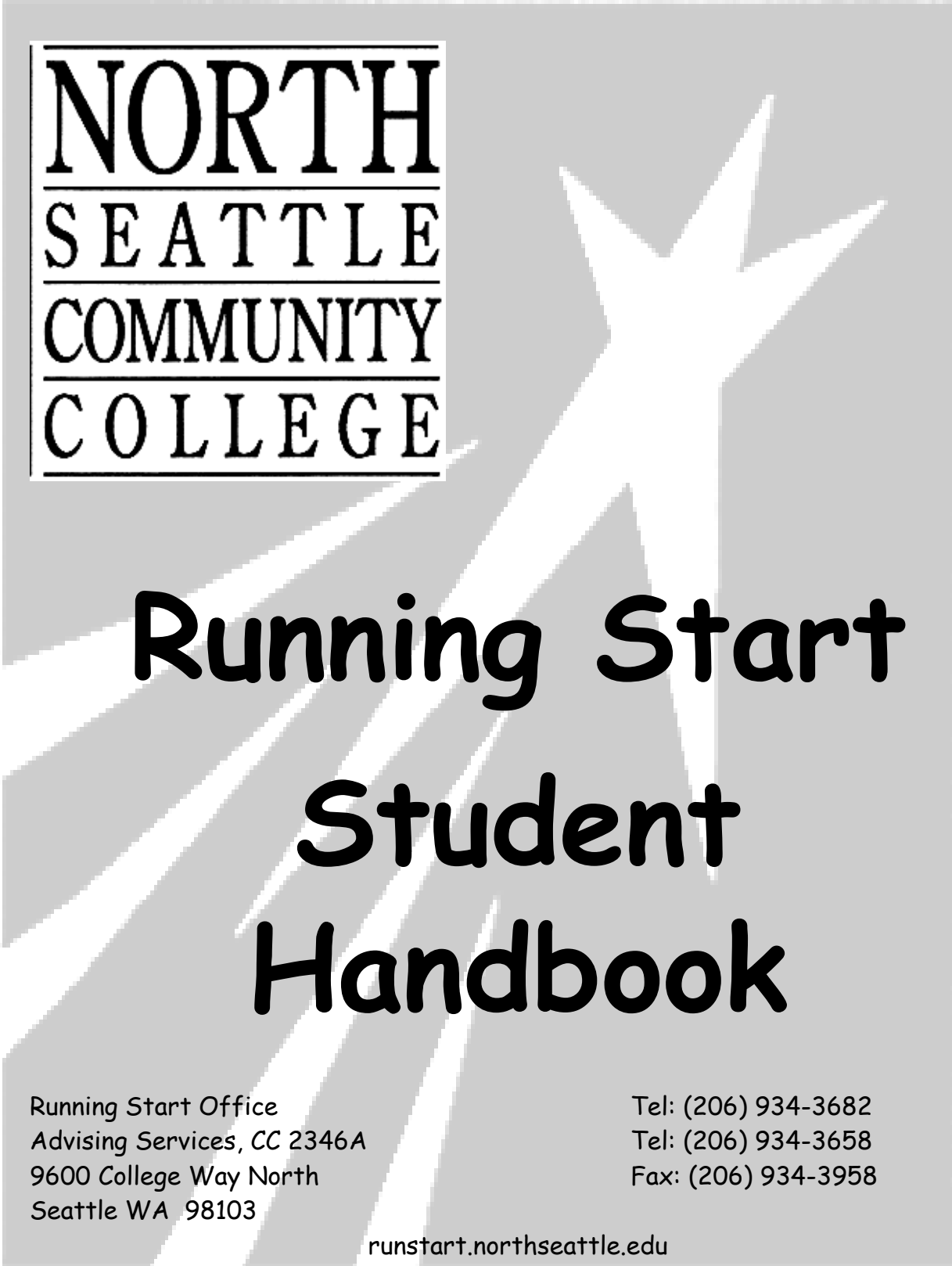


**NORTH
SEATTLE
COMMUNITY
COLLEGE**



Running Start Student Handbook

Running Start Office
Advising Services, CC 2346A
9600 College Way North
Seattle WA 98103

Tel: (206) 934-3682
Tel: (206) 934-3658
Fax: (206) 934-3958

runstart.northseattle.edu

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What is Running Start?

Running Start was created by the Washington State Legislature in 1990. The program provides academically motivated juniors and seniors enrolled in Washington State public high schools an opportunity to take college courses at community and technical colleges as part of their high school education. The Running Start Program offers several benefits to students:

Free College Tuition

Students can earn up to two full years of tuition-free college credit while completing high school graduation requirements. The student's school district covers tuition expenses for up to 15 credits in college level courses (courses numbered 100 level or higher) per quarter. Students are responsible for paying for the cost of textbooks, supplies, applicable fees, and transportation. Students electing to take college preparatory courses (courses numbered below 100), credits in excess of 15, or courses during summer quarter, must pay for these credits. Courses taken at NSCC through Running Start must be college level (100 or above), and approved by the student's high school counselor, parent or guardian, and NSCC's Running Start advisor.

Get a “Running Start” on a College Education

Classes taken at North Seattle Community College (NSCC) through Running Start will count twice: once toward fulfillment of high school graduation requirements and again for college credit. This dual-enrollment program allows students to get a “running start” on their college degree. With advanced planning students may earn their high school diploma and AA Degree at the same time. NSCC college credit transfers to virtually all public institutions and most private colleges in the State of Washington. For more on the transferability of Running Start credits, see *Moving On to a Four-Year College* on page 15.

