New Students

Steps for Getting Started

1. How to Pay for College

Estimate your tuition and fees by visiting the Tuition and Fees pages of our Web site northseattle.edu.

Applying early for financial aid increases your chances of receiving an award. The financial aid priority deadline was March 15, 2012, for 2012-2013. However, funding may be available to students throughout the year. Visit or call the Financial Aid Office for information.

If your employer or another agency will be paying your tuition, contact the Financial Aid office before registering.

To explore eligibility for worker retraining support as a displaced worker, contact the Workforce Education office at (206) 934-3787 or search the Web for information about scholarships not offered through the school.

Explore deferred tuition payment options at northseattle.edu/tuition-fees/deferred-tuition-payment-system.

Emergency tuition and book assistance may be available for returning students. Visit or call the Registration/Admissions Office at (206) 934-3679.

2. Apply

Apply online via the Web Admissions Center at northseattle.edu/admissions/steps. It’s simple, fast and free!

You are welcome to come to the Admissions/Registration office on campus for great in-person attention. (You may also apply online using our computer kiosk stations available in the admissions area.)

See our online Parking & Transportation pages for campus and visitor parking information.

Are you under 18 and have not earned a high school diploma or GED? Continue your application process AND, if not enrolled in Running Start, request an exception to the NSCC admissions policy by visiting the Underage Student page on our Web site.

3. Testing

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

After paying the fee, take your receipt to the Testing Center during drop-in placement hours to test. To find the current drop-in hours calendar, visit the Testing Center Web pages. Valid government-issued ID is required.

Exceptions: If you have already completed placement testing or college-level English or math courses at another institution, you may not need to test. Bring unofficial transcripts or placement test results to a New Student Orientation or Advising for review.

There are free COMPASS test prep workshops open to all current and incoming students to help prepare for the placement test. Please visit beforeyoutest.org for the workshop schedule and for other preparation tools and resources.

4. Attend a New Student Orientation

New student orientation is required for degree-seeking students with no prior college experience. The orientation is designed to introduce the broad range of programs and resources available to students. The orientation is approximately one and a half hours in length. If you are unable to attend the new student orientation in person, please complete the New Student Orientation online at northseattle.edu/advising/onlineregistration.

There are free COMPASS test prep workshops open to all current and incoming students to help prepare for the placement test. Please visit beforeyoutest.org for the workshop schedule and for other preparation tools and resources.

If you are pursuing a program in Early Childhood Education, Health/Medical or Watch Technology, contact the respective division for additional advising and registration information. You are still encouraged to attend the in-person new student orientation for general information on NSCC services and processes.

5. Course Schedule

To help you decide what courses to take, consult the online course schedule for the most accurate and up-to-date version of the quarterly schedule.

6. Register

With your Student Identification Number (SID), Personal Identification Number (PIN) and your class item numbers selected from the course schedule, you are ready to register. Register online or in person:

Online registration
Avoid waiting in line. Register/Add/Drop Classes online at scdweb.sccd.ctc.edu/seanor/student-orientation-signup or call the Advising Office — (206) 934-3658.

In-Person Registration
Get personal assistance at the Admissions/Registration office on the second floor of the College Center building or use the registration kiosks available there to register online.

We recommend you view NSCC’s Admissions/Registration policies online before you register for classes.

7. Tuition and Fees

Your registration is not complete until tuition and fees have been paid in full or you have enrolled in the FACTS automatic (deferred) payment plan.

Tuition is determined by the number of courses you take and your residency status. Fees are determined by the number and type of courses you take. These fees do not include classroom expenses like art supplies, books or course-
specific equipment that may be required by the instructor.

The average student will take 10-18 credits per quarter. Full-time is considered 12 credits. An advisor can help you estimate your typical tuition and fee payments. See the Tuition and Fees pages online for full details on tuition and fee charges. Taking over 18 credits requires permission from the Advising Office.

**Tuition Payment Deadline:**
If you register prior to the beginning of the quarter, you must pay your tuition and fees within 7 business days of your registration or prior to the start of the quarter, whichever comes first. If you register on or after the first day of the quarter, tuition and fee payment is due immediately upon registration. Students who do not pay tuition by the deadline or do not sign up for the FACTS payment plan are at risk of being dropped from classes for non-payment. If you are paying through a deferred payment plan and fail to make a scheduled payment, you will be dropped from classes for non-receipt of payment. If you are paying through a deferred payment service, you will not be dropped for non-payment. However, a hold will be placed on your NSCC student account and that hold will remain until your FACTS account is made current (i.e., you have caught up with your scheduled payments). It may take 24-48 hours for the FACTS account to be updated on the College's end. Please plan for this delay. You also remain responsible for keeping track of courses added to your schedule, and for dropping courses you do not want, including wait-listed courses. The hold on your NSCC student account means you will not be able to register for future quarters and you will not be able to obtain grades, transcripts, or financial aid.

Reminder: Students must sign up each quarter for the deferred payment service.

**How to Pay:**
You can pay your tuition and fees by credit card online or by deferred payment plan without coming to campus, or in person, at the Cashier’s Office, on the second floor of the College Center Building. Visit northseattle.edu/tuition-fees#2 for payment option information. In-person payments can be made by cash, check, American Express, VISA, MasterCard, Discover, debit card or financial aid award. Checks must be written for the exact amount and must be drawn on banks located in the United States. A handling fee of $30.75 is charged for any returned checks. Students will be automatically dropped from classes if checks written for tuition are returned for insufficient funds. Students who are dropped for insufficient funds must pay tuition and fees in cash or by credit card. Financial assistance must be arranged with the Financial Aid Office prior to registration.

