



# RUNNING START STUDENT HANDBOOK

NORTH SEATTLE COLLEGE

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## WHAT IS RUNNING START?

Created by the Washington State Legislature in 1990, Running Start 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.

### Free or Reduced Cost College Tuition

Students can earn up to two full years of free or reduced cost college tuition credits while completing high school graduation requirements. Tuition is free for Running Start students for a maximum of 1.4 full-time equivalent (FTE) between your high school and college. These tuition costs are covered by your school district. You are responsible for tuition and fees for any credits taken in excess of 1.4 FTEs per quarter.

Students are also responsible for paying for the cost of textbooks, supplies, applicable fees, and transportation. Students electing to take pre-college courses (courses numbered below 100), more than their approved number of credits, or courses during summer quarter, must pay for these credits. Courses taken at North Seattle College (NSC) through Running Start must be college-level (100 or above), and approved by the student's high school counselor, parent/guardian, and NSC's Running Start advisor. If a student is eligible for the free or reduced lunch program at the high school, then most fees are covered by Running Start.

### Get a "Running Start" on a College Education

Classes taken at North Seattle College 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 associates degree at the same time. NSC 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 24.

### Advanced Coursework

Running Start students can take advanced-level courses on topics that may not be available in 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 NSC, while being actively involved in their high school, or they may elect to take all their courses at NSC.

## WHAT TO EXPECT

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.

*Instructors will not know which students are in the Running Start program. You can share that information with your instructor if you choose.*

### High School vs. College classes

#### 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, a Running Start advisor or the 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. College courses often have stricter policies on attendance. Grades may be based on attendance and participation, and late work may not be accepted. If you must miss class, arrange to have your assignments turned in on time and to catch up on missed work. Instructors may drop students who fail to attend class on the first day of the quarter or adhere to the stated attendance policy.

#### Class Pace

The speed at which college classes are taught is much faster than in high school. A high school class taught over one year is taught within one 10-week quarter at NSC. 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. If you are having difficulty keeping up with assignments or understanding material, ask for help early and contact your instructor.

### 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.

### Syllabus

It is important to keep the syllabi from all your classes because you may need them in the future when transferring your credits to another institution. Download them every quarter and keep them in a safe place.

### College Calendar

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

### Enrollment Verification Form

You and your high school counselor will work together to complete the enrollment form. This form will let you know how many credits you're approved to take each quarter and which classes to register for. If you register for additional credits, you may be responsible for paying the tuition. If you register for classes not listed on your form, you will be required to complete a new enrollment verification form.

### Free or Reduced Lunch Eligibility

If you or your family are eligible for the free or reduced lunch program at your high school, your class fees will be waived, and you are eligible to participate in the Running Start book loan program. Your high school counselor should indicate your eligibility on your Enrollment Verification Form. Please see the Running Start office if you need to update your eligibility.

# POLICIES AND PROCEDURES

## Grade Reports

Final grades are not mailed to students and are only issued at the end of each quarter. You may access your final grades in from the ctLink Student Homepage under Academic Records. If you would like to know how you are doing in a class before the end of the quarter, check Canvas and talk with your instructor.

## 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, NSC will send copies of Running Start students' college transcripts to their high school for placement on their school grade reports. Grades received at NSC will be a part of your permanent high school and college transcript.

## Access to Student Records

NSC follows federal guidelines concerning access to student records. The Family Educational Rights and Privacy Act (FERPA) helps protect the privacy of student education records. College staff and faculty will not discuss your progress with anyone other than you and your high school counselor without your written permission. This includes parents/guardians, regardless of the student's age or status with regard to parental dependency. More details available at <https://northseattle.edu/enrollment-funding/ferpa>.

A consent form to release information is available at <https://northseattle.edu/enrollment-funding/ferpa-release-form>.

## Enrolling at Multiple Colleges

Students can enroll in Running Start at multiple colleges, as long as they do not exceed the quarterly credit limit approved by the high school counselor. Students are required to complete a new Enrollment Verification Form for each college they are enrolled in each quarter. If you plan to enroll at multiple colleges, let your Running Start advisor know that you are planning to concurrently enroll at another college so they can ensure you stay within your class credit limit between both colleges.

## Student Conduct

It is the responsibility of the student to be aware of the Student Conduct Code and participate positively at North Seattle College. Students are expected to maintain high standards of academic and personal honesty and integrity, respect the rights of others, refrain from actions which would interfere with campus functions or endanger the health, safety, welfare, or property of others, and comply with district rules and regulations, as well as civil authority and laws.

For additional information, please review Student Conduct Policy & Procedures at <https://northseattle.edu/sites/default/files/inline-files/Student-Handbook-NSC-22-23.pdf> (pages 48-52).

## Zero Tolerance for Discrimination and Harassment

Seattle Colleges works to encourage, assist, and facilitate a safe and inclusive environment that is free from harassment and discrimination.

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

Seattle Colleges has enacted policies prohibiting discrimination against and/or harassment of members of these protected classes. Any individual found to be in violation of these policies will be subject to disciplinary action up to and including dismissal from the college or from employment. Additional information and resources for reporting available at: <https://www.seattlecolleges.edu/administration/human-resources/discrimination-and-harassment-statement/reportingclaim-forms>.

## Title IX

Title IX is part of the Education Amendments of 1972 and is enforced by the U.S. Department of Education. This federal law prohibits discrimination on the basis of sex in education programs or activities operated by recipients of federal financial assistance.

Title IX is necessary to create a safe and inclusive environment on all college campuses. We need Title IX to protect all people that are part of Seattle Colleges from incidents of sex-based discrimination, harassment, including sexual violence relationship violence and abuse.

Seattle Colleges offers campus community professional staff, resources, training, and policies that help create a safe environment, both on campus and off. Additional information and recourses are available at: <https://www.seattlecolleges.edu/administration/human-resources/title-ix-sexual-misconduct-and-gender-based-incidents/about-title-ix>.