Advanced Coursework

Running Start students have the opportunity to take advanced level courses on topics that may not be available in the high school. Additionally, students may have the opportunity to take more electives than provided at the high school. Students may choose to take just one class per quarter at NSCC, while being actively involved in their high school, or they may elect to take all of their courses at NSCC.

What to Expect as a Running Start Student

Once you begin attending college classes, you are considered a “regular” college student and will assume greater responsibility for your education and academic life. The faculty will expect the same level of classroom participation and quality of work from you as from adult college students. College instructors may present a wide variety of subject matter in the classroom using college-level instructional materials, and classroom discussions may cover a variety of views.

What’s different from high school in the classroom?

Responsibility

Students are expected to meet course deadlines, be prepared for class, ask questions, and conduct themselves as responsible adults in accordance with the college’s Rules of Conduct. If you are having difficulty or want additional information, it is your responsibility to seek out the instructor or appropriate college personnel, usually outside of class time. Communication with your instructor early and often is recommended.

Class Attendance

It is your responsibility to be prepared for class and to meet all deadlines. Grades may be based on attendance and participation, and late work may not be accepted. If you must miss class, make arrangements to have your assignments turned in on time and to catch up on missed work. Additionally, instructors may drop students who fail to attend class on the first day of the quarter.

Class Pace

The speed at which college classes are taught is much faster than in high school. For instance, a high school math class taught over one year is taught within 10 weeks at NSCC. There is little time for faculty to stop and review lessons for students who missed class or don’t understand assignments. Instructors keep office hours so that students may meet with them outside of class time or if they need additional help.

Homework

College classes generally demand two hours of homework for each hour in class. A five-credit class will have approximately 10 hours of homework each week. This may include assignments, researching paper topics, and/or group projects. Classroom time is not provided to complete homework assignments. If you are having difficulty keeping up with assignments or understanding material ask for help or visit your instructor during his or her office hours. Free tutoring is also available on campus. See pages 16 and 17 for more information about tutoring and other support services for students.

Class Participation

Participation is an integral part of college, and most faculty will require you to participate in classroom discussions. Your classmates may range in age from 16 to 80 allowing for the expression of a variety of opinions and discussion of mature materials.

What's different from high school outside of class?

Grade Reports

Grades are not mailed and are only issued at the end of each quarter. You may access your grades via the Web at the end of the quarter at www.northseattle.edu/kiosk. Refer to page 13 for additional information. If you would like to know how you are doing in a class before the end of the quarter, talk with your instructor.

Access to Student Records

NSCC follows federal guidelines (FERPA: Family Educational Rights and Privacy Act) concerning access to student records. College staff and faculty will not discuss your progress with **anyone** (this includes parents) other than you and your high school counselor without your written permission.

Academic Records

Students successfully completing classes through the Running Start Program will receive both high school and college credit. At the end of each quarter (except summer) NSCC will send copies of Running Start students' college transcripts to their high school for placement on their school grade reports. Grades received at NSCC will be a part of your permanent high school and college transcript.

College Calendar

College and high school calendars are different. NSCC is on the quarter system and most high schools are on the semester system. Spring breaks are often at different times and NSCC does not have a mid-winter break. Keep this in mind as you choose your classes to prevent schedule conflicts.

Student Support Services

NSCC offers a variety of student support services to you on campus including counseling, tutoring and academic advising. To see a complete list and contact information for these services go to pages 16 and 17.

Student Life

Clubs, speakers and other extra-curricular activities may have more variety than in high school. Take advantage of the many activities and opportunities available at NSCC. Check out <http://www.northseattle.edu/services/student-leadership/> for the latest information or stop by the Student Leadership & Multicultural Programs Office in CC1446.

Watch out for:

Academic Standards

Running Start students must adhere to NSCC's Academic Standards Policy and obtain a minimum 2.0 GPA each quarter. If your GPA falls below 2.0 you will be placed on academic alert. If your GPA is below 2.0 for three consecutive quarters you will be suspended for four quarters (one year). See <http://www.northseattle.edu/enroll/admit/policy/progress.htm> for more details on this policy.

Dropping A Class/Withdrawal Policy

If you wish to drop (stop attending) a class you must "officially" do so by meeting with the Running Start advisor prior to withdrawing from the class. There are deadlines for making schedule changes, including dropping courses. It is your responsibility to know these deadlines. If you do not officially drop a course but have stopped attending, you risk failing the class and having a 0.0 grade on your permanent college transcript. Refer to page 14 for more information on withdrawing from courses at NSCC.

High School Graduation Requirements

Always make sure that your NSCC courses are meeting your high school graduation requirements by keeping in close contact with your high school counselor. You will need to understand what your high school graduation requirements are, how you are progressing academically, and how courses transfer back to your high school. Many high schools require that graduation requirements be completed by **winter quarter** of a student's senior year.

Registering for Classes: Planning, and Class Selection

Students must register for college classes each quarter they plan to attend. To continue in the Running Start Program each quarter, follow the simple steps below. There is no need to re-test or to submit another NSCC application.

1. **Complete your Enrollment Verification Form:**

This form must be completed and returned to the Running Start Office prior to registration each quarter. Before you register, the form must be signed by your high school counselor, your parent/guardian, and yourself – **there are no exceptions!**

2. **Select Courses:**

Consider:

- High school graduation requirements
- College admission requirements
- Associate Degree requirements
- College major requirements
- Your schedule (factor in travel time and study time)

Remember:

- Classes needed for high school graduation should be scheduled by Fall or Winter quarter of your senior year. Many high schools will not allow students to participate in high school commencement ceremonies if classes needed for graduation are taken in Spring quarter, as Spring quarter ends after most high school graduation dates.

