



NORTH SEATTLE  
COLLEGE

# ADVISING GUIDE



**YOUR  
GUIDE TO  
ADVISING**

Use this resource every quarter as a guide to understanding the advisor-student relationship, your responsibilities, important timelines, processes, and tips to be successful!

# SUCCESS THROUGH ADVISING

Through actively engaging with your advisor, you will be able to:



Academic advisors seek to build relationships with their students that support students' educational goals and help students build a plan to reach them! We're excited to meet you.

**Identify your program of study**

**Understand how your degree/program/prerequisite requirements fit into your education plan**

**Utilize technology that will assist you in achieving your educational goals**

## Primary Advisors & Areas of Study

You will have a primary advisor assigned to you based on your Area of Study

**These departments advise their own students:**

- Basic and Transitional Studies
- BAS/BS Programs
- Early Childhood Education
- International Programs
- Running Start
- Seattle Promise
- Watch Technology



**Arts, Design, and Graphics**



**Social Sciences, Humanities, and Language**



**Business and Accounting**



**Health and Medical**



**Skilled Trades and Technical Training**



**Education and Human Services**



**Science, Technology, Engineering, and Math**

# HOW WE WORK TOGETHER



My Advisor is...

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## Advisor

### During your advising appointment, your advisor will...

- Provide a safe and respectful space to ask questions, discuss interests, and express concerns.
- Be a responsive listener, provide encouragement, and collaborate with you to generate solutions to challenges.
- Guide decision-making to help you create an education plan that fulfills your goals and career pathway.
- Recommend appropriate classes and help you navigate ctcLink and other tools/resources to assist you in course selection and registration.
- Provide resources relevant to your individual needs.

## Student

### When meeting with your advisor....

- Take initiative to set up meetings with an advisor to complete an education plan and for other questions regarding academic planning and success.
- Plan to meet with your advisor before next quarter registration opens (schedule an appointment during week 3 of the quarter!).
- Arriving on time will ensure your advisor will be able to meet with you for your full appointment
- Actively engage with your advisor by asking questions and sharing your interests and goals.

### To move toward academic success...

- Check your email account regularly, manage your inbox and respond to actionable items.
- Take ownership of your academic success by utilizing the tools provided throughout this guide.
- Follow through on advising recommendations in a timely manner.

## WAYS TO SEE AN ADVISOR



### Want to schedule an appointment?

You can book an appointment online through Starfish:

<https://seattlecolleges.starfishsolutions.com/starfish-ops>

Please include the reasons for your appointment in the "Detailed Description" field. You can also call our front desk at 206-934-3658.

## ADVISING APPOINTMENT

A 30 minute appointment is ideal for new students registering, updating an existing education plan, and for students who want to talk about transfer/program options.



Available Mondays-Fridays, in-person and on Zoom, depending on your assigned advisor's availability. Same-day appointments may be available, but it is best to schedule in advance.

## DROP-IN ADVISING

Drop-In Advising is best for quick questions and assistance that can be completed in 10-15 minutes. Available on a first-come, first-served basis both on-campus and virtually over Zoom.



Drop-in advising is offered daily. Check the current drop-in schedule at <https://northseattle.edu/advising/see-an-advisor>

## NEED A PERMISSION NUMBER?

Submitting your request online through the Advising Contact form is the best way to request a permission number!



Scan the QR code or go to <https://northseattle.edu/advising/contact> to submit your request. Be sure to include the exact course and section number you are trying to add, along with attached unofficial transcripts or placement documents showing you meet the prerequisites.



**For the latest advising availability**, including extended hours and holiday closures, and for Zoom Drop-In information, check out <https://northseattle.edu/advising/see-an-advisor>.

# APPOINTMENT TIPS



**An education plan** is a quarter by quarter plan of classes you will take based on your goals, program of study, transfer plans, and personal schedule. You will want to review and update your educational plan with your advisor, as needed.

## BEFORE

- Review the "How We Work Together" on page 3 of this guide
- Prepare and write down a list of questions to discuss
- Bring all necessary paperwork and placement documents
- Review your education plan
- Cancel or reschedule in Starfish, if needed

## DURING

- Arrive on time
- Check-in at the front desk, log onto the Zoom link, or call your advisor depending on your appointment modality
- Share why you came in to see your advisor and ask the questions you prepared
- Establish a relationship with your advisor
- Share your interests and goals
- Be sure to take notes!

## AFTER

- Review the notes you took during your appointment and notes your advisor made in Starfish
- Follow through on next steps and recommendations provided by your advisor
- Email your advisor with follow up questions
- You are always welcome to make another appointment!

## Things to Include When Contacting Us



Include your full name, ctLink ID number, program or degree you are interested in, and how an Advisor can help you. If leaving a voicemail, please speak slowly and clearly. Please allow 48 hours for a response excluding holidays, weekends and peak times for advising.