## STEPS TO ENROLL

<b>STEP 1:</b> <b>Complete Enrollment Verification Form (EVF)</b>	<b>STEP 2:</b> <b>Register for classes in ctcLink</b>	<b>STEP 3:</b> <b>Pay class fees</b>
<ul style="list-style-type: none"> <li>• This form must be completed and returned to the Running Start Office prior to registration each quarter.</li> <li>• Before you register, the EVF must be signed by your high school counselor, your guardian and yourself - even if you are 18.</li> <li>• Signed EVFs can be turned in to the Running Start office by email at <a href="mailto:nscrrstart@seattlecolleges.edu">nscrrstart@seattlecolleges.edu</a> or in-person on the 2<sup>nd</sup> floor of the College Center building.</li> </ul>	<ul style="list-style-type: none"> <li>• After you turn in your EVF, the Running Start office will remove your hold and email you back with instructions to register. You will then be able to register for your classes online through ctcLink.</li> <li>• Remember, classes needed for high school graduation should be scheduled <u>no later</u> than 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.</li> </ul>	<ul style="list-style-type: none"> <li>• You can pay at the Cashier's Office or online through ctcLink. Students with outstanding fees can be dropped from their classes and will have a hold placed on their account to prevent them from registering.</li> <li>• Students on free/reduced lunch program can have their fees waived if the eligibility form has been submitted. See Running Start office for details.</li> </ul>

### Running Start Hold

All Running Start students have a “hold” on their account until they submit a completed Enrollment Verification Form. This “hold” is put back in place after a student registers. If you need the Running Start hold lifted to make changes after your initial registration, contact a Running Start advisor.

### Waitlist Process

If you're on a waitlist for a class, you will automatically move up the waitlist as space becomes available. This automatic process stops on the second day of the quarter, at which point you'll need to contact the instructor to get permission to add the class. Enrollment Services publishes dates regarding waitlist closures each year: <https://northseattle.edu/calendars/enrollment-services-important-dates>

## Changing Class Schedule

Through the second day of the quarter, students can change their schedule online in ctLink. On the third day of the quarter, waitlist will close and permission numbers are no longer active. To add a class, instructor permission is required. Students should contact instructors by email and can find contact information at <https://people.seattlecolleges.edu/>. The tenth day of the quarter is the last day to add any classes or drop a class without a “W” on your transcript.

## Finding Your Class

### In-person Classes

The following steps will help you locate your classroom:

- **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.
- **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.
- **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.
- **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.

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### ***Building Abbreviations:***

*AS = Arts and Sciences Building*

*CC = College Center Building*

*HSSR = Health Sciences & Student Resources*

*IB = Instructional Building*

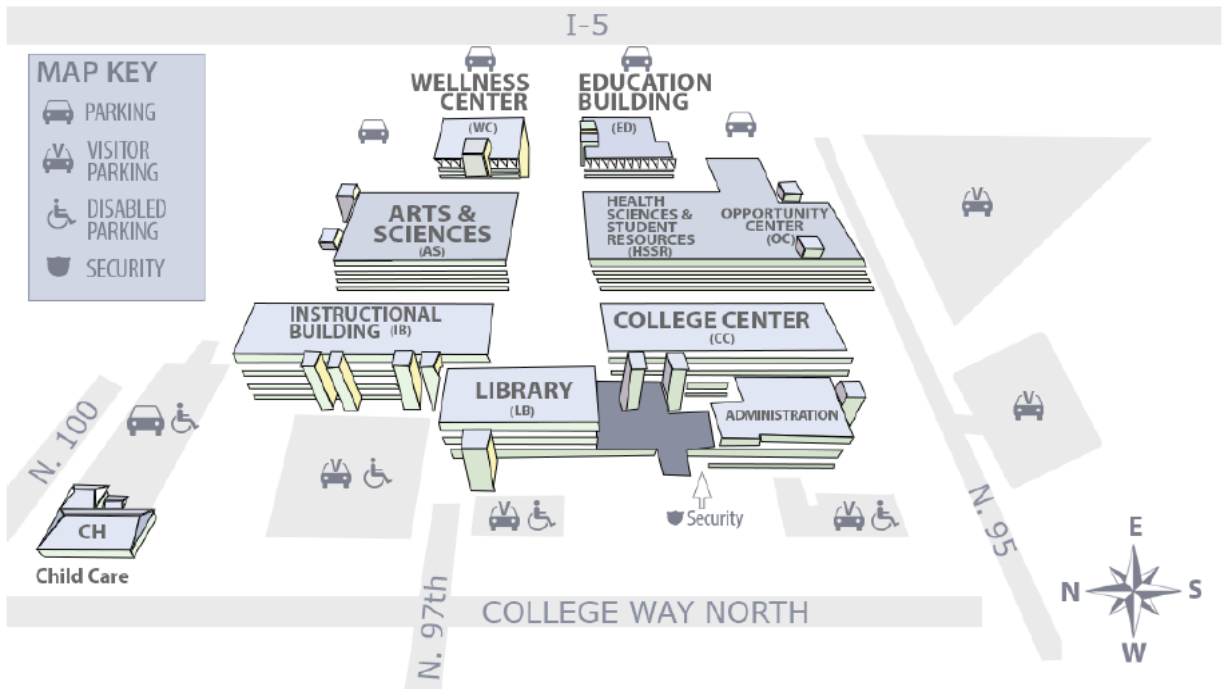
*LB = Library Building*

*WC = Wellness Center*

*ED = Dr. Peter C. Ku Education Building*

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Figure 1: Campus Map



### Online and Virtual Classes

Online classes are asynchronous, fully remote classes with no live instruction time. There are no specific dates or times that these classes occur, however students are responsible for participating in the class's online environment daily.

Virtual classes are fully remote, synchronous classes with live scheduled video meetings. There are specific dates and times listed in the class schedule and students must be available for the live video instruction.

Students should login to their online and virtual classes on the first day of the quarter, or they may be dropped for non-participation.

# TUITION, FEES, AND OTHER EXPENSES

## Tuition and Fees

Tuition is free for Running Start students for a maximum of 1.4 FTEs between your high school and college. The fees apply to credits in college-level courses (which are numbered 100 or higher). Your school district pays the tuition. You are responsible to pay for fees of all classes, tuition for pre-college courses (numbering below 100) or credits in excess of 1.4 FTEs per quarter. If you have turned in your fee waiver form, your fees will be waived.

**You can pay for your fees** online by logging into the ctcLink Student Homepage and clicking Financial Account. To pay in-person, visit the Cashier on the 2<sup>nd</sup> floor of the College Center.

Please be aware that Running Start classes will be counted towards your maximum Financial Aid funding.

## Buying Books

Students are responsible for purchasing textbooks and any other required materials for class. Books may be purchased at the NSC Bookstore. Keep books in pristine condition with the receipt so that they may be returned to the bookstore in case the instructor makes changes, or you change your class. Textbooks can be expensive. Used textbooks 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 from the Running Start Office. You should receive an email from the Running Start Office prior to the quarter starting with textbook pickup information.

## Transportation

You are responsible for your own transportation to and from NSC. Several bus routes and the light rail serve NSC. Parking permits are required for parking on campus and may be purchased online at <https://northseattle.edu/parking-transportation/students>.