3. **Meet with a Running Start Advisor:**

Schedule an appointment to turn in your completed enrollment verification form, review your progress in the program, and discuss courses that will meet your long term academic goals. Appointments before registration begins are strongly encouraged.

4. **Register for Classes:**

After meeting with a Running Start advisor you will be able to register for your classes over the Web. You may do this at home or at one of the student computer kiosks located in the Registration Center. If you need to make changes after you register, contact the Running Start advisor.

5. **Go to the Cashier's Office:**

At the Cashier's Office identify yourself as a Running Start student and present a copy of your schedule. If your classes have fees associated with them, the Cashier will waive the fees or ask you to pay for any that are your responsibility. This last step finalizes the registration process. Students with outstanding fees can be dropped from their classes.

Did you try to register for classes, but had a “hold” on your account?

All Running Start students have a “hold” or “block” on their registration until they meet with a Running Start advisor and submit a completed enrollment verification form. This “hold” is put back in place after a student registers. If you need to make changes after your initial registration, contact a Running Start advisor.

Reading the Class Schedule

The quarterly class schedule is published prior to registration each quarter and is available over the Web at <http://www.northseattle.edu/schedule/> or on campus. Although every effort is made to ensure the accuracy of the schedule, courses are sometimes added or cancelled or class times may change.

Be sure to read the schedule carefully and understand exactly when and where your class will meet. For example, Item # 2021 meets Mondays and Wednesdays from 8:00 – 9:50 in AS1617 as well as Tuesdays from 8:00 – 9:50 and Thursdays from 8:00 – 8:50 in AS 1521.

Item Number	Course Number	Section Number	Building and Room	Days of the week	Time of day	Instructor
BIOL& 160 GENERAL BIOLOGY WITH LAB						
Basic biological concepts with emphasis on general cell processes, plant and animal diversity, morphology, limited reproduction, phylogeny of the living organisms, exploration of molecular genetics. Lab fee. Transfer class.						
2021	BIOL& 160 01 5cr	AS 1617	MW	8:00AM-9:50AM	McGUINNESS	
	Also meets in	AS 1521	T	8:00AM-9:50AM		
	Also meets in	AS 1521	Th	8:00AM-8:50AM		
2025	BIOL& 160 05 5cr	AS 1617	MW	12:00PM-1:50PM	McGUINNESS	
	Also meets in	AS 1627	T	12:00PM-1:50PM		
	Also meets in	AS 1627	Th	12:00PM-12:50PM		
2959	BIOL& 160 H7 5cr AS	1617	TTh	2:00PM-3:50PM	MURKOWSKI	
2029	BIOL& 160 08 5cr	AS 1617	MW	6:00PM-9:20PM	SHERIDAN	

Are you considering an online class?

Before registering for an online class, talk with your high school counselor or a Running Start advisor to see if distance learning is a good fit for you. Online classes can offer a flexible way to take classes for students who are unable to attend in person. Successful distance learning students are motivated and self-disciplined, and prefer to receive course information in writing. Reliable internet access is important, as students must check the course Web site daily. For more information about NSCC’s online classes visit www.virtualcollege.org.

Online Services

Registering for classes, viewing your final grades, changing your address, and printing your class schedule is easy via the Web. You can access these services from the North Seattle Community College Homepage at: www.northseattle.edu.

1. Select Online Services

Online Services

- o **First Time Users:** Please read [New Students' help](#).
- o **Student ID and PIN/Password:** [SID and PIN Information](#)
- o **Hours:** Services Available 5 a.m. - 11 p.m., 7 days a week
- o [Scheduled Network Down Times](#)
- o To prevent unauthorized access to your account, you must **completely close the browser** at the end of your session.

Links
If you have trouble accessing these links visit the [Hints and Help](#) page. For more information about services or policies, visit [Admissions/Registration Policies](#).

<p>Registration & Class Schedules</p> <ul style="list-style-type: none"> • New Students: Apply to NSCC • View the Schedule of Classes • Confirm Your Registration Appt • Plan Your Schedule • Register / Add / Drop Classes • Look Up Your Schedule • Waitlist Inquiry and Update 	<p>Grades, Records & Financial Aid</p> <ul style="list-style-type: none"> • Request an Official Transcript • Grades / Unofficial Transcript • Degree Audit • Check Your Financial Aid Status • Hope Scholarship / Tax Credit • Enrollment Verifications
<p>NetID Account</p> <ul style="list-style-type: none"> • NSCC NetID Info 	<p>Maintenance</p> <ul style="list-style-type: none"> • Update Your Address, Email, or Phone • PIN (Password) Change

2. Select the Service You Need

3. Follow the directions for the service you select.

Type Your 9 Digit NSCC Student ID Number

Type Your PIN (usually your 6-digit birthdate in MMDDYY format)

STUDENT INFORMATION SERVICES KIOSK

Registration Login

If this is your first time registering online, please read our [Online Registration Instructions](#)

Student ID:

Student PIN:

Select quarter:

Register

Help

Attention International Students!

Before you withdraw from or audit a class or enroll in more than one distance learning class you should meet with an International Programs Advisor. International students must abide by immigration regulations to maintain their status.