**8. Visit the Bookstore**
Bring your list of classes to the bookstore to purchase books for your classes. Details are available at the Bookstore’s Web site, northscc.bncollege.com. The Bookstore now offers an in-store and online textbook rental program.

**About Residency Status**
A resident is a U.S. citizen or permanent resident who (1) is financially independent; (2) has established a domicile in the state of Washington for other than educational purposes for a period of at least one full year prior to the beginning date of the quarter; or (3) is a dependent student whose parents or legal guardians have maintained a domicile in the state of Washington for at least one full year prior to the beginning date of the quarter; and (4) who further meets and complies with all applicable requirements of WAC 250-180-30 and 250-180-35. Note: As required by the state, residents document their legal residence in Washington by showing that for the entire 12 months immediately preceding the beginning of the quarter, they have done all of the following: 1) held a Washington driver’s license or identification card, 2) had their vehicle registered in Washington, and 3) been registered to vote in Washington (if applicable). Other documentation may be required. Note: A student cannot qualify as a legal resident of Washington for tuition calculation purposes if s/he possesses a valid out-of-state driver’s license, vehicle registration or other documents that give evidence of being a legal resident in another state.

Students meeting the above criteria who were previously classified as non-residents are responsible for requesting a change in their residency status. Forms and information are available at northseattle.edu/tuition-fees/determine-residency-status and in the Admissions/Registration Office. Residency applications may be submitted for consideration during the quarter immediately preceding the quarter where residency is to be awarded. Earlier applications will be returned to the applicant. After the application has been submitted, the deadline for all residency changes is the 30th calendar day from the first day of the quarter.

Individuals who are not permanent residents or U.S. citizens may qualify for resident tuition, if they have either: (1) resided in Washington state for the three years immediately prior to receiving a high school diploma, and completed the full senior year at a Washington high school, or (2) completed the equivalent of a high school diploma and resided in Washington state for three years immediately before receiving the equivalent of a diploma, and (3) will file an application to become a permanent resident of the United States as soon as they become eligible. For either option, students must continuously have resided in Washington state since earning the high school diploma or its equivalent. Additional criteria may be required.

**More About Registration**

**Currently Enrolled Students**
You can register for classes via the Web at northseattle.edu/online-services/online-registration-tools. Web registration is available seven days a week from 5:00 a.m. to 11:00 p.m. Registration priority is based upon total cumulative credits earned at NSCC. Be sure to develop an educational plan early with an advisor.

**Former Students**
You will need your SID and PIN numbers to access the online registration system, unofficial transcripts, and your class schedule at northseattle.edu/online-services/online-registration-tools. Prior to open registration (seventh business day of registration) you may contact the Admissions/Registration Office to be activated for a specific registration time. Once open registration has begun, you are automatically activated for registration. Remember to update your address and e-mail information via the Web if they have changed.

**Graduating Students**
Students who will complete their program requirements for a certificate or degree at the end of the quarter must apply for their award as soon as they enroll in their final classes and no later than the end of the previous quarter. Meet with your advisor or faculty coordinator to officially
complete the application. Once completed, your advisor or faculty coordinator will submit it to the Admissions/Registration office.

**International Students**
If you hold a non-immigrant visa such as F-1 or J-1, and many others: B, M, H, A, O, etc.) and wish to study at NSCC, you must complete an International Student Application. Visit the International Programs Office or ip.northseattle.edu.

The application packet is available in the International Programs office or online at ip.northseattle.edu. The application deadline for international students applying from outside the United States is two months before the quarter starts.

If you have any questions, contact:
**International Programs**
North Seattle Community College
9600 College Way North
Seattle, WA, 98103 USA
(206) 934-3672 (Office)
e-mail: international@seattlecolleges.edu

**Registration Tips & Terms**

**Student Identification Number (SID)**
Your SID will be assigned to you upon admission to the College. This number will be used to register for classes, access grades or schedules, pay tuition and for all other administrative purposes. If you have misplaced your SID, obtain an SID Request Form online. Go to northseattle.edu/current-and-former-students. Or, you may request the form from ARRC@seattlecolleges.edu and follow the instructions for submission on the form. You may also request your SID at the ARRC front counter with your picture ID.

**Common Student ID Opt-in Process**
(Washington State Community and Technical Colleges only)
Beginning Winter Quarter 2012, upon admission to a college, students may opt to have the same student ID assigned that was assigned at a previously attended college when they provide a correct social security number. This common SID process only affects students who apply to colleges as of 12/16/2011. It does not apply to previously applied or attended colleges within the Washington State Community and Technical College system.

**Personal Identification Number (PIN)**
All students have a Personal Identification Number (PIN). The PIN is used for all inquiry purposes and for quarterly registration purposes. Your temporary PIN is your birth date (MMDDYY). Example: If your birthday is March 18, 1955, enter 031855. For security reasons, you are encouraged to change your temporary PIN.

**Registration Start Time**
You can access your registration start time via the Web. You can register any time on or after the stated time. You are encouraged to meet with an advisor to create an educational plan prior to registering. If you are a new student or former student returning to NSCC, you may register via Online Services once open registration begins.

**Item Number**
An item number is the four-digit number assigned to each class section. The number allows you to add or drop classes by inputting the number in the add/drop box via Online Services.

**Prerequisites**
Many credit classes have prerequisites. Students must prove eligibility for entry-level classes (such as English) and most courses above the entry-level by testing or by having satisfied prior course work. In some cases, a recent English or math placement score from another college may be valid. Bring your placement score report when you go to orientation or meet with an advisor. Placement scores are required by some instructors the first day of the quarter. Course work earned at other institutions must be evaluated by providing an unofficial transcript to an advisor or the Admissions/Registration Office before registering. You will then be given an entry code to register.