## Photo ID Card

NSC photo I.D. is required to use the library and the Wellness Center. You can purchase your ID from the Cashier in the College center building on the 2<sup>nd</sup> floor.

## Wellness Center

Students enrolled in a physical education course (PEC) may access the Wellness Center for their class. Student membership is paid as part of your mandatory class fees. The Wellness Center offers a fully equipped strength and conditioning center, indoor running track, and a gymnasium for basketball, volleyball, badminton, and pickle ball. Drop-in classes are available for aerobics, yoga, and more.

## GRADES

Grades are not mailed home. Quarterly grades will be available 7-10 days after the official last day of the quarter. You may access your grades online via ctCLink. Please note that grades listed in Canvas are intended only as progress reports throughout the quarter and are NOT your final grade for the course.

The Running Start office will automatically send your transcript each quarter to the high school. Grades will be recorded on both your high school and permanent college transcript.

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.

### Numerical Grading System

NSC uses a numerical grading system. Grades may be considered equivalent to letter grades as follows:

Percentage	GPA	Letter Grade
95-100	4.0	A
94	3.9	A
93	3.8	A-
92	3.7	A-
91	3.6	A-
90	3.5	A-
89	3.4	B+
88	3.3	B+
87	3.2	B+
86	3.1	B
85	3.0	B
84	2.9	B
83	2.8	B-
82	2.7	B-
81	2.6	B-
80	2.5	B-
79	2.4	C+
78	2.3	C+
77	2.2	C+
76	2.1	C
75	2.0	C

74	1.9	C
73	1.8	C-
72	1.7	C-
71	1.6	C-
70	1.5	C-
69	1.4	D+
68	1.3	D+
67	1.2	D+
66	1.1	D
65	1.0	D
64-0	0.0	F

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.

High school counselors determine how college grades will appear on high school transcripts.

### Other Grading Options

- **W - Official Withdrawal**
  - If you choose to take an official withdrawal from a class, a “W” will appear on your transcript.
  - A “W” does not affect your grade point average at North Seattle College. After a “W” is issued, the course may be repeated no more than one time.
- **NC - No Credit**
  - The no credit “NC” option can only be obtained by instructor approval.
  - If your instructor issues you a no credit, a “NC” will appear on your transcript.
  - A “NC” does not affect your grade point average at North. After a “NC” is issued, the course may be repeated no more than one (1) time. Some universities may see this as a 0.0 grade.
- **I - Incomplete (rarely given)**
  - The incomplete “I” option can only be obtained by instructor approval. An “I” is an agreement with your instructor that you will finish the work required of the class after the quarter ends, but within a specified amount of time. Be aware that some teachers will give an incomplete only in cases of illness or family emergency.
  - An incomplete must be completed no later than the end of the next quarter, not including summer quarter.
- **Audit**
  - Running Start students are NOT eligible to audit classes and is not available as a grading option.

## 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 and high school counselor.
- 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.

**You must contact a Running Start advisor before dropping a class.** The Running Start hold 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.

## Timeline for Dropping/Withdrawing

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 8<sup>th</sup> week:

It is not possible to withdraw from classes after the 8<sup>th</sup> week of the quarter. If you are not attending your class or can't attend class after the 8<sup>th</sup> week, please meet with a Running Start advisor to discuss options.

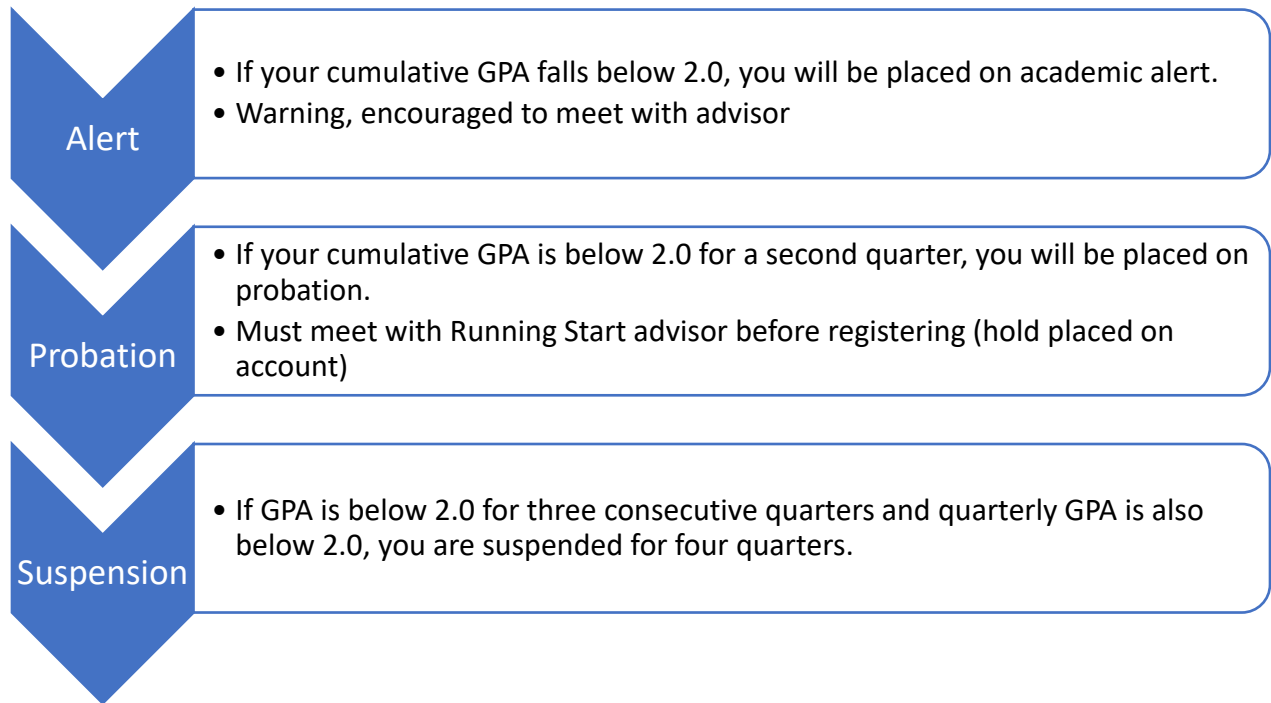
Having “W’s” on your transcript may impact your acceptance at some four-year universities and your chances of receiving financial aid. If you are thinking about withdrawing from a class, discuss it with your high school counselor, parents/guardians and a Running Start advisor.