Return to NORTH'S ONLINE SERVICES
NSCC Registration Office
Tel: (206) 527-3663

Tuition, Fees, and Other Expenses

Tuition and Fees

Tuition costs will be paid by the school district for a maximum of 15 credits in college level courses per quarter. Pre-college level courses (below 100 level) and credits taken in excess of 15 must be paid for by the Running Start student. Students are also responsible for paying applicable fees. If your classes have a fee attached, check with a Running Start advisor to see if it will be waived, or if you are responsible for it.

Buying Books

Books may be purchased at the NSCC Bookstore before the first day of class. Keep books in pristine condition with the receipt so that they may be returned to the bookstore in case the instructor makes book changes. Textbooks can be expensive. Used textbooks are priced at 75% of new textbook prices and save students a considerable amount of money. Used textbooks sell first and fast, so purchase your books early. Students eligible for the free or reduced lunch program at their high school may be able to borrow their books through the Running Start Bookfund Library. Information about the Bookfund Library is available through the Running Start Office.

Transportation, Buses and Parking

You are responsible for your own transportation to and from NSCC. Several buses serve NSCC. Bus information is available outside the Cashier's Office. Parking permits are required for parking on campus and may be purchased from the Cashier's Office each quarter. More information about transportation options is available at <http://www.northseattle.edu/services/transportation/>.

Photo I.D. Card

Students enrolling in 5 or more credits must pay a one-time photo I.D. fee. NSCC photo I.D. is required to use the library, computer lab, and the Wellness Center.

Testing

Assessment testing is a way to determine Running Start eligibility and for students and their academic advisors to know what classes are most appropriate. Students must pay a fee to take their placement test. Running Start students can have the fee for their English and math placement test waived by presenting a fee waiver form that has been signed by their high school counselor. Current fee information is available at: <http://www.northseattle.edu/enroll/tuition/fees.htm>.

Wellness Center

Students enrolled in PEC classes may access the Wellness Center for their class. If you are not enrolled in a PEC course, or wish to use the Wellness Center outside of class, you may elect to purchase a membership through the Cashier's Office. The Wellness Center offers a fully equipped strength and conditioning center, a dance studio, a martial arts room, and a running track. There is also a gymnasium for basketball, volleyball, badminton, and pickleball. Drop-in classes are available for aerobics, yoga, and martial arts.

Finding Your Class

The following steps will help you locate your classroom.

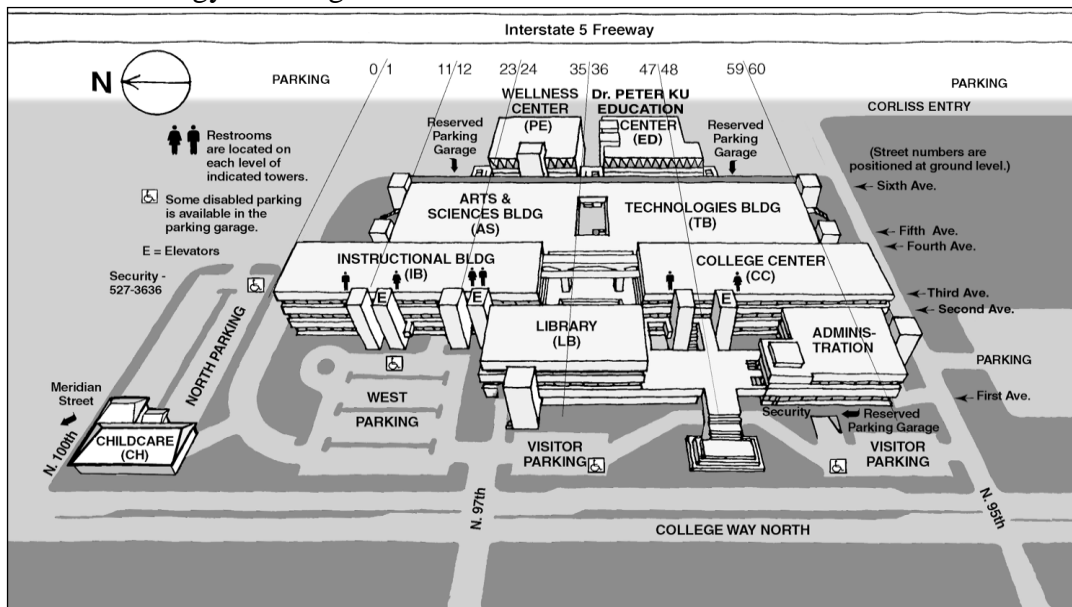
- 1. Which Building?** Determine which building your class is in by looking at the two-letter building abbreviation. For example, if your class is in CC 3455, it is in the College Center Building. At the bottom of the page are abbreviations for all campus buildings.
- 2. Which Floor?** The first digit of the room number indicates the floor. CC 3455 means your class is on the **third** floor of the College Center Building. If your room number is CC 2455, your class will be on the second floor.
- 3. Which side of the building?** The second digit of the room number determines this. If the number is even, your class is on the east side of the building, facing the freeway. If the number is odd, your class is on the west side of the building facing away from the freeway. For CC 3455, your class will be on the third floor of the College Center Building, on the east side facing the freeway.
- 4. What's next?** Determine your door location. These are the last two digits of the room number. CC 3455 means your class is on the east side of the third floor of the College Center Building, door number 55. Room numbers progress from north to south. Lower room numbers are located on the north part of buildings and higher room numbers are located on the south part of buildings.

Take a walk around campus and locate your classrooms before the quarter begins!

