also provides help either directly or by referral in the areas of personal concerns, academic pursuits, housing and cultural issues. International Programs also provides study abroad opportunities for domestic students. Programs destinations include England, Spain, Japan, Costa Rica, Italy, South Africa, and others.
Student Outreach, High School Relations, and Enrollment Services
CC2451B (Admissions/Registration area)
206-934-3679

Services include:
- Emergency assistance
  northseattle.edu/types-aid#8
- High school relations
- Community outreach
- Campus tours: northseattle.edu/tour-nsc
- College success presentations

Testing
College Center Building, second floor
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. We use the COMPASS English and math placement tests.

Exceptions: Students who have already completed placement testing or college-level English or math courses at another institution may not need to test. These students should bring unofficial transcripts or placement test results to the Advising Center or a New Student Orientation for review.

What to do for drop-in placement testing (no appointment needed):
- Prepare for the test. See the Testing Web page for study guides and test details.
- Apply to North at the Admissions office or online and get your assigned student number.
- Go to the Cashiers office and pay $18 for your placement test.
- Bring your receipt, 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.

Retake Policy:
English Placement: You may take the test once. After that, you may take it again after three months. It is possible to take an English Appeal Test within one month of taking a COMPASS English test. The Appeal test involves writing a short handwritten essay.

Math Placement: You may take the test two times in close succession. After that you may take it again after three months.

Fees: (Subject to change)
Compass Combined Math/English Test; English Only Test; or Math Only Test: $18 each
Compass Test Retakes: $18 each
Compass English Appeal Test: $18 each

Additional copies of placement test scores: $3. No scores are released without picture ID. Unofficial scores can be viewed and printed online, at no cost. See Testing Web page for details.

ESL placement and GED testing are available by appointment. See Admissions & Registration to make an ESL test appointment. Contact the Testing office regarding GED testing.

Tutoring
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. Individual appointments or group sessions are available depending on the department. For information, see your instructor or visit northseattle.edu/tutoring.
**The Loft Writing Center Plus**

Library, top floor  
206-526-0078  
northseattle.edu/tutoring/loft-writing-center  

Students can visit The Loft 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 The Loft director, or your instructor.  
The Loft 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 Loft Web page for updated information, online tutoring, and a collection of helpful language learning links.

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**Math and Science Learning Center**

CC1353A & 1354  
206-934-3746  
webshare.northseattle.edu/MLC/

**Biology and Chemistry tutoring**

AS1614 & 1615  
206-934-3746  
webshare.northseattle.edu/MLC/biology/tutors.html  

The Math/Science Learning Center offers free tutoring to all NSCC 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.

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**Veterans Services**

CC2261B  
206-934-3699  
Fax: 206-934-3608  
northseattle.edu/office-veterans-affairs  
sccfinancialaid@seattlecolleges.edu  

The Office of Veterans Affairs serves veterans, reservists, active duty personnel and eligible family members who receive Veterans Administration education benefits. Services are available for those eligible for Ch. 30/Montgomery G.I. bill; Ch. 31 Vocational Rehabilitation; Ch. 32/VEAP, Ch. 35/ 
Aid for Eligible family members and Ch. 1606/1607 Selective Reservists. Veterans who are Washington state residents may be eligible for a partial tuition waiver. Veterans who wish to use the waiver should see the Veterans coordinator prior to the tenth of the quarter. Tutoring and work study jobs are available for some veterans. Counseling referral for all those who have served in the U.S. Armed Forces is available.

All veterans who want to receive educational benefits through the Veterans Administration must apply through North’s Veterans Affairs office. Apply as early as possible.

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**Waivers**

**Senior Adult Education**

northseattle.edu/tuition-fees/waivers-discounts#5  

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 6th day of the quarter through the 10th day (5th day and 8th day for summer) of the quarter. 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. Continuing Education courses are not eligible for these programs.
SERVICES FOR STUDENTS

**WA State Employee Tuition Waiver**
northseattle.edu/tuition-fees/waivers-discounts
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 6th through the 10th instructional days of the quarter (5th and 8th for summer) with instructor signature and space availability. Students who enroll prior to the 6th 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.