# Annual Advising Cycle



For important college dates and deadlines, visit the academic calendar at <https://northseattle.edu/calendars/academic-calendar>

## SEPTEMBER

- FALL QUARTER BEGINS

## OCTOBER

- CREATE OR UPDATE EDUCATION PLAN

## NOVEMBER

- REGISTRATION FOR WINTER QUARTER OPENS

## DECEMBER

- FINAL EXAMS
- END OF FALL QUARTER

## JANUARY

- WINTER QUARTER BEGINS

## FEBRUARY

- CREATE/UPDATE EDUCATION PLAN
- REGISTRATION FOR SPRING QUARTER OPENS

## MARCH

- FINAL EXAMS
- END OF WINTER QUARTER

## APRIL

- SPRING QUARTER BEGINS

## MAY

- CREATE/UPDATE EDUCATION PLAN
- REGISTRATION FOR SUMMER AND FALL QUARTER OPENS

## JUNE

- FINAL EXAMS & END OF SPRING QUARTER
- COMMENCEMENT CEREMONY
- SUMMER QUARTER BEGINS

## JULY

- CREATE/UPDATE EDUCATION PLAN

## AUGUST

- FINAL EXAMS
- END OF SUMMER QUARTER

# Quarterly Advising Cycle



Summer quarter is only 8 weeks long and has different deadlines than fall, winter and spring quarter due to the accelerated schedule. Summer quarter dates/deadlines are indicated in bold below.

WEEK ONE	<ul style="list-style-type: none"><li>• QUARTER BEGINS</li><li>• 2nd DAY OF THE QUARTER: DEADLINE TO ADD CLASSES WITHOUT INSTRUCTOR PERMISSION</li></ul>
WEEK TWO	<ul style="list-style-type: none"><li>• 10TH DAY OF THE QUARTER: DEADLINE TO WITHDRAW WITHOUT A "W" APPEARING ON THE TRANSCRIPT (<b>SUMMER QUARTER: DEADLINE 8TH DAY OF THE QUARTER</b>)*</li></ul>
WEEK THREE/FOUR	<ul style="list-style-type: none"><li>• CREATE/UPDATE EDUCATION PLAN</li><li>• SUBMIT A CREDIT EVALUATION (IF APPLICABLE)</li></ul>
WEEK FIVE	<ul style="list-style-type: none"><li>• ADVISING FOR UPCOMING QUARTER REGISTRATION</li><li>• APPLY FOR GRADUATION (IF REQUIREMENTS ARE MET/IN PROGRESS)</li></ul>
WEEK SIX	<ul style="list-style-type: none"><li>• <b>SUMMER QUARTER: DEADLINE TO WITHDRAW</b></li></ul>
WEEK SEVEN	<ul style="list-style-type: none"><li>• REGISTRATION OPENS FOR UPCOMING QUARTER</li></ul>
WEEK EIGHT	<ul style="list-style-type: none"><li>• FALL, WINTER, SPRING QUARTER: DEADLINE TO WITHDRAW</li><li>• <b>SUMMER QUARTER: END OF QUARTER</b></li></ul>
WEEK NINE	
WEEK TEN/ELEVEN	<ul style="list-style-type: none"><li>• END OF QUARTER</li></ul>

\*If the quarter doesn't start on a Monday, the 10th day will fall on the 3rd week instead of the 2nd week.

# NORTH ONLINE TOOLS

Here is a list of online resources that we encourage you to use! Please talk to your advisor for more in-depth information.



**Not sure when to use your MySeattleColleges or ctcLink credentials?** You will use a combination of these account credentials to access tech tools at North. Check out a helpful guide on Accounts and Tech Tools at <https://www.seattlecolleges.edu/media/671>.

Find links for all tools listed below at: [northseattle.edu/students](http://northseattle.edu/students)

## [ctcLink](#)

ctcLink helps students manage their entire college experience -- from adding/dropping classes, viewing your academic progress, paying for classes, and more.

## [MyNorth](#)

Your portal to access your education plan. *Use your MySeattleColleges credentials to log in.*

## [Starfish](#)

This tool helps you schedule an appointment with your primary advisor, view Advising Notes from meetings, and connect with current instructors and campus resources. *Use your MySeattleColleges credentials to log in.*

## [CANVAS](#)

The virtual extension of your classroom where your instructor may post updates, assignments, materials and other information relevant to that class. *Use your ctcLink credentials to log in.*

## [Office365 Student Email and Apps](#)

Currently enrolled students can access their student email as well as other cloud-based products like Word or Excel from anywhere. *Use your MySeattleColleges credentials to log in.*



# PROCESSES AND PROCEDURES



For additional Policies and Procedures please see North's Student Handbook at <https://northseattle.edu/student-life/student-handbook>.

## Official Credit Evaluation

You need an official credit evaluation if you want to have credits from another college or university (or AP/IB test scores) applied toward degree or certificate requirements at North Seattle College. Once you've submitted an official transcript to North, you should submit an evaluation request. Credit evaluations take a minimum of 12 weeks, so plan early and start this process during your first quarter at North.

*For more information, visit*  
<https://northseattle.edu/credentials>

## Graduation Application

You can apply to graduate directly through ctcLink during your final quarter. If you have questions about your graduation eligibility, meet with your advisor or faculty coordinator. Students can expect to see their degree/certificate awarded on their transcript within 5 weeks and to receive their mailed diploma within 10 to 12 weeks. Congratulations!