**Entry Codes**
Entry codes are five-digit random numbers for classes that have unmet prerequisites or require permission by an instructor. Entry codes are used for Web registration. Once an entry code has been used, the computer will not accept the code again. Entry codes are available for unmet prerequisites through Advising and Admissions/Registration front counter or, for permission classes, from the division/instructor.

**Waiting List Information**
The Waiting List feature (automated) offers students a fair and consistent method of being enrolled into a full class if openings occur. If a class with the waiting list option is full and you choose to be put on the waiting list, you will be automatically enrolled in the class when space becomes available through the 4th day of the quarter (3rd for summer). It is the student’s responsibility to check the online schedule daily to confirm waiting list status and/or registration. If you have a “hold” on your account that prevents you from being added to a particular class from the waiting list, you will also be notified of the hold as soon as you are added to the waiting list. Students should take steps as early as possible to clear the hold. Once you have arrived at position one (1), you will have 2 business days to clear the hold or you will be dropped from the waiting list. Please contact the telephone number provided by the email alert to clear the hold.

Once you have been registered into the class, you will have 24 hours to pay for outstanding tuition and fees. If you decide you no longer want to be on the waiting list for a class, you may remove yourself via the Waitlist Inquiry and Update in Online Services.

If you have not been registered via the waiting list process by the first day of classes, go to the class on the first day. The automated waiting list process will continue to enroll students into classes through the 4th day (3rd day for summer) of the quarter. If you have not been enrolled by this date, if possible, obtain an instructor’s signature as an overload. Some classes may not have a waiting list option. Note: Students are not able to be added to full waiting lists.

**Important Note:** Students on a waiting list who do not show up for class during the first sessions of the class may lose their waiting list status in lieu of other students who wish to be enrolled.

**Overloads**
If the automated waiting list is not available, students are not able to register for closed classes via the Web. If a class is full, students must obtain the instructor’s permission, if possible, by having the instructor sign and check the overload box on the registration form. All forms are available at the front counter of the Admissions/Registration Office.

Students who are enrolled in e-Learning classes, where commuting to the campus is not necessary, must communicate with their instructor regarding the desire for overload. Permission to overload into the class is granted by the instructor, who will email the permission to the Admissions/Registration Office. Students may also submit a copy of the permission email to the Admissions/Registration front counter. Please include SID, name of course and item number. After the student is enrolled, the instructor will alert the...
Registration

Winter 2013

Student via e-mail to pay for tuition and fees.

Adding Classes
Students may add classes using the Web through the fourth day of the quarter (third day for summer). After this date, all adds must be processed in person at the Admissions/Registration Office and require instructor’s signature until the tenth day of the quarter (eighth day for summer). After the 10th day of the quarter (8th for summer) classes cannot be added unless an extenuating circumstance can be established. If an extenuating circumstance can be established, students may petition for late add and pay the non-refundable late registration fee of $10.50 per credit.

Dropping Classes
Students may drop classes via Online Services through the eighth week of the quarter (sixth week for summer). Instructor permission is not required to drop classes. Students cannot withdraw from classes after the eighth week (6th for summer). Students who miss this deadline may inquire with their instructors to see if an “I” (Incomplete) or NC (No Credit) is appropriate.

Credit/Audit (No Credit)
You may change your courses from credit to audit or audit to credit in person only at the Admissions/Registration Office through the eighth week of the quarter (sixth week for summer). Instructor permission is required beginning the tenth day of the quarter (eighth day for summer). No changes can be made after the eighth week (sixth week for summer). Students who miss this deadline may inquire with their instructors to see if an I (Incomplete) or NC (No Credit) is appropriate.

Variable Credit
You may use the Change Credit box on the Web or via the kiosks located on the 2nd floor of the College Center Building to change the number of credits in a variable credit class for which you are registered through the tenth day of the quarter (eighth day for summer). Instructor permission is required after the tenth day of the quarter (eighth day for summer). Visit the Front Counter of the Admissions/Registration Office to complete this transaction. No changes may be made after the eighth week (sixth week for summer) regardless of instructor permission.

Registration Holds
If you have an outstanding obligation to the College, you will be alerted regarding the hold during various transactions with the college.

You will not be permitted to complete certain transactions until the hold has been released. Contact Admissions/Registration at (206) 934-3663 to identify the source of the hold. Contact the appropriate office, (e.g., Financial Aid, Library, Cashier’s Office, etc.) to clear the hold. Academic holds may also prevent you from registering. See an advisor to inquire about academic holds.

IntraDistrict Registration
Returning students may register at their regular campus for a course at any Seattle Community College campus on the second day of currently enrolled student registration. In most cases, you may register online if you have already applied for admission or through your home campus. Please contact your home campus registration office for more information.

Full-Time/Part-Time Status
For academic, Social Security, VA, loan guarantor, etc., you must enroll in and complete at least 12 credits to be considered full-time; 6 to 11 credits is half-time; 5 or fewer is less than half-time.

Grade Inquiries
Grades are not mailed. Students can access their grades via the Web using the “Grades/Unofficial Transcript” option through Online Services. In addition, there are computers on the second floor of the College Center Building, Computer Labs, and the Library with access to unofficial transcripts and other student information. Grades are accessible via the Web beginning the fourth business day after the final day of the quarter.

Student Responsibility
By registering, you assume responsibility for your registered classes and the financial obligations of these classes at North Seattle Community College as stated in the current catalog. No grades or credit will be given for any course in which you are not properly registered. Although you will receive several courtesy emails regarding important deadline information, it is also your responsibility to be aware of important deadline dates for registration, tuition payment, withdrawal, etc. Deadline dates are located in this class schedule and on the Web at www.seattlecolleges.edu/academiccalendar.aspx. You are encouraged to make note of important deadline dates.