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.

# ACADEMIC PROGRESS

## Student Progress Policy

Running Start students must adhere to NSC's Academic Standards Policy and obtain a minimum 2.0 GPA each quarter.



See <https://northseattle.edu/advising/academic-student-progress> for more details on Academic Student Progress.



# 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. Students should check with out-of-state and private colleges/universities regarding transferability of Running Start credits.

Running Start students will apply to colleges and universities as first-year or freshman students, and are required to complete all application requirements as other first-year applicants.

## 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 website, contacting admissions staff, and working with your Running Start advisors.

Resources to explore college majors and requirements:

- **NSC College Transfer page:** <https://northseattle.edu/programs/college-transfer>
  - Links to websites of most colleges and universities in Washington state as well as their course equivalency guides and specific admission requirements.
- **NSC Counseling:** <https://northseattle.edu/counseling>
  - One-on-one career counseling, career testing, and major exploration workshops
- **NSC Career Services:** <https://northseattle.edu/career-services>
  - Computer-based career exploration software and other resources to help with a job search.

## Transcripts

Colleges and universities often require students to submit official transcripts from all colleges they have attended with applications. You will also need to provide an official transcript from NSC to have your credits transferred to the college or university.

Students are responsible for ordering and paying for official transcripts from North Seattle College. Instructions to order online here: <https://northseattle.edu/transcripts>

**Running Start advisors cannot provide official transcripts.** Official transcripts bear the Registrar's signature and college seal.

Unofficial transcripts are free and are available for students in ctcLink. Unofficial transcripts have neither the college seal nor an official signature.

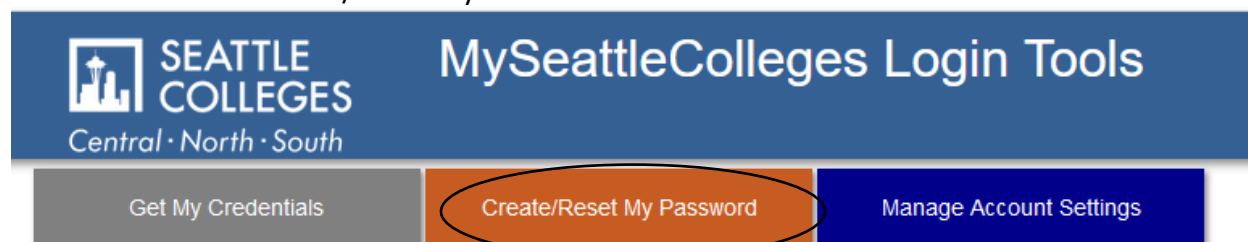
## ONLINE PLATFORMS

Tech Tools	Use it to:	Login Credentials
<b>Canvas</b>	<ul style="list-style-type: none"> <li>○ Access class materials: syllabus, lectures, discussions, assignments, and other class work</li> <li>○ Submit assignments</li> <li>○ Participate in discussions and other class tasks</li> <li>○ View grades on assignments and quizzes</li> <li>○ Contact instructors</li> </ul>	ctcLink ID and password
<b>ctcLink</b>	<ul style="list-style-type: none"> <li>○ Register for, add, and drop classes</li> <li>○ View or updated student information and contact info</li> <li>○ Pay tuition and fees</li> <li>○ View final grades, unofficial transcripts, and track academic progress</li> <li>○ Apply for graduation</li> </ul>	CtcLink ID and password
<b>Starfish</b>	<ul style="list-style-type: none"> <li>○ Schedule appointments with advisors</li> <li>○ View current instructor contact and course information</li> <li>○ Create and view Education Plans</li> <li>○ Find digital to-do items and checklists assigned by advisors</li> <li>○ View notes from advising appointments and other messages sent through Starfish</li> </ul>	MySeattleColleges username and password

### MySeattle Colleges Account Set-up

Students are expected to set up their MySeattleColleges account and check their inbox on a regular basis. Communication from the Running Start staff will be sent to your MySeattleColleges email address.

1. Go to <https://tools.seattlecolleges.edu/home>
2. Select the "Create/Reset My Password" button



3. Enter your ctCLink ID number
4. Enter your ctCLink password
5. Enter your desired password in both boxes (must match and follow the requirements listed below)
6. Check the "I'm not a robot" box
7. Click "Reset Password" button
8. When your MySeattleColleges login password is successfully changed, a box will appear that shows your campus computer and wi-fi login and email address.
9. You may need to wait 10 minutes for your passwords to sync. Once you are able to login to your MySeattleColleges Outlook, you may choose to have your emails forwarded to a personal email address if you prefer.

### Create/Reset My Password

This form will create/reset your MySeattleColleges login password.

CTCLink ID (EMPLID):

CTCLink Password:  

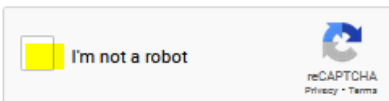
[Forgot CTCLink Password](#)

#### Passwords must:

- Have at least 8 characters.
- Have at least 1 upper case character.
- Have at least 1 lower case character.
- Have at least 1 special character.(!@#\$%^&\*)
- Have at least 1 number.
- ...NOT include your name, your username, your initials, or your SID.
- NOT reuse 4 previous passwords.

Desired Password:  

Desired Password Again:  