*For more information, visit*  
<https://northseattle.edu/graduation>

## Academic Student Progress

Applies to all students: Students are expected to pass and complete their coursework and maintain a cumulative grade point average (GPA) of 2.0 or higher. Should your GPA fall below a 2.0, you will receive an academic progress notice. Your advisor can help you understand this policy.

*For more information, visit*  
<https://northseattle.edu/advising/academic-student-progress>

## Satisfactory Academic Progress (SAP)

Applies to students receiving Financial Aid: All students receiving Financial Aid are required to maintain Satisfactory Academic Progress (SAP) to continue receiving this funding source. This is separate from Academic Student Progress. It is recommended to meet with the Financial Aid Office to better understand this policy.

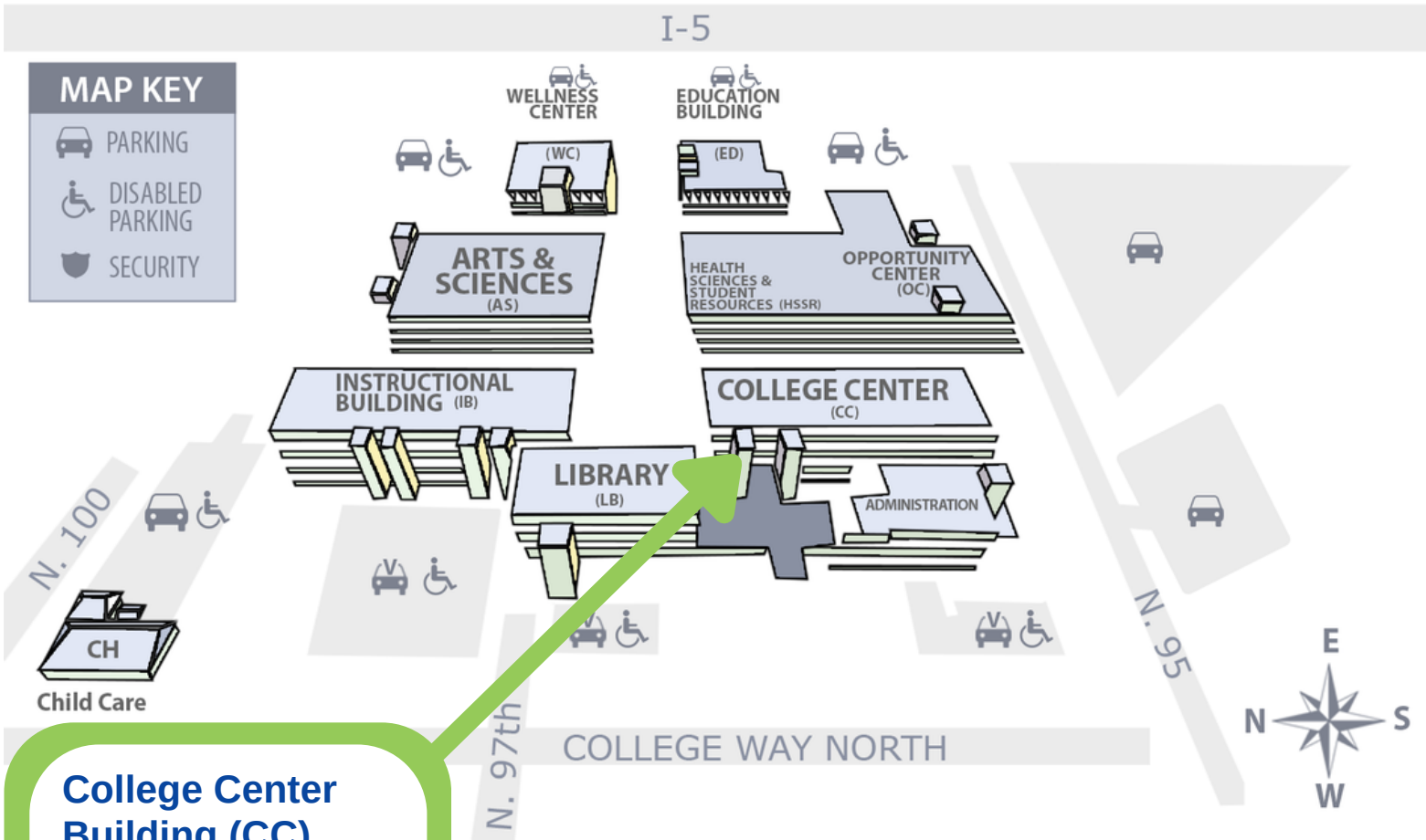
*For more information, visit*  
<https://northseattle.edu/financial-aid/satisfactory-progress>

# CONNECT WITH US

Advising location and contact information

**MAP KEY**

- PARKING
- DISABLED PARKING
- SECURITY



**College Center Building (CC)  
2346A**

Find us on the 2nd floor of the College Center building near the main entrance on College Way N.

## North Seattle College Advising



Visit us online

<https://northseattle.edu/advising>



Email

[AdvisorNorth@seattlecolleges.edu](mailto:AdvisorNorth@seattlecolleges.edu)



Phone

206-934-3658

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