Building Abbreviations:

AS = Arts and Sciences Building
 IB = Instructional Building
 WC = Wellness Center
 TB = Technology Building

CC = College Center Building
 LB = Library Building
 ED = Dr. Peter C. Ku Education Center



Buying Your Books

Textbooks may be purchased at the North Seattle Community College Bookstore, room IB1331. You can find bookstore hours, look up required books and order books online at their website: www.northseattle.edu/services/bookstore.htm. The bookstore phone number is (206) 934-3637.

In order to avoid the long lines that occur during the first week of the quarter, we recommend you purchase your books before the quarter begins. The bookstore is often open the weekend before the quarter begins. When you go to the bookstore, bring your course schedule with you. Textbooks are located in the back of the bookstore.

1. Locate Your Books by Subject

- Textbooks are arranged alphabetically by subject abbreviation.
- Subjects are abbreviated to the first four letters
English = ENGL, History = HIST, Spanish = SPAN

2. Locate Your Books by Course Number

- Different instructors teaching the same class often choose different textbooks. Locate the precise books you need by course item number, listed as section number in the bookstore.
ENGL& 101 item #1298: Subject=English; Course=101, and Section 1298

Shelves are labeled with information similar to the example below.

BOOK	<u> 3 </u>	OF	<u> 4 </u>
REQUIRED			
TITLE:	ENGLISH LANGUAGE PHRASE BOOK		F08
AUTHOR:	FANT		
	PRF: BURKS		
ENGL& 101			
SECTIONS: 1296 - 1298			
NEW - \$18.95			USED - \$14.25
DATE PRINTED: 7/26/2008			

The above example indicates one text for sections (item #s) 1296 and 1298 of Engl& 101 and also that this is book 3 of the 4 listed for the class. If the top of the tag says **required** then you must have this book for the class. If the top says **recommended** then the instructor feels it is a good book to assist with the class but you are not required to have it.

Running Start Bookfund Library

Students participating in the free or reduced lunch program at their high school may be eligible to borrow books purchased by the North Seattle Community College Bookfund. Students participating in the Bookfund Program must agree to borrow only the books authorized by the Running Start Office, to keep books in good condition, and to return textbooks in person to the Running Start Office during final exam week. For additional information about the Bookfund Library and eligibility requirements please meet with a Running Start advisor.

Grading System/Accessing Your Grades

Grade reports are not mailed

Quarterly grades will be available 7-10 days after the official last day of the quarter. You may access your grades from anywhere with internet access at <http://www.northseattle.edu/kiosk> or on a NSCC computer kiosk. Mid-quarter progress reports are not given. If you would like to know how you are doing in a class before the end of the quarter, talk with your instructor.

NSCC uses a numerical grading system

Numerical grades may be considered equivalent to letter grades as follows:

A	4.0-3.9	
A-	3.8-3.5	Excellent
B+	3.4-3.2	
B	3.1-2.9	High
B-	2.8-2.5	
C+	2.4-2.2	
C	2.1-1.9	Average
C-	1.8-1.5	
D+	1.4-1.2	
D	1.1-0.9	
D-	0.8-0.7	Minimum
E	0.0	Failing

Students who do not successfully complete a course, and do not officially withdraw from the course, will receive a 0.0 (failing grade). This means that you do not receive credit for the course and it will not count toward your high school graduation requirements. A 0.0 grade will affect both your high school and college GPA.

YOUR GRADES WILL FOLLOW YOU FOREVER!! You are creating a college transcript that will follow you for the rest of your life. Most universities and graduate schools require that you submit transcripts from all colleges that you have previously attended when you apply for admission.

Dropping Courses/Withdrawal Policies

If you choose to stop attending a class, you must officially withdraw (drop) from it or risk earning a failing grade (0.0). Here are some suggestions to follow before you decide to withdraw from (drop) a class:

- Discuss your concerns with your instructor.
- Discuss your decision to drop courses with your parents/guardians.
- Be aware of your high school graduation requirements. If you are dropping a class required for graduation, make sure you have a plan to complete that requirement.
- Consider how withdrawing will affect your transcript.
- Consider future Financial Aid implications.
- Speak with a Running Start advisor if you have further questions or concerns about dropping classes and to process your withdrawal.

Withdrawal Timelines:

- **First 2 weeks of the quarter:**
If you withdraw during the first two weeks of the quarter, no record of the class will appear on your transcript. If you withdraw from a course, you will not receive credit for the course.
- **Weeks 3-8 of the quarter:**
From the 3rd to the 8th week of the quarter, you may withdraw from the course and receive a “W” on your transcript. This will not affect your GPA and no credit will be earned.
- **After the 8th week:**
It is not possible to withdraw from classes after the 8th week of the quarter. If you are not attending your class or can’t attend class after the 8th week, please meet with a Running Start advisor to discuss options.

Having “W’s” on your transcript may impact your acceptance at some four-year universities and your chances of receiving financial aid. If you are thinking about withdrawing from a class, discuss it with your high school counselor, parents/guardians and a Running Start advisor.

If you stop attending a course, you must officially withdraw from the course. Failure to officially withdraw may result in a 0.0 (failing grade) being assigned at the end of the quarter.

You must contact a Running Start advisor before dropping a class.

The registration “hold” on Running Start students’ accounts will prevent students from withdrawing from a class online. Contact a Running Start advisor as soon as possible if you are considering dropping a class.

Running Start students CANNOT AUDIT a course.

Moving On to a Four-Year College

Transferability of Running Start Credits

Most public and private colleges and universities in Washington State will accept college-level academic Running Start credits in transfer. Students should check with out-of-state and private colleges/universities regarding transferability of Running Start credits.