## RESOURCES & SUPPORT SERVICES

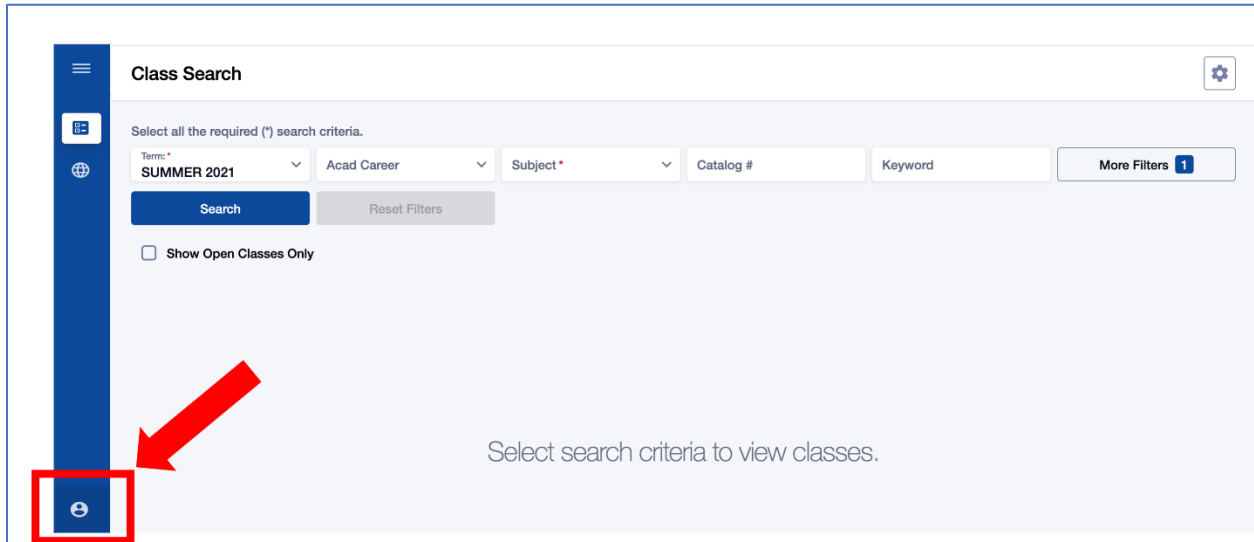
- **Advising**
  - <https://northseattle.edu/advising> | (206) 934-3658
  - Location: CC2346A, 2<sup>nd</sup> Floor of College Center Building
  - Get information on academic advising, university major requirements, upcoming transfer events, and develop an educational plan.
- **Bookstore**
  - <https://www.bkstr.com/northseattlestore/home> | (206) 934-4678
  - Location: IB1331, 1<sup>st</sup> floor of Instruction Building.
  - Purchase required textbooks and other supplies.
- **Career Services**
  - <https://northseattle.edu/career-services> | (206) 934-6074
  - Location: OCE&E Building
  - Provides resources, tools, and training in all areas of career development and exploration.
- **Cashier's Office**
  - <https://northseattle.edu/tuition-and-fees/cashiers-office> |
  - Location: CC2455D, 2<sup>nd</sup> Floor of College Center Building
  - Pay any tuition and fees, student ID cards, testing fees, and other charges.
- **Computer Labs**
  - <https://northseattle.edu/title-iii/student-computer-lab-it-helpdesk> | (206) 934-3671
  - Location: College Center 1353A (North of temporary library, across from Veterans' Lounge)  
All students have access to the computer labs, with a valid Seattle Colleges login. These labs have a wide variety of software that is used in various campus courses and are open for walk-ins.
- **Counseling**
  - <https://northseattle.edu/counseling> | (206) 934-3676
  - Location: CC 2346A, 2<sup>nd</sup> 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**
  - <https://northseattle.edu/disability-services> | (206) 934-3697
  - Location: CC 2346A, 2<sup>nd</sup> Floor of College Center Building

- Provides services and assistance to meet the needs of students with learning or physical disabilities, including temporarily disabled students.
- **Equity, Diversity & Inclusion**
  - <https://northseattle.edu/equity-diversity-inclusion>
  - Location of Equity & Welcome Center: CC1151, 1<sup>st</sup> Floor of College Center Building
  - Provides helpful resources for students, faculty, staff, and community that will inform our ongoing quest for racial equity and create a sense of belonging for all.
- **Financial Aid Office**
  - <https://northseattle.edu/financial-aid> | (206) 934-3688
  - Location: CC2448, 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.
- **Student Leadership and Multicultural Programs**
  - <https://northseattle.edu/student-life/student-leadership-and-multicultural-programs>
  - Location: CC1446
  - Engages students and the campus community in meaningful advocacy and programming designed to increase equity, diversity, and inclusion.
- **Tutoring**
  - <https://northseattle.edu/tutoring>
  - Location: Student Learning Center located in HS1636B
  - Student Learning Center tutoring services are offered free to all students and is available in-person and online for drop-in tutoring. Tutoring is available for a wide variety of subject including math, science, writing, world language, and more. See webpage for specific hours.
- **Safety & Security**
  - <https://northseattle.edu/safety> | (206) 934-3636
  - Location: CC1252, 1<sup>st</sup> 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 NSC.

# REGISTERING FOR CLASSES IN CTCLINK

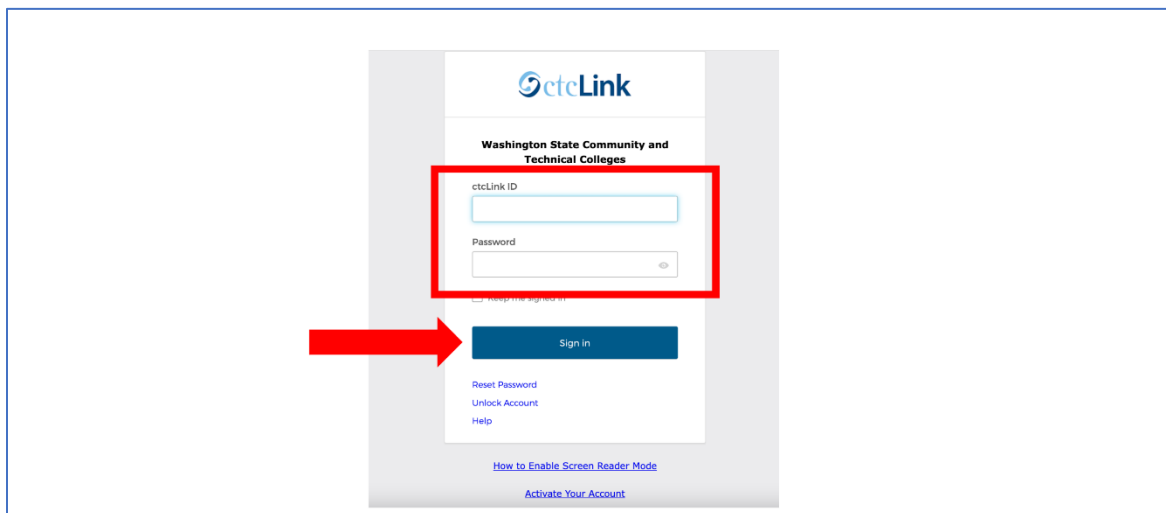
Step 1: Begin at <https://northseattle.edu/students>

Step 2: Click the “Class Schedule” icon



The screenshot shows the 'Class Search' page. On the left is a blue navigation sidebar with several icons. The bottom-most icon, a white circle with a blue person silhouette, is highlighted with a red square. A red arrow points from the top-left towards this icon. The main content area has a search form with fields for 'Term' (set to 'SUMMER 2021'), 'Acad Career', 'Subject', and 'Catalog #', along with a 'Keyword' field and a 'More Filters 1' button. Below the search fields are 'Search' and 'Reset Filters' buttons, and a checkbox for 'Show Open Classes Only'. The text 'Select search criteria to view classes.' is displayed at the bottom of the search area.