Please contact the Admissions/Registration Office to request a waiver form or download one from the district website at: http://seattlecolleges.com/forms.aspx.

**Workforce Education**
Opportunity Center for Employment and Education Building, second floor 206-934-3787 northseattle.edu/workforce-education startnextquarter.org

Workforce Education programs provide tuition assistance for qualifying students enrolled in Career Training, ESL or GED classes. Visit startnextquarter.org or give us a call to find out if you might qualify for assistance!

- **Worker Retraining**
The Worker Retraining program provides tuition assistance for dislocated workers. Have you received unemployment benefits in the last two years, closed down your own business because of the recession, or are you a homemaker returning to work due to a drop in family income, or a recently separated veteran? The Worker Retraining program may be able to help pay tuition for your first quarter.

- **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**
The Basic Food Employment and Training Program helps people who are receiving federal Basic Food Assistance from DSHS with the cost of tuition and books.

- **Opportunity Grant Scholarship Program**
Are you studying Accounting, HVAC, Phlebotomy, Medical Assisting, or any of the Nursing programs? The Opportunity Grant Scholarship Program may be able to help pay for up to 45 credits of tuition, fees and books for eligible students. Income and prior education limits apply.

**Women’s Center**
Student Success Services
College Center Building, second floor 206-934-3696 northseattle.edu/womens-center

The Women’s Center supports the educational and professional goals of current and prospective students, both women and men. If you need connections to resources and services, the Women’s Center staff can provide support, information, and referrals. Get information on housing, health care, child care, and a variety of other services. The aim of the Women’s Center is to help you get the most out of your time in college.
**Student Programs & Activities**

**Art Gallery**
IB1430, first level (next to the bookstore)  
206-934-4557  
northseattle.edu/art-gallery

The NSCC 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 Community College campus while engaging the college community in learning opportunities and supporting cultural and artistic diversity. The gallery is invested in showcasing art that questions the boundary of fine art and craft. The gallery hangs six different exhibitions annually including a student show in spring. The gallery is open Monday through Friday from 11 a.m. to 3 p.m. and Wednesday and Thursday evenings from 5 to 8 p.m.

**Stage One Theatre**
Library, ground floor (LB1236)  
206-934-3661  
northseattle.edu/programs/theater/stage-one-theater

Stage One is a student theater production group that sponsors or produces free or low-cost theater events, such as performances, workshops, discussions, field trips, and visiting artists. Students are encouraged to participate in all aspects of production, either as a volunteer or for credit. This includes acting, stage management, production administration, scenery design and construction, lighting, properties, sound, costuming, publicity, make-up, and house and ticket management. Student Government funds Stage One Theatre.

**Phi Theta Kappa International Honor Society**

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 twelve credits of college-level course work 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.

**Student Leadership and Multicultural Programs:**

College Center Building, ground floor (CC1446)  
206-934-3641  
studentleadership.northseattle.edu

This program provides opportunities for students to develop leadership skills, foster intellectual and personal growth, and network and grow friendships. Students participate in co-curricular and campus life activities in a welcoming, supportive environment that values and celebrates diversity.

The programs collaborate with students, instructors, staff and administrators to design student-centered programs that complement learning, build leadership skills, shape campus policies and procedures, and promote student participation while instilling personal confidence, encouraging goal setting, and establishing values. The opportunities provided by these programs aim to develop well-rounded and responsible citizens for a multicultural and global society.
**Student Government**—

**The Student Administrative Council**

College Center Building, ground floor  
206-934-3641  
https://studentleadership.northseattle.edu/student-administrative-council

The Student Administrative Council, North’s official student government, identifies and represents the interests of the student body to the College administration. Members work collaboratively with campus staff to provide programs and services that enhance and support a student’s academic success. SAC oversees the four branches of student leadership:

**Student Cabinet:** student leaders serve on campus-wide committees  
**Student Fee Board:** allocates Service and Activity fees and Universal Technology Fees  
**Research and Advocacy Committee:** Identifies student concerns and advocates for change  
**Arts, Lectures, and Activities Board:** Plans and executes student life activities including concerts, cultural events, and speakers

Members of student leadership receive an hourly wage as well as training and mentoring aimed at strengthening their leadership skills while providing them with a foundation for success.

