

Quarterly Evening/Extended Hours
As of 01/10

Department	Phone Number/Email Address (where students, faculty, staff could leave messages, questions after regular hours and expect to get a response)	Extended / Evening hours	How do you make arrangements for appointments outside of regular hours?	How is the public notified of these options?
Advising	Advising main phone: 206-527-3658 Email: advisomorth@sccd.ctc.edu Individual advisor voice mail	Week prior to and first two weeks of the quarter: M-Th 8am - 6:30pm ; Friday 8am - 4:30pm .	Individual appointments are available per student request.	Advising voicemail 527-3658 and individual advisor's voicemail include statement regarding evening appointments available per request. Webpage: www.northseattle.edu/enroll/advice
ARRC	Phone: 206-527-3663 Email: arrc@sccd.ctc.edu Website: www.northseattle.edu/enroll/admit	Week prior to and first two weeks of the quarter: M - Th open to 8am - 6:30pm & Fridays to 9am - 4:30pm Beginning third week of quarter, hours are M - Th 8am - 4:30pm & Fridays 9am - 4:30pm	We encourage students to request an appointment by contacting the ARRC office. Phone service ends at 4:00pm everyday.	Posted office hour flyers and website and outgoing phone message.
ASB Child Care Center	Phone: 206-527-3644 Email: ksoldat@sccd.ctc.edu Email/phone calls will be returned the next business day.	Regular business hours: 7:30am - 4:00pm . We do not have evening hours.	Appointments for tours after regular business hours are available by request.	The child care website has the office hours listed http://www.northseattle.edu/services/childcare/ .
Bookstore	Phone: 206-527-3637 Website: http://northscc.bkstore.com Please note: Starting Winter Quarter, we will have full clerk service for textbooks only, which means that no students are allowed to go into the textbook aisles. We appreciate your understanding of our new procedure.	Week prior to the quarter: M-F 8am - 4:30pm , First week of the quarter: M-Th 8am - 7pm , Friday 8am - 4:30pm , Saturday 10am - 2pm ; Second week of the quarter: M-Th 8am - 6pm , Friday 8am - 4:30pm , Saturday 10am - 2pm ; Third week of the quarter: M-T 8am - 6pm , W-Th-F 8am - 4:30pm ; Regular hours for the rest of the quarter: M-F 8am - 4:30pm .	N/A	N/A
Business Office	Phone: 206-527-3626 Personal email and phone numbers only. There is a "ring until it is answered phone."	Business Office does not have extended hours. If someone shows up after hours (4:30pm), and someone is in the Business Office, we will accommodate if possible (including tracking down someone in Financial Aid, Advising, Registration, etc.)	Rarely, if ever, requested. Case by case.	The Business Office does not have optional hours.

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Cashier's Office	Email: cashier@sccd.ctc.edu No answering machine (day or night). We each have an email address that we respond to daily. For student or staff.	Week prior to and first two weeks of quarter: M - Th N/A 7:30am - 6:30pm ; Friday 7:30am - 4:30pm . Beginning third week of quarter, hours are M - F 7:30am - 4:30pm. Exceptions made when major holidays fall during Extended/Evening Hours.		Electric reader board in front of Cashier's Office.
Continuing Education	Phone: 206-527-3705 Email: conted@sccd.ctc.edu Website: www.learnatnorth.org	Regular Continuing Education hours are M-Th 9am - N/A 5:30pm ; Fridays and quarterly breaks 9am - 4:30pm . The first two weeks of the quarter, office hours are extended M - Th 9am - 6:30pm .		The Continuing Education schedule has our hours listed. Our front door has our hours listed also.
Counseling	Phone: 206-527-3676 Website: nscccounselingcenter@sccd.ctc.edu	The Counseling Center is open M - F 8am -4:30pm . Links to extensive self-help and referral information is available at http://www.northseattle.edu/services/counseling/ . The Crisis Clinic of King County operates a 24-hour crisis line at 206-461-3222. For life threatening situations, call 911.	Counselors are willing to work with students to arrange appointment times that meet the student's needs. Workshops such as Math Success Skills are scheduled day and evening. Counselors work with evening instructors to provide consultation and guest lectures.	Printed material; website http://www.northseattle.edu/services/counseling/
Disability Services	Phone: 206-527-3697	By appointment / request	Individual appointments are available per student request.	Disability Services phone 206-527-3697 voice mail message.
Education Fund	Phone 206-526-7790; for scholarship applications, please go to http://www.northseattle.edu/edfund/scholars.htm	No evening hours. Regular hours: 8:00am - 4:30pm .	N/A	N/A
Emergency Tuition Assistance	Phone: 206-527-3679/3663 Email: sshanahan@sccd.ctc.edu	By appointment only.	Individual appointments are necessary to receive assistance. Contact Susan Shanahan or ARRC to make an appointment.	Flyers are available at ARRC front counter.