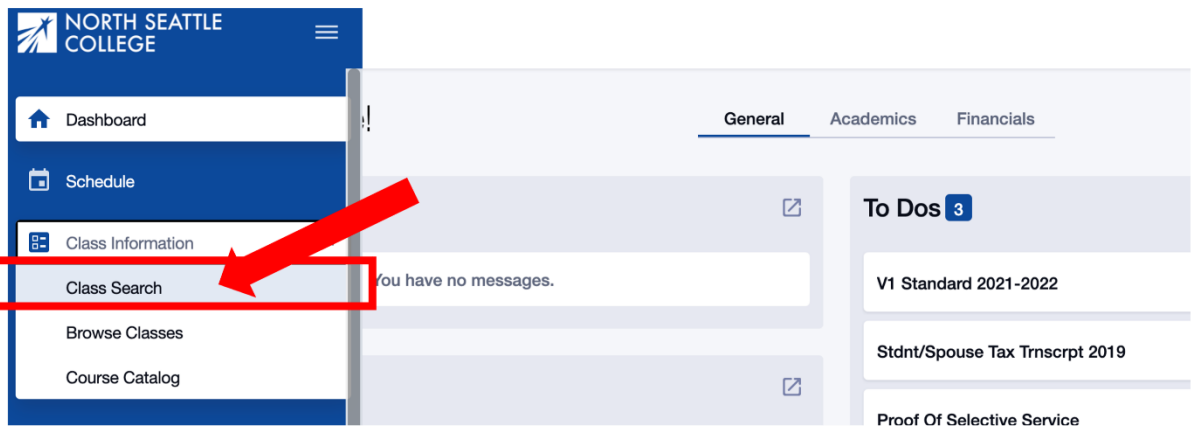
**Step 3:** Click the profile icon at the bottom left.



The screenshot shows the ctcLink login page for Washington State Community and Technical Colleges. The page title is 'ctcLink' and the subtitle is 'Washington State Community and Technical Colleges'. There are two input fields: 'ctcLink ID' and 'Password'. Both fields are enclosed in a red rectangular box. Below these fields is a 'Keep me signed in' checkbox. A red arrow points from the left towards the 'Sign In' button. Below the button are links for 'Reset Password', 'Unlock Account', and 'Help'. At the bottom, there are links for 'How to Enable Screen Reader Mode' and 'Activate Your Account'.

**Step 4:** Enter your ctcLink ID and password. Then click Sign In.

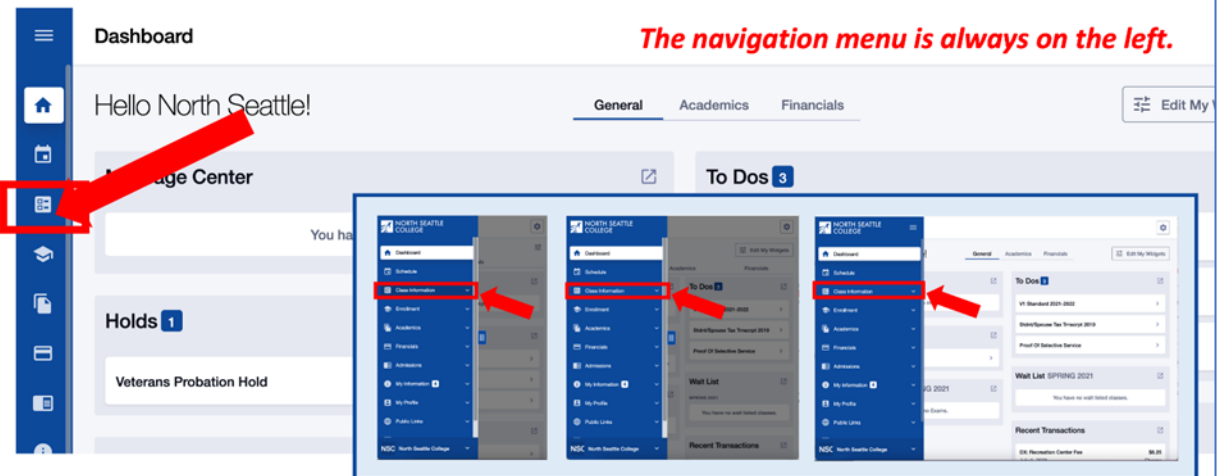
Page displays differently depending on the size of the screen. You may need to scroll to see all information.



Click Class Search to search for a class by *Subject, Keyword, Instructor Last Name, Time, Days, Instruction Mode*, and many other criteria.

**Step 6:** Use Browse Classes to see all classes by *Term* and *Subject*.

The navigation menu is always on the left.



**Step 5:** Click the Class Information icon in the left navigation bar to expand the menu. You can expand the menu at any time using the menu icon.

*Page displays differently depending on the size of the screen. You may need to scroll to see all information.*

**Class Search**

Select all the required (\*) search criteria.

Term:  Academic Year:  Subject:  Catalog #  Keyword  **More Filters 3**

Show Open Classes Only

*Check the **Show Open Classes Only** box to see **ONLY OPEN CLASSES**. Leave it unchecked to see open and closed (full) classes.*

Use the options and additional filters to narrow your search. Then click Search.

**Step 7:** Check the Show Open Classes Only box to see only Open Classes. Don't check this box if you want to add yourself to the Waitlist of a full class.

*Page displays differently depending on the size of the screen. You may need to scroll to see all information.*

SUMMER 2021

Show Open Classes Only

**Biology Of The Pacific Northwest | BIOL 125**

SECTION	TOPIC	SESSION	DAYS	START	END	ROOM	DATES	INSTRUCTOR	STATUS
> D01-LEC (4556)	-	1	ARR	-	-	Online	06/28 - 08/20	Elizabeth Goulet	15/30
> D01-LAB (4557)	-	1	ARR	-	-	Online	06/28 - 08/20	Elizabeth Goulet	

Enroll  
Add to Cart  
Add to Planner  
Share

Review the course/class options. Pay attention to the Section name: LEC = Lecture and LAB = Laboratory/Studio. Click on the class section to see more information about it, including special registration instructions, class notes, and textbook information. You can enroll or take other actions from the expanded view.

**Step 8:** You can also click the 3-dot menu on the right to take quick action.



**Page displays differently depending on the size of the screen. You may need to scroll to see all information.**

**Step 9:** Review the *Enrollment Requirements*. Some classes require you to enroll in two courses at the same time. If so, put both classes in your *Shopping Cart* (click Add to Cart) and go to Step 15. To enroll now, click Enroll and go to the next slide.