Consult with the admissions office at each university or college you wish to attend to determine whether you will be considered a transfer student or an incoming freshman. Determining transfer or freshman status is important for a variety of reasons including scholarships, deadlines and housing. The individual university admissions office can provide the most current information based on the number of credits earned at the time of application.

Explore college majors and begin preparation

Use your Running Start coursework wisely and prepare as much as possible for potential college majors. Preparation is especially important if you plan to pursue a major that requires many prerequisite courses such as engineering or business.

Explore requirements for majors at the college or university you plan to attend by searching their Web site, contacting admissions staff and working with a Running Start advisor. The North Seattle College Transfer Web site can also be of help.

Resources to explore college majors and requirements:

- **NSCC College Transfer Web site:** Links to Web sites of most colleges and universities in Washington state as well as their course equivalency guides, specific admission requirements. Also includes major exploration Web sites.
<http://www.northseattle.edu/services/transfer/uinfo.htm>
- **NSCC Counseling:** One-on-one career counseling, career testing, and major exploration workshops. <http://www.northseattle.edu/services/counseling/> (206) 934-3676
- **NSCC Career Services:** Computer-based career exploration software and other resources to help with a job search.
<http://www.northseattle.edu/services/career/> (206) 934-3685

Official Transcripts

Colleges and universities often require students to submit official transcripts from all colleges they have attended with applications. Students can order official transcripts from North Seattle Community College online, by fax, mail or in person. Instructions are available at www.northseattle.edu/enroll/transcript.htm. On campus, pick up a transcript request form from Advising or Admissions/Registration. Take the completed form with payment to the Cashier's Office. Transcript requests take approximately 48 hours to process.

Key Campus Resources & Support Services

Advising (206) 934-3658 <http://www.northseattle.edu/enroll/advise/>

Location: Room CC 2346A, 2nd Floor of College Center Building

Get information on academic advising, university major requirements, upcoming transfer events, and develop an educational plan.

Bookstore (206) 934-3637 www.northseattle.edu/services/bookstore.htm

Location: IB1331, 1st floor of Instruction Building.

Career Services (206) 934-3685 <http://www.northseattle.edu/services/career/students.htm>

Location: Room TB 1650, East side of Technology Building

Provides resources, tools and training in all areas of career development and exploration.

Cashier's Office (206) 934-3627 <http://www.northseattle.edu/enroll/cashier.htm>

Location: 2nd Floor of College Center Building

Pay applicable lab fees, buy parking permits and Wellness Center membership.

Computer Labs (206) 934-3671 <http://www.northseattle.edu/services/complab.htm>

Location: Room IB 3303, 3rd floor of Instruction Building.

First Floor Electronic Classroom of Library Building

All students have access to the computer labs, with a valid North NSCC NetID. These labs have a wide variety of software that is used in various campus courses and are open for walk-in use up to 72 hours per week.

Counseling (206) 934-3676 <http://www.northseattle.edu/services/counseling/>

Location: Room CC 2346A, 2nd Floor of College Center Building

Provides guidance in choosing a career or a college major as well as assistance in developing your educational and emotional/social skills.

Disability Services (206) 934-3697 <http://www.northseattle.edu/services/disability/>

Location: Room CC 2346A, 2nd Floor of College Center Building

Provides services and assistance to meet the needs of students with learning or physical disabilities, including temporarily disabled students.

Division Offices: Located on the 2nd floor of the Instruction Building. Where to find instructors' offices, get special permission to register for a class(es), and find out about tutoring.

Arts, Humanities Division (206) 934-3709

Business, Engineering and IT Division (206) 934-3730

Math, Science and Social Sciences Division (206) 934-3790

Health and Human Services Division (206) 934-3722

Financial Aid Office (206) 934-3688 <http://www.northseattle.edu/enroll/finance/>

Location: CC 2358A, College Center Building, 2nd Floor

Graduating seniors who want to apply for financial aid can find the Free Application for Federal Student Aid (FAFSA) and other required forms here.

(continued on next page)

Key Campus Resources & Support Services (cont.)

Math & Science Tutoring (206) 934-3746 <http://www.northseattle.edu/services/tutor/math.htm>

Location: Room ED1845B, Education Building

Free drop-in tutoring for all NSCC students enrolled in math, science, or computer science classes. Open M-Th evenings until 7 p.m. and weekend afternoons.

Multicultural Programs & Student Leadership (206) 934-3641

<http://www.northseattle.edu/services/student-leadership/index.htm>

Location: Room CC1446, Ground Floor of College Center Building

Safety & Security (206) 934-3636 <http://www.northseattle.edu/services/security/>

Location: CC1252, 1st floor of College Center Building

Resources for first aid, security escorts, vehicle assistance and lost and found. Where to go concerning your safety and security concerns at NSCC.

Women's Services (206) 934-3696 <http://www.northseattle.edu/services/women/>

Location: Room CC 2346A, 2nd Floor of College Center Building

Information and referrals for services and resources. Located in Advising.

Writing & Language Tutoring: The Loft (206) 934-0078

<http://www.northseattle.edu/services/loft/>

Location: Third floor of the Library building, inside the Library.

The Loft provides assistance to students with reading, writing, or speech assignments as well as tutoring in World Languages. Open M-Th evenings until 6:30 p.m. and Sunday afternoons.

Questions to Ask During an Advising Appointment

Academic advisors, including Running Start advisors, can help you prepare to move on to a four-year university or complete a degree or certificate at North Seattle Community College. The following are some suggestions about what to ask when you meet with an academic advisor.