About Financial Aid
If you need help with financing your college education, you are encouraged to apply for financial aid through the FAFSA (Free Application for Federal Student Aid). The application process can be a lengthy one, and you should allow a minimum of six weeks to complete the process. Applying early increases your chances of maximum funding. You may also search the Internet for information about scholarships that are offered through the College and other organizations.

If your employer or another agency will be paying for your tuition, you must contact the Financial Aid Office before registering. For additional information on applying for student financial aid, please see the Financial Aid Web-site at northseattle.edu/financial-aid.

If you submit a completed financial aid application and all required documentation by the awarding cycle dates listed below, you are assured notification of your financial aid eligibility by the first week of the quarter. Applications completed after these dates will be reviewed for eligibility later in the quarter. Please note: You are responsible for paying tuition by the tuition due date, along with purchasing your books and supplies if your financial aid has not yet been awarded. For more detailed information, please pick up a Financial Aid Guide at the NSCC Financial Aid Office or go to the Financial Aid Web page at northseattle.edu/financial-aid.

Emergency Tuition/Book Assistance
Emergency tuition/book assistance is available for returning, currently enrolled students who have completed at least one quarter at NSCC. In addition, funds are available for tuition, textbooks or personal assistance. This is not a scholarship; recipients must have the ability to repay the funds by the 7th week of the quarter. To discuss your eligibility, please call Susan Shanahan at (206) 934-3679 for an appointment.

Awarding Cycle Dates
Quarterly Deadlines for 2012/2013
* Summer – May 31, 2012
Fall – July 31, 2012
Winter – November 30, 2012
Spring – February 28, 2013
* Summer – May 31, 2013
* Summer quarter financial aid requests require a supplemental application.

Priority application deadline for the 2012-2013 academic year was March 15, 2012. Students are encouraged to apply NOW for the 2012-2013 academic year.
Pay Your Tuition on Time

Your registration is not complete unless tuition and fees have been paid in full or you have enrolled in the automatic payment plan. (See Automatic Payment Plan section below.)

Students have 7 days from their initial registration to pay tuition or prior to the beginning of the quarter, whichever comes first. If you register on or after the first day of the quarter, tuition and fee payment is due immediately upon registration. Students who do not pay tuition by the deadline are at risk of being dropped from classes for non-receipt of payment. Please note: Signing up for the delayed payment system takes 24 hours to prevent the drop for non-payment process from initiating. To avoid being dropped if your payment deadline is within this timeframe, contact the Cashier’s Office at (206) 934-3627.

You can pay your tuition and fees through the Web or in person, at the Cashier’s Office, which is located on the second floor of the College Center Building. Payments can be made by cash, check, American Express, VISA, MasterCard, Discover, debit/Visa card or financial aid award. Checks must be written for the exact amount and must be drawn on banks located in the United States. A handling fee of $30.75 is charged for any returned checks. Students will be automatically dropped from classes when checks written for tuition are returned for insufficient funds. Students who are dropped for insufficient funds must pay tuition and fees in cash or by credit card.
Financial assistance must be arranged with the Financial Aid Office prior to registration. See below for a listing of special and possible additional fees.

**Automatic Payment Plan**
The deferred payment service is available through our partner nelnet Business Solutions. This enables you to make automated monthly tuition payments from a bank account, debit card or credit card. You must have a minimum of $100 in tuition costs to enroll. There are no interest charges. The automatic payment information plan page is located at northseattle.edu/tuition-fees/deferred-tuition-payment-system and has detailed information about the system and a schedule of due dates. You must sign-up for each quarter separately.

The monthly installment plan is not available to international students.

**Please note:** It is the student’s responsibility to be aware of district policy deadline dates, which can be found in the class schedule and on the Web at seattlecolleges.edu/district/calendar/academiccalendar.aspx.

**Tuition Refund Policy**
Refunds result from a student withdrawing from college. Refunds are made in accordance with the quarterly schedule dates and include a $6.00 processing fee. Refunds for short courses/programs and those that do not follow the regular college calendar will be applied on a prorated basis.

**No refunds are given to anyone dismissed for disciplinary reasons or to those who do not follow official withdrawal procedures.** This policy does not apply to non-credit classes, contract or self-support courses. Allow two to three weeks to receive a refund. All refunds will be mailed or credited back to the card used to pay the original charge.

**Special Fees**

**Campus Parking**
In compliance with City of Seattle regulations, which promote carpooling and use of public transportation, parking on campus is by permit only in marked stalls. Parking rates are only refunded in the event of complete withdrawal, with the return of the permit during the refund period at the current refund rate or if the College cancels a class. Quarterly parking rates are computed from your enrollment document and are based on the number of credits taken. See northseattle.edu/tuition-fees/fee-table/B232 for more information.

**Computer Lab (CL) Fee**
You will be charged a $46.00 lab fee for each computer-related class up to a maximum of $73.00 total.

**Continuing Education**
Continuing Education programs are self-supported. Tuition and fees vary by class.

**International Student Application Fee**
International students will be charged a non-refundable $50 application fee. This fee covers administrative costs and will not be applied toward tuition.

**Late Registration Fee ($10.50 per credit)**
Covers costs associated with handling late registration petitions and approvals. Petitions require documentation of extenuating circumstances that prevented registration during the standard timeframe, and are only considered for students who attended the classes for which they are petitioning prior to the 10th day of the quarter (8th for summer).