**Page displays differently depending on the size of the screen. You may need to scroll to see all information.**

**Step 10:** You may be prompted to choose the Lab/Studio section. If so, check the option button next to your preferred Lab/Studio section and click Continue. If NOT prompted to choose a Lab/Studio section, go to Step 13.

Page displays differently depending on the size of the screen. You may need to scroll to see all information.

Enrollment options

BIOL 125: Biology Of The Pac Nw| D01 - 4556

Permission Number

Wait list if class is full

Cancel Save

*This box is here by default. You do not need a Permission Number for every class.*

Please note:

- **Permission Numbers may or may not be required for a class.**
- **If you don't think you need one but do, the next step will show an error and inform you a permission number is needed.**
- **Some classes may require you to EDIT the class to enter the permission number.**
- **Don't hesitate to reach out for help.**

**Step 11:** Select if you want to be added to the Waitlist and/or enter a Permission Number if required. Then click Save.

Enrollment Results

Enrollment results of 1 class(es) for the term SUMMER 2021

CLASS	RESULTS
Class # 4556	Added to your schedule.

This class has been added to your schedule. Class 4556 is full. You have been placed on the wait list in position number 12.

OK

Class # 4805

Unable to add this class - requisites have not been met. MATH 098 with a 2.0 or better.

Class # 6973

Added to your schedule.

This class has been added to your schedule.

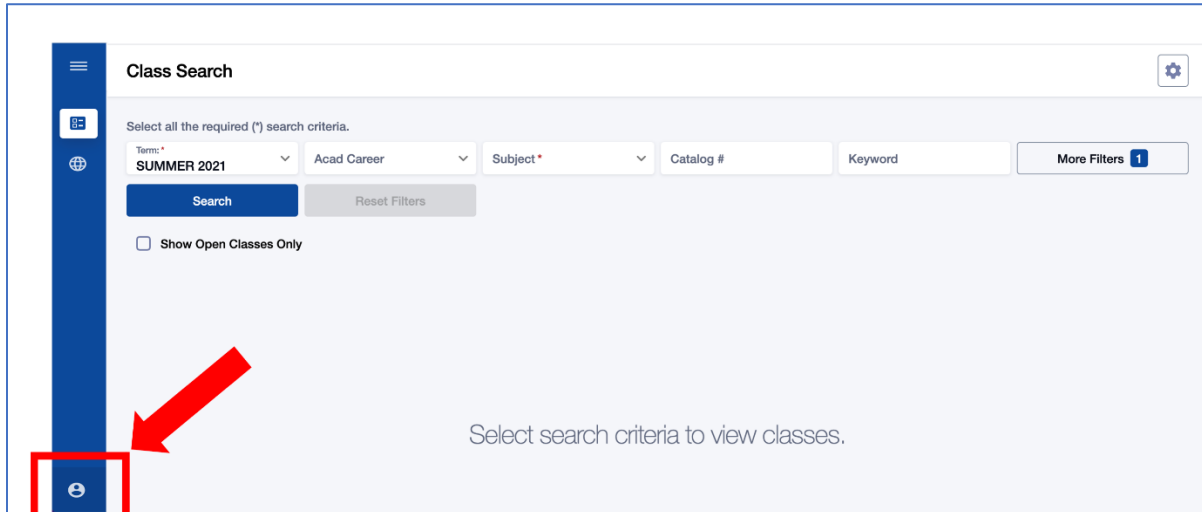
Review the Enrollment Results to confirm you've been added to the class. A green results box = Success! Red = Error.

**Step 12:** If you've been added to the Waitlist, you'll see your position number here. Click OK to exit out of this page.