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**Student Clubs**

College Center Building, ground floor  
206-934-3641  
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 Student Administrative Council office has information about starting or joining a club.

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**Student Literary Publication**

**Licon Springs Review** and Literary Guild  
206-934-3711  
lsr.northseattle.edu/

*Licon Springs Review* is North's literary and art magazine which features poetry, short fiction, essays and art. It is published by the Literary Guild, a student club whose purpose is to support and provide opportunities for writers on campus by sponsoring workshops and readings as well as publishing the *Review* in both print and online editions. 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. Ask about this in the Humanities division.
**Bookstore**

Instructional Building, first level, south end of building  
206-934-4768  
northscce.bncollage.com

To reserve a textbook, go to the website and order online for either an in-store pickup or a mail out. Please allow 48 hours.

The Bookstore, operated by Barnes & Noble College Bookstores, Inc., carries a wide variety of merchandise. Your choice of rental textbooks, e-books, new and used textbooks, school supplies, general reading materials, greeting cards, and other gifts are available to purchase. The Bookstore also carries North Seattle Community College campus wear.

To purchase textbooks, you will need to have a copy of your class schedule OR complete an in-store form available at the counter with your class schedule. Used textbooks save money; they sell first and fast, so come in early to buy your textbooks.

The Bookstore accepts cash, all credit cards, and personal checks, with proper photo I.D. Receipts are required for all refunds and exchanges. Textbooks are fully refundable within the first seven days (subject to change) of each quarter, with a receipt and as long as the books are in original condition. Other merchandise purchased is returnable within 24 hours from the date of purchase.

The Bookstore buys back textbooks all year round. The best time to sell your book is during the last week of each quarter. The Bookstore pays up to 50% of purchase price on books if they are being used the following quarter. Books must be in good condition (ie, no water damage and not too many markings and/or highlights).

**Child Care Center (ASB)**

Northwest corner of campus  
206-934-3644  
northseattle.edu/child-care

The center offers a safe, nurturing environment and provides developmentally appropriate activities for children ages 18 months to 5 years. It is licensed for 50 children by the Department of Early Learning and participates in the City of Seattle Child Care Assistance Program. Parents must be enrolled at NSCC with a minimum of 10 credits, children must attend 20 hours/week. There is often a waiting list. Inquire via telephone or in-person. Operating hours are 7:30 a.m. to 4 p.m. Monday–Friday (closures during quarter breaks).

**Computing and Technology**

**Computer Lab**

Instructional Building, third floor (IB 3303)  
206-934-3630  
itservices.northseattle.edu/content/open-computer-lab

The open computer lab is available on a walk-in basis during operating hours (check website) to all NetID 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.

**NetID Accounts (computer & email accounts)**

NetID accounts provide login credentials for lab and classroom computers, network storage space, Web space, and Google Web-based services like email, calendar, IM, and office applications. With the exception of a few library computers, NetID accounts are required to use campus computers.

*Info/Setup:* northseattle.edu/online-services/netid  
*Email:* mail.northseattle.edu  
*Calendar:* cal.northseattle.edu  
*Office apps:* docs.northseattle.edu
CAMPUS RESOURCES

Internet & WiFi Access
All campus computers have internet access. Unrestricted WiFi access is available to all NetID accounts, but non-NetID users are only permitted access to College and district resources. Printing via the WiFi network is not available.

Food and Beverage
206-934-3781 or 206-934-3728

Cafeteria
College Center Building, first floor, southeast corner
The Cafeteria offers a nice selection of home cooking from around the world, including entrees, sandwiches, salads, desserts, snacks and beverages. Breakfast and lunch are served Monday through Friday. Hours are 8 a.m. to 3 p.m. Occasional early closures may arise due to special events. Please check our Food Services page for information.

Espresso Lounge
College Center Building, first floor
The Espresso Lounge offers a great place for studying and meeting up with friends! It is sponsored by Food Services and offers a full range of coffee drinks and food items at reasonable prices. Hours are 7 a.m. to 8 p.m. Occasional early closures and weekend openings may arise due to special events. Please check our Food Services page for information.