**Photo ID Card**
All new students registering for credit classes are required to purchase a photo ID card. There is a charge of $5 for this card, payable at the Cashier’s Office. The ID card, along with a Wellness Center sticker, will also be your library and Wellness Center building access card and may be used to check out books, access the computer labs and for other student activities. The card is good for as long as you are a student. If you lose the card or it is stolen, damaged or mutilated, there will be a $5 replacement fee. The photo ID and cashier windows are located on the 2nd floor of the College Center Building.

**Placement Testing Fee(s)**
The fee for an individual English or math placement test is $19.00 per test; however, if you combine English and math in one session, you pay only one $19.00 fee.

**State Commute Trip Reduction Act Fee**
The Commute Trip Reduction Law (RCW 70.94.521-551) requires Seattle Community College District to implement a transportation program to reduce traffic, fuel use and air pollution. Students enrolled in 10 or more credits or credit equivalents must pay a quarterly $15 transportation management plan (TMP) fee to support this work.

**Orca Card**
The pass is valid for $200 worth of trips and is available to students on a first-come, first-served basis at the Cashier’s Office.

**2012-2013 rates effective July 1, 2012.**
Quarterly fee for Fall 2012 - Spring 2013.

Students with 10 or more credits .............$125.00
Non-credit or less than 10 credits ...........$200.00

**Universal Technology Fee**
$3 per credit up to 10 credits (minimum $12, maximum $30). This fee is applied to every student except the following: students enrolled in three credits or less, students enrolled in continuing education classes, ABE/ESL students, GED Prep students, and students enrolled only in eLearning or Washington online classes.

**Wellness Center**
The Wellness Center fee is $1.25 per credit, maximum $12.50 per quarter, for credit classes. For students not required to pay the $1.25 per credit charge, the optional fee is $25 per quarter (ESL, Continuing Ed, eLearning).

**Wireless Access**
Free wireless access is available to all currently enrolled students. Students must have a Net ID in order to access wireless services. Wireless access is not yet available in all classrooms on campus and is also not available during the quarter break.

**Waivers**

**Active Duty Military/Washington National Guard (09)**
Active duty military stationed in Washington, their spouses and dependents, and Washington National Guard members, spouses or dependents, if their residence is Washington, are eligible for resident tuition rate. Students must provide military documentation of active duty status in Washington on a quarterly basis.

**Children of Deceased or Disabled Law Enforcement Officer or Firefighters (04)**
Children of any law enforcement officer or firefighter who lost his or her life or became totally disabled in the line of duty while employed by any public law enforcement agency or full-time or volunteer fire department in this state, may receive a waiver, PROVIDED that such persons begin their course of study at a community college within ten years of their graduation from high school. Students must submit official documentation to the Admissions/Registration Office to receive the waiver.

**Higher Education Employees (Employed at 50% or more) (24)**
Waiver of nonresident tuition differential for higher education employees (holding not less than a half-time appointment) of public higher
education institutions and their spouses and dependents. Students must reside in the state.

Veteran Tuition Waivers (70, 71, 72)
North Seattle Community College offers the maximum available veterans tuition discounts available in the State of Washington.

- Limited tuition waivers may be available for eligible United States military veterans. Eligible veterans receive a 50% reduction tuition rate. Contact the Veterans Affairs Office for details.

- Dependents and the spouses of an eligible veteran or National Guard member who became totally disabled, or who is determined by the federal government to be a prisoner of war or missing in action, or who lost his or her life while engaged in active federal military or naval service, may be eligible for a limited tuition waiver of 100%. Contact the Veterans Affairs Office for details. See special program tuition rates for tuition costs. Visit the Veterans Affairs Office (located in the Financial Aid Office) to determine eligibility. Students who wish to use the waiver should see the veterans coordinator prior to registering for classes.

Senior Waiver (10)
Washington state resident seniors, 60+ years, can enroll in two state-funded classes for audit or credit on a space available basis. Some exceptions do apply. Students attempting to use the waiver will go to class on the first day of the class. Using the standard registration form, obtain instructor’s signature if space is available (Including all waitlisted students intending to enroll) and submit it to the Admissions/Registration Office beginning the sixth day (fifth day for summer) of the quarter through the tenth day (eighth day for summer) of the quarter. 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 ID, transportation fee, Universal Technology fee, etc.

Please note the following stipulations:
This waiver cannot be used for Continuing Education or WAOL classes or high demand programs that include all courses within any Allied Health program at NSCC. Employees in the K-12 system are eligible for the Washington State Employee Waiver with verification that they are teachers or certificated instructional staff employed at public common and vocational schools, holding or seeking a valid endorsement or certificate completion and who have not yet earned a degree.

A new certification of employment form must be presented each quarter.

Students enrolled in over six credits will be charged at the regular tuition rate for all credits in excess of six.

Students who enroll prior to the sixth day of the quarter (fifth for summer) will forfeit their waiver eligibility.

Please contact the Admissions/Registration Office to request a Certification of Employment Form or download one from the district Web site, seattlecolleges.edu/district/currentstudents/forms.aspx.

Policies

Academic Recognition
You can be recognized for academic achievement, including being named on various lists and/or becoming a part of Phi Theta Kappa.

- Vice-President’s/Dean’s List - You must have 10 or more credits per quarter at North and a 3.5 quarterly GPA.
- President’s List - You must have accumulated 30 or more credits at North, are currently enrolled, and have a 3.8 or higher cumulative GPA.

Academic Standards and Student Progress
State law has mandated that you must maintain a minimum grade point average (GPA), complete a certain percentage of the units you attempt, and make progress toward completing your degree or certificate program in a timely manner.