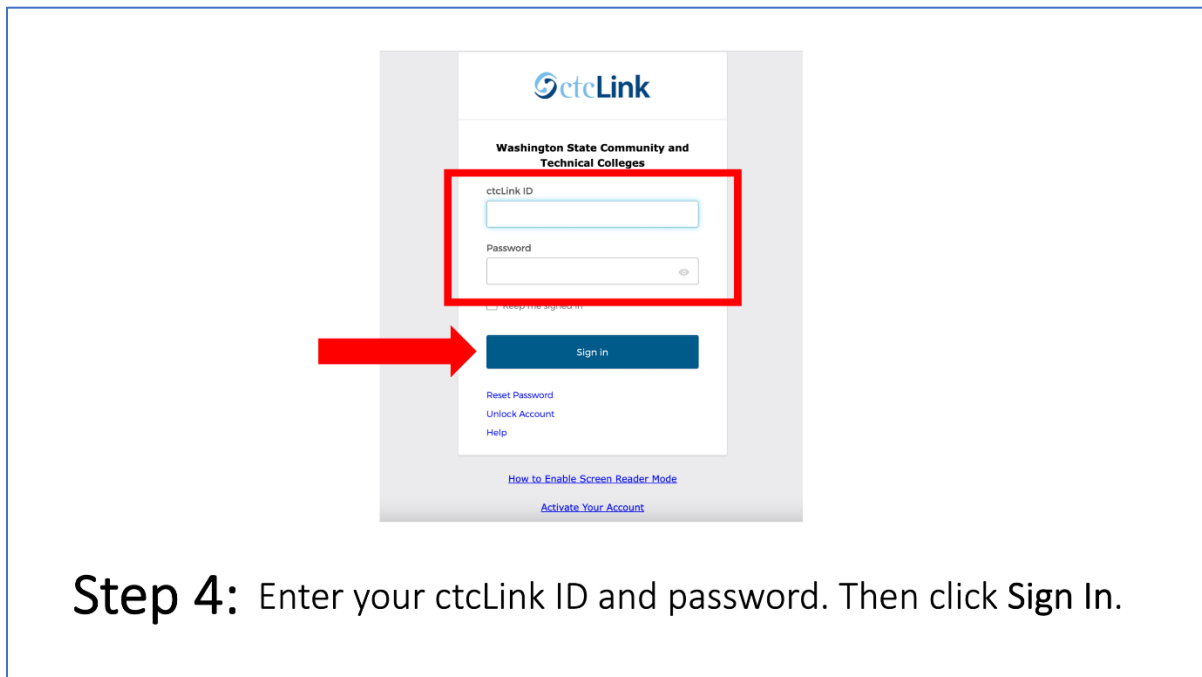
# VIEW YOUR CLASS SCHEDULE

Step 1: Begin at <https://northseattle.edu/students>

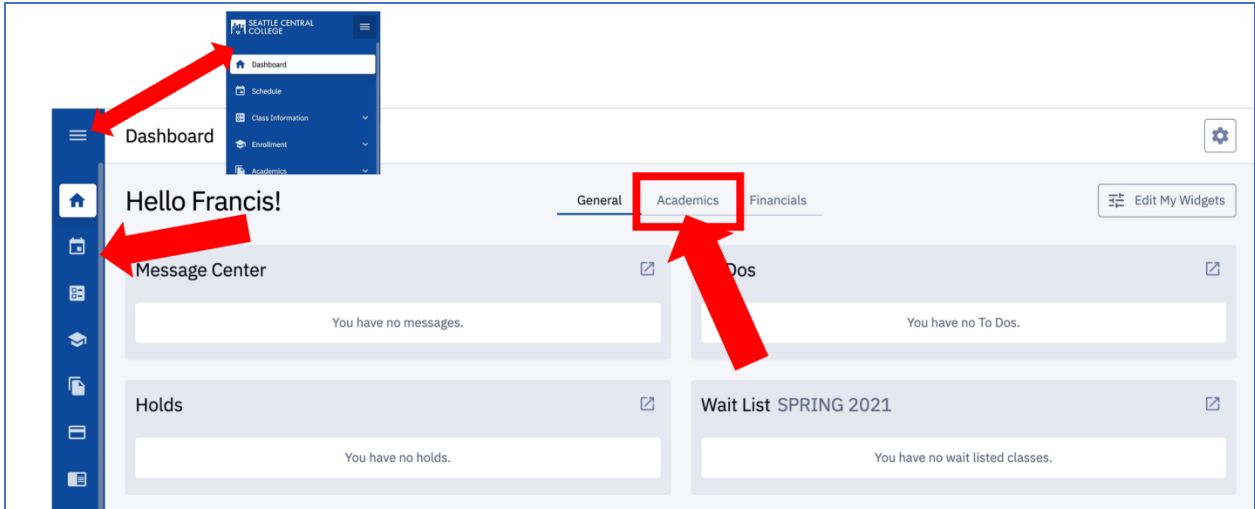
Step 2: Click the “Class Schedule” icon



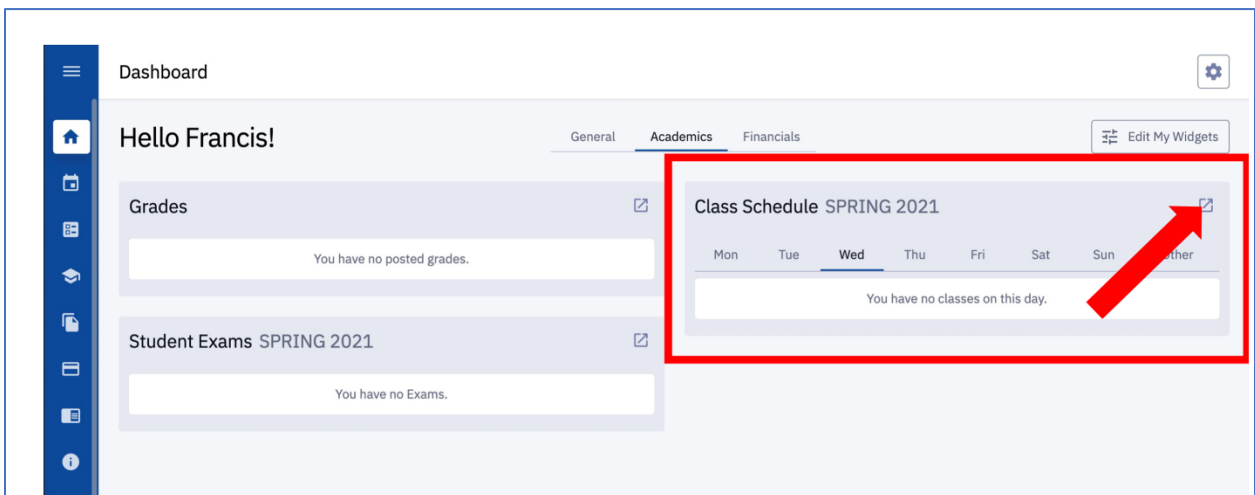
**Step 3:** Click the profile icon at the bottom left.



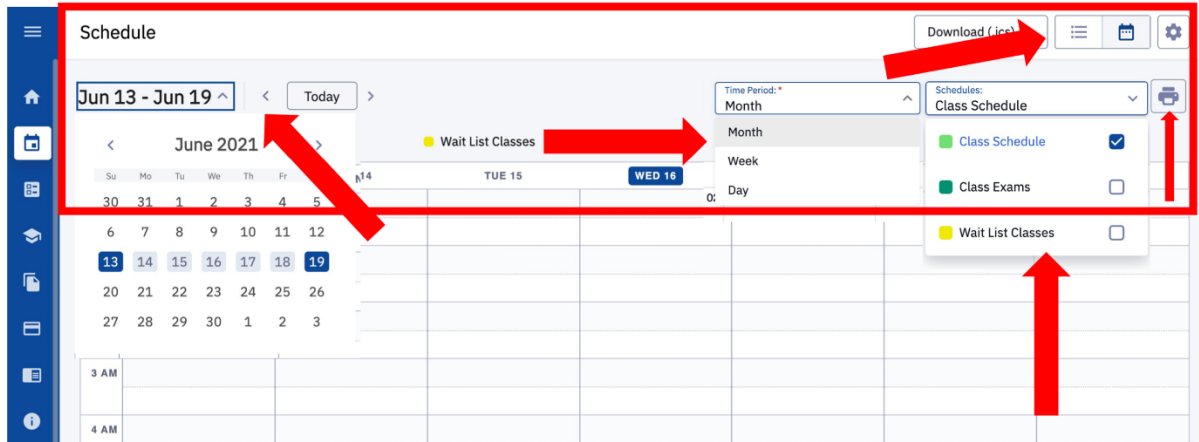
**Step 4:** Enter your ctcLink ID and password. Then click Sign In.



**Step 5:** Click the **Academics** tab on the Dashboard. You can also click the **Calendar** icon on the left navigation bar. To expand the menu, click the menu icon at the top.



**Step 6:** The **Academics** tab of the Dashboard shows your **Class Schedule** on the right. To change the view, click the expand icon at the top right of the box.



Choose your preferred view: List or Calendar, Time Period, Type of Schedule, and the Dates using the icons, dropdown menus, and arrows at the top of the page.

## Step 7:

Click the printer icon to print the page.