Questions high school juniors should ask:

How can I explore potential college majors? What courses will help me prepare for my major?

The more courses you take through Running Start, the more important it becomes to plan for your major at a four-year university. Many majors have admission requirements that you may be able to fulfill while in Running Start. Advisors can help research these requirements and suggest courses.

I want to earn an Associate degree while in Running Start. What classes do I take?

An academic advisor can help you make an educational plan to earn an Associate degree at NSCC. Advisors can tell you what classes are needed to complete each of our five transfer degree options, as well as help you select courses that match your interests and goals.

Questions high school seniors should ask:

I would like to know if any colleges are planning to visit the campus.

NSCC frequently hosts representatives from four-year universities on campus who can answer questions regarding financial aid, major areas of study, student activities, and more. Stop by Advising for a schedule or visit the Transfer Web site's events calendar:

<http://www.northseattle.edu/services/transfer/events.htm>

When should I apply to a four-year college?

Application deadlines vary from university to university. Check university Web sites for current information and check with an advisor for information on other deadlines such as scholarships, financial aid or housing. Most Running Start students follow Freshman admission processes.

Questions all students should ask:

How will my courses transfer to a four-year university?

What courses will help me fulfill requirements at a four-year university?

If you are planning to move on to a four-year university after attending NSCC, it is important to know how the classes you have taken here will transfer to another school. Academic advisors can assist you in determining whether or not a class you want to take is transferable and how classes can fulfill requirements at four-year colleges and universities.

I want to know what quarter a specific course will be offered.

Advising has course forecasts that can help you determine when a specific course may be offered. Please remember that these forecasts are tentative. They cannot guarantee that a specific course will be offered at the designated time.

I am interested in exploring a Professional/Technical Program, who do I talk to?

NSCC offers a wide variety of professional/technical programs for students who do not plan to enroll in a four-year university. Programs range from Early Childhood Education to Real Estate to Information Technology. If you are interested in such a program, an advisor can steer you in the appropriate direction.

NSCC Counseling Services

Located on the second floor of the College Center Building, NSCC's Counseling Services helps students develop the skills needed to:

Be successful in college

- Coping with math anxiety
- Improving test-taking skills
- Coping with test anxiety
- Increasing concentration

Identify and progress toward a career

- Clarifying career goals
- Choosing your educational program
- Exploring potential careers
- Making career decisions

Cooperate and communicate with others

- Communicating more effectively
- Becoming more assertive
- Improving relationships
- Learning to manage anger

Manage a complex life

- Managing time effectively
- Managing stress
- Confronting discrimination
- Dealing with depression

Hours: Monday – Friday: 9:00am - 4:00pm
Evenings by Appointment
(206) 934-3676

<http://www.northseattle.edu/services/counsel.htm>

The Five A's To Success

ACADEMICS

Your goal should be an A in every class!

- Visit your instructor during his/her office hours for extra help
- Study every day
- Form a study group
- Enroll in a coordinated studies program

ACTIVITIES

Join a club or interest group, contact student programs

- Join the honor society, contact Phi Theta Kappa
- Volunteer to be a "conversation partner," contact the International Programs office
- Join student government, run for office, or join a club.

ATHLETICS

A healthy body and a health mind

- Visit the Wellness Center
- Develop an exercise program with the help of professional trainers in the Wellness Center
- Take part in intramural sports

AESTHETICS

Appreciate the fine arts

- Visit the campus Art Gallery
- Take in a concert
- Attend a Stage One production at the Stage One Theatre

ACCOMMODATIONS

Balance your time between school and work

- Counseling Services: Help with personal problems, career planning, and study skills
- Career Services: Off-campus jobs
- Library: Loft, Media Center
- Math Lab, Computer Lab
- Advising: Academic advising, transfer information, educational planning

References: Chickering, A. W. (1979) *Education and Identity*
Lewis, E. (1989) *The Five A's for Success*, University of Miami

By Lela Hailey-Oakes, Academic Advisor, North Seattle Community College

Being a Successful Student: Tips for the First Day of Class

- The first day of classes you may feel excited and nervous. This is natural for returning as well as for new students. You are beginning work on an important goal. Take slow deep breaths if you start to feel stressed and enjoy your excitement and pride!
- North is not an easy campus to find your way around. Feel free to ask the people at “Greeting Tables” how to find your classrooms, the cafeteria, your way to the library. Leave for campus a little early so you can arrive early. Get a good seat in the room (the closer to the teacher, the easier it is to concentrate) to ensure that you will not miss any important information.
- You may want to buy a big three-ring binder with tabs marking different sections for different classes. This way, you can keep all your paper for each class separate. Bring to class a notebook, paper, pens, pencils, and a calendar in which you can write down due dates. (Most teachers do not like it if you eat in class, so although you may want to bring some healthy snacks to eat throughout the day, try to eat between classes).
- You may want to purchase your books, bus pass, etc. *before* the first day of class to avoid lines. Keep your bookstore receipt in case there are changes and you need to return a book.
- On the first day of class the instructor will probably hand out a course syllabus which describes the course expectations, course assignments and due dates, when tests will be, and the instructor’s contact information. **READ IT CAREFULLY!!** Ask questions if you do not understand any part of it. Questions may be asked during the class, before or after class, or during the instructor’s office hours. Take note of the instructor’s phone number and office hours.
- Write down the test dates and dates when major papers and projects are due in your calendar. Read your text and complete assignments by the due dates.
- Plan something nice for yourself (even something small) to celebrate the successful completion of your first day of classes!
- Try not to miss class. If an emergency arises, call the instructor before the class and explain why you will miss and when you will return. Get the phone number of a few other students in the class so you can share notes and ask each other questions about assignments. Consider forming a study group.
- Try to study on campus to prevent yourself from being distracted by other commitments.
- **Study every day**, take notes on what you are reading so you will have a summary (and less to review) before exams.