North Seattle Community College has established intervention procedures for
- Students whose cumulative GPA drops below 2.0
- Students who have not successfully completed at least 75% of a quarter or
- Students who have completed 125% of the credits/clock hours they need for degree or certificate completion and who have not yet earned a degree.

These interventions may include meeting with a specific program advisor or coordinator, required completion of a student success plan, a “hold” on your student record (interfering with your ability to register), academic probation or suspension.

See northseattle.edu/policies/student-progress-0 for more information.

Adding or Dropping Classes
To avoid any potential problems in meeting your educational goals, you are strongly encouraged to meet with your instructor and an advisor before adding or dropping any classes. Certain deadlines apply for these actions. Please see the Key Quarter Dates section for these dates or visit seattlecolleges.edu/DISTRICT/calendar/academiccalendar.aspx.

If you have registered and paid fees, you must officially withdraw if you wish to discontinue attendance. Failure to officially withdraw may result in a failing grade being assigned at the end of the quarter.

Although you may not officially withdraw from a class after the eighth week, (sixth week for summer) regardless of your academic status, you do have the option to contract with your instructor for an “I” - Incomplete grade, or “NC” - No Credit. Please visit northseattle.edu/about-north/policies for details regarding these options.

Financial Aid Recipient Drop-Add
Dropping from classes or withdrawing may affect your financial aid eligibility status. If you withdraw from all your classes, you may owe a repayment of some or all of the financial aid funds.
Communications from the College

Courtey e-mail alerts, reminders and general communication from NSCC and the SCC District are primarily sent by e-mail. Students are encouraged to keep their e-mail addresses up-to-date at all times via: https://scdweb.sccd.ctc.edu/nsckiosk/stuaddr/waci203.html. Although you will receive critical information about admissions, registration, deadline dates, drops for non-payment, transfer credit evaluation, graduation and more, it remains your responsibility to be aware of all critical deadlines.

Credentials Evaluation

Students wishing to have credits transferred in from previous colleges should do so ONLY if they are intending to earn a certificate or degree from NSCC. Please see northseattle.edu/credentials. New students may submit a request to have credits officially transferred in, once all official transcripts have been received by the college and after students are registered and have paid for their first quarter.

Disability Services

See Student Success Services.

Equal Opportunities

The Seattle Community College District VI 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 lawful admissions 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.

Title IX/Chapter 28A.640 RCW
Human Resources Rep: David Bittenbender
9600 College Way North, Seattle, WA 98103
(206) 934-7792

International Student Drop-Add

Dropping below 12 credit hours may impact your visa eligibility. Please contact International Programs prior to dropping any classes. If you have registered and paid fees, you must officially withdraw if you wish to discontinue attendance. Failure to officially withdraw may result in a failing grade being assigned at the end of the quarter.

Attendance

You may not attend any classes unless you have been officially registered and paid tuition and fees. Instructors will not allow you to attend their class if your name is not on the official class roster. (Exception: students who are on a waiting list or enrolling using a space-available waiver.) (See section on Waivers and Waiting Lists for more information.) If you are officially enrolled in a credit class, you must be in attendance as of the first scheduled session of class. If you are absent without prior approval of the instructor, or the division, you may be dropped from that class by the College or be at risk of losing your waiting list status. Attendance is not permitted unless students are registered by the 10th day of the quarter (8th for summer).

Note: Do not assume that you have been dropped if you have not attended class on the first day. This procedure is usually implemented only when there are other students waiting to enroll in that class.

Change in Class Schedules

For up-to-date class information, always refer to the online schedule at northseattle.edu. The printed class schedule is published for informational purposes only. Although every effort is made to ensure accuracy at the time of publication, this class schedule shall not be construed to be an irrevocable contract between the student and the College. North Seattle Community College reserves the right to make any changes in its class schedule without notice. In addition, the College reserves the right to cancel, change class fees, meeting dates or times at any time without notice.

Winter 2013

Registration

Coordinater: James Armstrong
9600 College Way North, Seattle, WA 98103
(206) 934-7808

Indoor Air Quality

North strongly advocates a pollutant-free environment. It also encourages a fragrance-free environment on its campus and in its programs.

International Students

All international students must apply through the International Programs Office at NSCC (including students already registered at Seattle Central or South Seattle). International students may now apply online: https://ip.northseattle.edu/procedures/admission-procedure.

Students must abide by federal laws to assure that they do not lose their immigration status. The full-time study requirement states that international students must enroll in 12 credits for college classes and 20 clock hours for ESL classes. Failure to follow this rule as well as withdrawing (W) from a particular course, auditing a class, receiving an “NC” grade in a class or enrolling in more than one e-Learning course may put you in violation of immigration requirements and could cause you to lose your F-1 Visa status.

International Programs (IP) advisors are here to help you with immigration, academic and personal matters. Regarding immigration issues, it is always best to meet with an International Programs Advisor to address your particular questions or needs.

Please visit the IP Web site to learn more about our programs: https://ip.northseattle.edu/welcome. You may visit the IP office, located at the south end of the College Center Building on the second floor, near the Testing Center. E-mail international@seattlecolleges.edu or call the International Programs Office at (206) 934-3672.

Lockers

Student lockers are available free on a first-come, first-served basis. You must provide your own lock and remove both your lock and the contents of the locker by the last day of the quarter. There are no exceptions. Campus personnel will cut locks and clean out all lockers after the end of each quarter. Contents that are removed will be stored in Facilities Operations for three months, and then disposed of at the discretion of the College. North is not responsible for damage, loss, theft, etc., of locks or locker contents. Lockers located in
the Testing Center lobby area (2nd floor of the College Center Building) are for use by students only while testing.