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Financial Aid Services	Email: nscfinancialaid@sccd.ctc.edu Website: northseattle.edu/enroll/finance Fax: 206-527-3608 There is also a locked drop-box outside the Financial Aid Office to submit documents or leave messages.	Week prior to and first two weeks of quarter: M - Th 8am - 6:30pm & Friday 8am - 4:30pm . Starting the 3rd week of the quarter, the office is open M - F 8am - 4:30pm .	Students can call the main office number at 206-527-3688 or email us at nscfinancialaid@sccd.ctc.edu and set up an appointment to meet after regular office hours, if needed.	The office hours are listed on the Financial Aid office doors, on the website at www.northseattle.edu/enroll/finance , on the easel in front of the Financial Aid Office and on the main phone line at 206-527-3688.
Photo ID	Phone: 206-527-3663 Email: arrc@sccd.ctc.edu Website: www.northseattle.edu/enroll/photoid.htm	Week prior to and first two weeks of the quarter: M - Th open to 8am - 6:30pm & Fridays to 9am - 4:30pm Beginning third week of quarter, hours are M - Th 8am - 4:30pm & Fridays 9am - 4:30pm	We encourage students to request an appointment by contacting the ARRC office either during or after regular business hours	Leave phone message. Posted office hour flyers & website.
Running Start	Phone: 206-527-3682 Advising Phone: 206-527-3658	By appointment / request	Individual appointments are available per student request.	Running Start voice mail and webpage http://www.northseattle.edu/services/runstart/ .
Student Leadership & Multicultural Programs	Phone: (206) 527-3643 Email: jhoppe@sccd.ctc.edu Phone: (206) 527-3642 Email: jvasquez@sccd.ctc.edu	Office open M-Th 8am - 5:30pm ; Friday 8am - 4:30pm .	Arrangements for appointments can be made by calling 206-527-3642.	Website, office door, voice mail.
Testing Center	Phone: (206) 527-3674 Email: nscctestings@sccd.ctc.edu Website: northseattle.testing.edu	Week prior and first week of quarter open M-T 9am - 6pm ; W-Th 8:30am - 4pm ; Friday Holiday . First week of quarter open M-T-W 9am - 6pm ; Th 8:30am - 4pm ; Friday 9am - 4pm . Second week of quarter back to regular schedule: M-T 9am - 6pm ; W-Th 8:30am - 4pm ; Friday 9am - 4pm .	Arrangements for appointments can be made by calling 206-527-3674.	Staff refer appointment requests to the Testing Manager. Current schedule accommodates most situations and is posted on web, on the Testing Calendar, on phone recording, and in the Testing lobby.

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Upward Bound	Phone: 206-527-7762 Fax: 206-527-3692 Email: nsccupwardbound@sccd.ctc.edu Website: webshares.northseattle.edu/upwardbound/	Regular Hours during the school year are 8am - 4:30pm . Summer Hours are 7:30am - 4:00pm .	Requests for appointments outside of regular hours are usually limited to program participants/families (not the public).	Office Hours are listed on the Upward Bound website at webshares.northseattle.edu/upwardbound/ .
Veterans Affairs Office	Phone: 206-527-3699 Email: nscdfinancialaid@sccd.ctc.edu Website: northseattle.edu/services/veteran Fax: 206-527-3608	Week prior to and first two weeks of quarter: M - Th 8am - 6:30pm . Starting the 3rd week of the quarter, the office is open M - Th 8am - 4:30pm . The Veterans Affairs office is closed on all Fridays; Financial Aid staff can assist Veteran students.	Students can call 206-527-3699 to set up an appointment to meet after regular office hours, if needed.	Office hours are listed on the Veterans Affairs office door and on the website at www.northseattle.edu/services/veteran . The information is also available on the office telephone message.
Wellness Center	Info Line: 206-527-3649 Front Desk: 206-527-3631 Director: 206-528-4591 message Email: cnapoli@sccd.ctc.edu Website: northseattle.edu/services/wellness/	Fall, Winter, Spring quarters M-F 7:45am - 8pm , Saturday 9am - 1pm , Closed Sunday Summer quarter: M-Th 8am-8pm , Saturday 9am-1pm , Closed Fridays & Sundays	This is rarely requested as we generally have someone on staff available to answer questions. If needed, we would certainly accommodate the request in whatever format works best for the student.	Our info line states general information. Website is updated quarterly to reflect any changes http://www.northseattle.edu/services/wellness/ . Drop-in schedule/hours are distributed by quarterly email. Drop-in schedules are available in hard copy at the front desk.
Women's Center	Women's Center: 206-527-3696 Email: womenscenter@sccd.ctc.edu	By appointment / request	Evening appointments available as indicated on Women's Center webpage and voicemail.	Our info line states general information. Website is updated quarterly to reflect any changes http://www.northseattle.edu/services/women/ .