Library, Media and SIMPC
Library Building, 2127A, second floor
206-934-3607
library.northseattle.edu/
North’s library offers a wide range of resource materials and services to students. Librarians help you take full advantage of the library’s research databases, print and non-print materials, and the Web. Librarians also provide workshops, group and individual research consultation and classes to help you learn how to find materials efficiently. Librarians give instruction on how to analyze and evaluate online resources and how to navigate the research process for class assignments. Our Voyager library catalog and many of our research databases can be accessed from off campus. From the comfort of your home, you can utilize our online reference service called Ask Wa. Visit our website and join us on Facebook. Print material, media items such as digital cameras and digital audio recorders, headsets, and reserve materials can be checked out at the circulation desk. Students can also purchase language CDs for their classes at the circulation desk.
A silent study room is available to individuals on a walk-in basis—no reservations needed. The library also has group-use rooms available for study or viewing of DVDs. Reservations for these rooms are strongly recommended. There are also carrels available for individual walk-in viewing or listening.
Check out the library’s new Student Instructional media Production Center (SIMPC) located on the third floor of the library. Here we can help you with PowerPoint presentations, video editing, poster production, visuals and 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 libraries throughout the western United States.

Photo I.D.
College Center Building, second floor in Registration area
206-934-3713
northseattle.edu/cashiers-office/photo-id
Campus photo identification cards are required for all students at North Seattle Community College. There is a one-time charge of $5 for this card, payable at the Cashier’s window. If your card is lost, you will need to pay an additional $5 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 $5 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.
**Campus Resources**

### Safety and Security Services
College Center Building, ground floor
206-934-3636
northseattle.edu/safety

The North Seattle Community 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 those 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. Articles are held for one month. Items left unclaimed after this period are donated to charitable organizations.

### Transportation: Metro/Carpooling
College Center Building, Safety & Security office
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. Pick up a schedule in the hallway north of the cafeteria. Some schedules are also available at information stands in the Safety & Security Office (1st floor College Center, Room 1252) and near the Cashier’s office. The #5, 16, 75, 316, 345, and 346 routes stop along the west side of campus on College Way at regular intervals. Most routes connect NSCC 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
NSCC participates in the region’s Commute Trip Reduction (CTR) 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. For more information email tont.bajado@seattlecolleges.edu or call 206-934-0060.

### Wellness Center
*Front Desk*: 206-934-3631
*Information Line*: 206-934-3649
*Wellness Center Manager*: 206-934-4591
northseattle.edu/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.
COLLEGE POLICIES

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

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 Community 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
Students must maintain a cumulative GPA of 2.0. Students on financial aid who earn less than the required GPA, or fail to complete 50 percent of the credit hours for which they enroll, will receive a notice of low scholarship or cancellation. Please refer to the Financial Aid satisfactory academic progress policy.

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. Students can also contact the Advising Office, Financial Aid Office, or their specific program office for information.

Animals on Campus
No pets will be admitted on the grounds of North Seattle Community College 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 Seattle Community College.

Children on Campus
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.
Complaint Process:
How to Resolve Complaints
http://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. The supervisor has five days to notify the employee in writing of the complaint.

Step 3: Investigation/Fact-Finding—The supervisor/dean will then conduct an investigation to determine facts around the complaint and has 15 additional days to resolve the complaint.

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

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
Formal complaints must be submitted in writing within 90 days of when you (the complainant) knew or reasonably should have known that you had cause for a complaint.

Specify the facts and other grounds on which the complaint is based, attach relevant supporting documents and forward to David Bittenbender, Complaints Officer, College Center Building, Room 2261G.

Step 2: Respondent Has Opportunity to Reply
The grievance officer will send a copy of the formal complaint to the respondent and supervisor within five days of receipt of your complaint. The respondent is required to reply in writing to the grievance officer within 15 calendar days of the formal complaint. 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 calendar 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 days of your receipt of the notice.