**Phi Theta Kappa Honor Society**

Phi Theta Kappa International Honor Society recognizes academically outstanding students at two-year public and private colleges and is the largest honor society in the world. North’s chapter offers students a variety of activities and benefits. To qualify, you must have completed at least 12 credits of study at North and have at least a 3.5 grade point average. Students who are eligible to join PTK receive a letter in the mail with application information. See ptk.northseattle.org.

**Smoking Policy**

North Seattle Community College complies with Washington State law regarding smoking (Chapter 70.160.RCW) which states that smoking is prohibited in public places, any place of employment and within twenty-five feet of public places or places of employment.

There are three designated outdoor smoking areas on campus: the plaza on top of the Technology and Arts & Sciences Buildings, at the south end of the library on the second-story plaza and the south end of College Center our side the cafeteria. View the locations on the online campus map under Points of Interest.

**Social Security Number**

Your social security number is confidential and, under the Family Educational Rights & Privacy Act (a federal law) the College will protect it from unauthorized use and/or disclosure. In compliance with state/federal requirements, your SSN will not be authorized for identification except for the purposes of employment, financial aid, IRS tax credits information, academic transcripts, accountability research or as otherwise stated by law (RCW 28B.10.042).

**Student Confidentiality/FERPA**

Notice is hereby given that the colleges in Seattle Community College District VI have adopted institutional procedures in compliance with Public Law 93-380, the Family Educational Rights and Privacy Act of 1974. It provides students the opportunity to view their educational records upon request. In addition, no information pertaining to a student will be released to any individual or organization without prior written consent of the student concerned. This does not include directory information relating to the act of enrollment in the College. Exceptions also include those records requested by subpoena, in emergency situations, in compliance with the Solomon Amendment (military requests), Department of Education requests, Patriot Act requests, and information provided to the National Student Clearinghouse. Students may request, through written notice, that the College not release directory information. Photo I.D. is required for all transactions. Other identification information may also be requested by the Admissions/Registration Office. Students desiring more detailed information may inquire at that office.

**Student Loan Enrollment Verifications**

The National Student Clearinghouse acts as the College’s agent for purposes of confirming enrollment information for student loans and financial aid recipients and providing information to loan companies for students with loans. The process is electronic and requires no paper to be processed by either lender or student. A list of active lender participants can be viewed on line at www.studentclearinghouse.org.

**Student Non-Loan Enrollment and Degree Verifications**

Login: https://sccdweb.sccd.ctc.edu/studentclearinghouse/north.aspx

**Student Self-Service is FREE and Easy**

Students may obtain up-to-date information on their enrollment and degree verifications all in one place and at no charge with Student Self-Service through the National Student Clearinghouse. It’s simple to use and free. Students may also print enrollment verification certificates at any time via this process. No more trips to the registration office required.

**Look what you can do with Student Self Service**

- Print enrollment verifications for health insurance or any other non-loan organizations
- View your enrollment history
- Print Good Student Discount certificates to obtain discounts from auto insurers and other companies

You will need your SID and PIN to login.

**Student NetID & e-mail**

Your NSCC NetID account is required to use the campus computers in classrooms and labs and to access the Internet from the NSCC wireless network. Your account includes up to 100MB of online storage, a Web-enabled directory and a suite of Web-based applications like e-mail and chat. All enrolled students who have paid tuition and fees for the quarter and all current faculty and staff members can create and use a NetID account.

Student NetID accounts are de-activated at the end of each quarter. To set-up your account, you will need your student ID (SID) number. Note that it may take up to 24-hours after you enroll for your SID number to become active.

1. Go to northseattle.edu/online-services/netid
2. Click on the “Create my NetID” button.
3. Follow the step-by-step instructions and submit your request. Your NetID user name will become your computer login, part of your Web site address and NSCC e-mail, so choose wisely.

To access your e-mail account:

1. Go to the NSCC Web e-mail page mail.northseattle.edu
2. Sign-in with your NetID user name and pass-word. The first time that you sign-in, you will be asked to authenticate your identity. Your e-mail address is your NetID user name + @ northseattle.edu. Example: jdoe@northseattle.edu

If you have any problems setting up your NetID or e-mail accounts or using any other online service, visit northseattle.edu/online-services/netid for troubleshooting tips.

**Student Right to Know**

Students and other interested parties can access statistics, reports and information on completion and transfer rates, student confidentiality issues, and other general student statistics at northseattle.edu/about-north-college-statistics. These reports are published in compliance with the Federal Student Right to Know and Campus Security Act of 1990, the Family Educational Rights and Privacy Act of 1974, and the Drug-free Schools and Communities Act Amendments of 1989.
A copy of the NSCC Annual Security Report is available online, at ope.ed.gov/security/getoneinstitutiondata.aspx (by typing Seattle Community College under Name of Institution, then selecting North campus). You may obtain a copy of the report by visiting the NSCC Security Office in the College Center Building. This report includes statistics for the previous three years concerning reported crimes that occurred on-campus, in certain off-campus buildings or property owned or controlled by NSCC, and on public property within or immediately adjacent to and accessible from the campus. Visit northseattle.edu/safety for policies and procedures related to campus security.

