

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 functions 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. Former students, returning to NSCC, should contact the ARRC Office to reactivate their PIN for priority registration. If you are a new student, 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. If you took your placement test at North, you can print your scores online, at no charge. Course work earned at other institutions must be reviewed 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 (5)-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 automated Waiting List feature 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 a space becomes available through the fourth day of the quarter (third day 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 fourth day (third 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. If this is the case, follow directions in the "overload" section that follows. 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 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 e-mail the permission to the Admissions/Registration Office. Students may also submit a copy of the permission e-mail 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 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 tenth day of the quarter (eighth for summer) classes cannot be added unless an extenuating circumstance can be established. If an extenuating circumstance can be established and the student has been in attendance at the class prior to the tenth day of the quarter (eighth for summer), students may petition for late registration and pay the non-refundable late registration fee. Petitions will only be considered for the current and previous quarters. Review the fee table at northseattle.edu/tuition-fees/fee-table for details.

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 (sixth for summer). Students who miss this deadline may consult 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 College District campus starting 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 the class schedule and on the Web at www.seattlecolleges.edu/academiccalendar.aspx. You are encouraged to make note of important deadline dates.