Step 4: Resolution Conference
Within five 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 15 days. The intent of this conference is to reach a resolution. The grievance officer will provide a written summary to all attendees within 10 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 days with the grievance officer, who will forward it to the vice president.


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

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

Financial Aid: northseattle.edu/financial-aid
Completion and Transfer Rates:
https://northseattle.edu/about-north/college-statistics

Safety and Security:
northseattle.edu/safety

Student Right-to-Know/Rules:
http://www.seattlecolleges.com/DISTRICT/currentstudents/studentrulescs.aspx

Grade Complaints (Formal)
http://tinyurl.com/7e2l95w

A formal grade complaint must be filed no later than the last day of the quarter that follows the quarter in which 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.
SCCD WAC 132F-120-090 (370.40)

Your complaint must be filed in writing to David Bittenbender, Complaints Officer, College Center Building, Room 2261G.

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

The evaluation of course mastery is exclusively within the province of the instructor, and so a grade change may be initiated only by that instructor. However, if a formal grade is ultimately reviewed by the vice president of instruction, and s/he finds 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.

Sexual Harassment Complaints
http://tinyurl.com/7b9o3r9

Please report all sexual harassment incidents.

Sexual harassment is a violation of federal and state laws. It is illegal. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical contact of a sexual nature. When such contact unreasonably interferes with your learning or creates a hostile, intimidating or offensive learning environment, contact David Bittenbender, Human Resources Administrator, by email at david.bittenbender@seattlecolleges.edu or by phone at 206-934-7792.

If you are experiencing sexual harassment here are some steps to follow:

- Document your experiences with specific times, dates, witnesses, etc.
- Talk to the person you are having difficulty with, about your concerns. If you don't feel safe speaking directly to the other party, you may contact for support: Counseling, 206-934-3676, Student Success & Retention Services, 206-934-3679: Disability Services, 206-934-3697, Multicultural Student Services, 206-934-3698 or Women's Services, 206-934-7308.
- For a student-to-student complaint, report the incident to David Bittenbender, 206-934-7792. If the situation involves a student and an employee of the college, please report the incident to David Bittenbender, Human Resources Administrator, 206-526-7792.

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 Community College (NSCC). NSCC is committed to providing qualified students with a disability an equal opportunity to access the benefits, rights, and privileges of NSCC 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, Sarah Nagpal, by email or phone at sarah.nagpal@seattlecolleges.edu or 206-934-7808.

Grading System

Grades are not mailed. Approximately 7 to 10 days after the end of the quarter students can access their grades via the Web at www.northseattle.edu/kiosk.

The Seattle Community College District uses a numerical grading system. Numerical grades may be considered equivalent to letter grades as follows:

<table>
<thead>
<tr>
<th>Letter</th>
<th>Numeric</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.0 - 3.9</td>
</tr>
<tr>
<td>A-</td>
<td>3.8 - 3.5</td>
</tr>
<tr>
<td>A+</td>
<td>3.4 - 3.2</td>
</tr>
<tr>
<td>B</td>
<td>3.1 - 2.9</td>
</tr>
<tr>
<td>B-</td>
<td>2.8 - 2.5</td>
</tr>
<tr>
<td>C</td>
<td>2.4 - 2.2</td>
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<tr>
<td>C+</td>
<td>2.1 - 1.9</td>
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<tr>
<td>C-</td>
<td>1.8 - 1.5</td>
</tr>
<tr>
<td>D</td>
<td>1.4 - 1.2</td>
</tr>
<tr>
<td>D+</td>
<td>1.1 - 1.0</td>
</tr>
<tr>
<td>E</td>
<td>0.0</td>
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</tbody>
</table>

See course syllabus for grading criteria.

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

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

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
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See SCCD catalog for grade descriptions. For questions regarding grades, contact the records coordinator at 206-934-3665.

Indoor Air Quality (Fragrance & Pollutant-free)

northseattle.edu/policies/indoor-air-quality

North Seattle Community College recognizes that 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.

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 encountered in academic writing 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.

**Smoking Policy**
North Seattle Community College is a “no-smoking campus,” except in designated areas. Smoking is permitted in posted areas only.