**Key Winter Quarter Dates**

**January 2**
Winter Quarter Begins

**January 8**
- Last day to add/register without instructor permission
- Last day to withdraw with 100% refund (less $6.00)

**January 9-14**
Senior and State employee space-available registration

**January 15**
- Last day to add/register - instructor permission required
- Last day to change audit/credit status without instructor permission
- Last day to withdraw without a "W" appearing on transcript and without instructor permission

**January 22**
- Last day to withdraw with 50% refund

**February 22**
- Last day to change audit/credit status - instructor permission required
- Last day to withdraw (no refund) - instructor permission not required

**March 22**
Winter Quarter Ends

**March 29**
Grades available online

---

**Winter 2013**

**Winter 2013 Final Exam Schedule**

<table>
<thead>
<tr>
<th>Regular Class Times</th>
<th>Your final exam is:</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:30 MWF</td>
<td>Monday, March 20</td>
</tr>
<tr>
<td>8:00 Daily, MTW, MTWTh, MW, MWF, WThF, F</td>
<td>8 - 10 a.m.</td>
</tr>
<tr>
<td>8:30 MTWTh, F</td>
<td></td>
</tr>
<tr>
<td>11:00 Daily, MTWTh, MTTh, M, MW, MWTh, MWF, WThF</td>
<td>10:30 - 12:30 p.m.</td>
</tr>
<tr>
<td>11:30 Daily, MTWTh</td>
<td></td>
</tr>
<tr>
<td>1:00 Daily, MTWTh, MTTh, MW, MWF</td>
<td></td>
</tr>
<tr>
<td>1:15 MTWTh</td>
<td>1 - 3 p.m.</td>
</tr>
<tr>
<td>3:00 Daily, MTWTh</td>
<td></td>
</tr>
<tr>
<td>4:00 MTWTh, TTh</td>
<td>3:15 - 5:15 p.m.</td>
</tr>
<tr>
<td>7:30 Daily, MTWTh, TTh</td>
<td>Tuesday, March 21</td>
</tr>
<tr>
<td>7:45 MTWTh, MW, TTh, Th</td>
<td></td>
</tr>
<tr>
<td>8:00 TTh</td>
<td></td>
</tr>
<tr>
<td>9:00 TTh</td>
<td></td>
</tr>
<tr>
<td>9:30 T, TTh</td>
<td>8 - 10 a.m.</td>
</tr>
<tr>
<td>10:00 Daily, M, MTWTh, MTWF, MW, MWTh, W, WThF, MWF, TWThF</td>
<td>10:30 - 12:30 p.m.</td>
</tr>
<tr>
<td>12:00 TTh</td>
<td></td>
</tr>
<tr>
<td>1:00 MTh, TTh, Th</td>
<td></td>
</tr>
<tr>
<td>3:15 MW</td>
<td>1 - 3 p.m.</td>
</tr>
<tr>
<td>2:00 MW</td>
<td></td>
</tr>
<tr>
<td>2:30 W</td>
<td></td>
</tr>
<tr>
<td>3:45 MTWTh</td>
<td>3:15 - 5:15 p.m.</td>
</tr>
<tr>
<td>9:00 Daily, MTWTh, MWF, MF, WMTh</td>
<td>Wednesday, March 22</td>
</tr>
<tr>
<td>9:30 Daily, MT, MTWTh, MW</td>
<td>8 - 10 a.m.</td>
</tr>
<tr>
<td>10:00 TWTh, TWThF, TTh</td>
<td></td>
</tr>
<tr>
<td>11:00 TWThF, TTh</td>
<td>10:30 - 12:30 p.m.</td>
</tr>
<tr>
<td>12:00 Daily, MT, MTWTh, MW, MWF, W</td>
<td></td>
</tr>
<tr>
<td>12:30 Daily, MTWTh, MW, MWF, TWThF</td>
<td>1 - 3 p.m.</td>
</tr>
<tr>
<td>1:15 TTh</td>
<td></td>
</tr>
<tr>
<td>1:30 TTh</td>
<td></td>
</tr>
<tr>
<td>2:00 Daily, MTWTh, MWF, TTh</td>
<td></td>
</tr>
<tr>
<td>2:30 Daily, MTWTh</td>
<td>3:15 - 5:15 p.m.</td>
</tr>
</tbody>
</table>

M=M=Monday      T=T=Tuesday    W=W=Wednesday   Th=Thursday   F=Friday

Classes will meet during “finals” week as indicated. Two hours are provided for the final exam in each class. Exams will be conducted in regularly scheduled classrooms. Laboratory periods are not included in the exam schedule. EVENING AND SATURDAY CLASSES: Final exams for evening classes will take place during regular class hours in the final exam period of the quarter, March 20-22. Check with your instructor if your class is not listed here.
Transfer Rights and Responsibilities

Student Rights and Responsibilities

1. Students have the right to clear, accurate, and current information about their transfer admission requirements, transfer admission deadlines, degree requirements, and transfer policies that include course equivalencies.

2. Transfer and freshman-entry students have the right to expect comparable standards for regular admission to programs and comparable program requirements.

3. Students have the right to seek clarification regarding their transfer evaluation and may request the reconsideration of any aspect of that evaluation. In response, the college will follow established practices and processes for reviewing its transfer credit decisions.

4. Students who encounter other transfer difficulties have the right to seek resolution. Each institution will have a defined process for resolution that is published and readily available to students.

5. Students have the responsibility to complete all materials required for admission and to submit the application on or before the published deadlines.

6. Students have the responsibility to plan their courses of study by referring to the specific published degree requirements of the college or academic program in which they intend to earn a bachelor’s degree.

7. When a student changes a major or degree program, the student assumes full responsibility for meeting the new requirements.

College and University Rights and Responsibilities

1. Colleges and universities have the right and authority to determine program requirements and course offerings in accordance with their institutional missions.

2. Colleges and universities have the responsibility to communicate and publish their requirements and course offerings to students and the public, including information about student transfer rights and responsibilities.

3. Colleges and universities have the responsibility to communicate their admission and transfer related decisions to students in writing (electronic or paper).

Washington Higher Education Coordinating Board
917 Lakeridge Way SW
PO Box 43430
Olympia, WA 98504-3430
(360) 753-7800 www.hecb.wa.gov