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Counseling Center North Seattle Community College

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How To Prepare for Exams

Concentration and Memory

- As you read, say the words aloud. Talk to yourself saying things like, “What is the main idea? Let me write that down.” The secret to this technique is that when you are calmly “talking yourself through” an assignment, you cannot also be distracting yourself with panicky thoughts like “I’ll never get through all this!”
 - Break big chunks of material into smaller parts. When memorizing, don’t try to learn more than three or four new pieces of information at a time. Take breaks in your memorizing, otherwise, you’ll remember the first two things, the last two things, and forget the material in the middle.
- Repeat difficult information several times, write it down and post it on your mirror, on the refrigerator, etc.
- Color-code related information in your notes, in the textbook. Make lists of key ideas and practice closing your eyes and visualizing the material.

Before an Exam

- Ask the instructor what the format of the test will be: How many multiple choice, how many essays, etc.
- Review course outline, notes, text. Summarize key information on several sheets of paper, arranging material in small groups or lists. Make these summary sheets easy to read and recall by the use of spacing or colored highlights.
- Get enough sleep, eat a light healthy meal.

During an Exam

- Take a deep breath. Tell yourself, “What’s most important now is that I stay calm and read each question carefully.”
- Quickly jot down formulas, lists, things that you’ve memorized to use during the test but are afraid you might forget.
- Read directions and questions aloud under your breath (as described in the concentration and memory section)
- Don’t select the first multiple-choice item that sounds right. Often, there are several choices that are partially correct and another (the correct answer) that provides a fuller answer.
- Watch out for items that seem to come from the text or lectures but have been changed to be negative. For example, “three factors found to be unimportant in the development of the American West were....” Underline key words like: never, not, always, usually.

- If you get stuck, eliminate the answers you know are wrong, make a mark next to the item and move on.
- It's better to go through a test once, carefully, than to rush through making errors in reading, just so you can "go over it again" making the same reading errors.
- Don't leave any items blank. Narrow things down and guess if you must.

Essay Exams

- Be sure you do what is asked: define, list, compare and contrast.
- Answer as directly and concisely as possible.
- Outline quickly the important facts and ideas you want to include in your answer.
- Write. First sentences explain what your main points are. Following sentences provide specific examples or details to support your main points. Conclusion shows how your body text supported your opening statements.
- If you run out of time, provide an outline rather than writing in full sentences.
- Be sure your handwriting is legible.

Remember

- Praise and encourage yourself
- Pay attention to deadlines
- Start studying early, study for short periods (30-45 minutes) and give yourself (3-5 minute) breaks
- Try not to study for more than 2 hours at a stretch
- Ask for help if you need it
- Eat healthy foods
- Get enough sleep!

NSCC Counseling Services helps students identify careers, pick programs of study, strengthen study skills, manage time and stress, deal with depression, confront prejudice, and learn student success skills. To make an appointment, stop by our offices on the second floor of the College Center, or call (206) 934-3676.

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Glossary of Key Terms

Advisor - A trained staff member who helps students establish academic goals and select courses to meet those goals.

Associate Degree - A 90-credit community college degree. NSCC offers five transfer associate degrees as well as a variety of professional/technical Associate of Applied Science degrees.

Transfer degree options include:

- **Associate of Arts (AA)** - This degree fulfills the general education requirements for most four-year degrees in arts and sciences.
- **Associate of Business (AB)** - This degree fulfills prerequisites for most business majors as well as general education requirements for most four-year degrees in arts and sciences.
- **Associate of Science Degree (AS)** - This degree provides students the opportunity to concentrate in a major area of study in math and science and fulfills the general education requirements for most four-year degrees in arts and sciences.
- **Associate of Science: Option 1 and Option 2** - These degrees allow students to complete 65 math/science credits in a major area of study in math and science, but will not fulfill all four-year university general education requirements. Please consult with an advisor about these options.

Audit - Students attending classes as a listener without the obligation of doing the required work and without receiving credit. Running Start students CANNOT audit a course.

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 the "baccalaureate" degree.

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.

Net ID - A login and password that allows students to access computers in classrooms and labs, the campus wireless network, and provides 100MB of disk storage space and e-mail access. Currently enrolled students can create a Net ID at <http://www.northseattle.edu/kiosk/netid/>.

Office Hours - Designated times the instructor has set aside to meet with students.

Pre-Enrollment Form - The Running Start form used to outline your intended courses for the upcoming quarter. It must be signed by yourself, your parent/guardian, your high school counselor, and the Running Start advisor.

Prerequisite - Requirements which must be met before you may enroll in a specific course. For example, you must complete Math& 151 before you can take Math& 152.

Syllabus - A course outline, given to students by the instructor, indicating test dates, assignments, requirements of the course, and often a description of the course grading criteria.

Transcript - An official copy of a student's academic record, showing courses completed, grades, and credit earned.

Withdrawal - The process by which a student officially drops a course during the quarter.



North Seattle Community College does not discriminate on the basis of race, color, religion, national origin, gender, sexual orientation, age, marital status, or disability.