**Designated Smoking Areas**
Areas permissible to smoking are marked with green signs indicating the smoking boundaries. In addition, smoking must always be at least 25 feet from all doors, stairs and walkways. Permissible areas include: Arts and Sciences Plaza, Technology Plaza, Upper Flag Plaza, All parking lots.

**Software Piracy**
The NET Act (18 U.S.C. § 2319(c)(1) and 17 U.S.C. § 506(a)(2)) makes it illegal to reproduce or distribute copyrighted works, such as software programs and musical recordings, even if the defendant acts without a commercial purpose or for private financial gain.

Software Piracy is a crime and the Seattle Community College District will cooperate to the fullest extent of the law in prosecuting any violation of the NET Act or any other software theft or distribution. North Seattle Community College is also subject to penalties under the NET Act and we will actively pursue any reports of any violation of the NET Act. Do not download or distribute any software without specific authorization from the Director of Information Technology Services.

**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 that is compatible with the orderly operation of college functions.

**Student Misconduct**
Misconduct is irresponsible behavior that negatively affects the college’s educational mission and is fully defined in WAC 132F-121-110 (see Web address above). Incidents of misconduct should be reported in writing to Marci Myer, Vice President for Student Development Services, 206-934-3656 or email marci.myer@seattlecolleges.edu.

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

a. Academic dishonesty that includes cheating, plagiarism, or knowingly furnishing false information to the college.

b. Intentional falsification of statements and/or filing false charges against the college or members of the college.
c. Forgery, alteration or misuse of college or district documents, records, funds or identification cards, with the intent to defraud.

d. Intentional disruption of teaching, administration, or other campus activities.

e. Physical and verbal abuse—including bullying—of any person on college premises or at any college-sponsored functions; or conduct which threatens or endangers the safety and health of any individual.

f. Theft from, or damage to, the college premises and/or property of a member of the college community.

g. Possession, use or furnishing on college premises of alcohol, controlled substances or unlawful drugs.

h. Failure to comply with the direction of campus employees acting in the performance of their duties.

i. Violation of published college/district regulations.

j. Possession of firearms.

k. Unauthorized possession, duplication or use of keys to any campus premises or unauthorized entry to, or use of, campus premises.

l. Theft or other abuse of computer time, including, but not limited to:
   1. Unauthorized entry into a file, to use, or change the contents, for any purpose
   2. Unauthorized transfer of a file
   3. Unauthorized use of another individual’s identification and password
   4. Use of computing facilities to interfere with the work of another student, faculty member or college official
   5. Use of computing facilities to send obscene or abusive messages
   6. Use of computing facilities to interfere with normal operations of the college computing system
   7. Use of computing facilities for personal profit or gain.

m. Failure to comply with the district’s Electronic Use Policy.

Disciplinary Actions

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.

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 Community 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.
**COLLEGE POLICIES**

**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.

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

   The College 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: www.seattlecolleges.edu/DISTRICT/currentstudents/studentrulescs.aspx
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 coursework based on the requirements of their program and specific educational goals.

**Associate of Arts Degree (AA):** A 90-credit community 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):** 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. NSCC 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 help them determine which degree will best serve their needs.

**Associate in Business Degree (AB):** A 90-credit community 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 courses completed at a community college). This degree is sometimes called a “baccalaureate” degree.

**Certificate:** Some of the professional-technical programs lead to an AAS degree and others to a certificate. The certificate programs consist primarily of training related to a specific career area; whereas, the AAS 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 containing information on the courses, times and sections to be offered.

**Counselor:** A person trained in psychology who helps students solve problems, become more knowledgeable about themselves, set goals and make decisions relative to their personal, social, educational and vocational concerns.

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

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

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

**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 given 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, which 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, environmental science, general science, geology, health, oceanography, physics, physiology, engineering, meteorology, physical anthropology, and physical geography.

**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 NSCC 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 Community College requirements. Transcripts may be evaluated in the Registrar's Office when working toward a North Seattle Community College degree. Advisors may do unofficial evaluations.

**Transferability:** Classes that transfer to four-year colleges 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 AA worksheet; however there are exceptions. If you complete an AA 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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