ADMISSION AND ENROLLMENT

It is the policy of the Northern Marianas College (NMC) that no one shall be denied admission or readmission to the NMC on the basis of race, gender, creed, color, religion, sexual preference, national origin, age, marital status, pregnancy, veteran's status, disability, or genetic information (GINA) other than qualifications for admission, academic performance and conduct in accord with CNMI laws and regulations and College rules, policies, and procedures applicable to student conduct.

Falsification or willful suppression by an individual of any information called for on an application for admission, and other applications and documents submitted to NMC, may be grounds for cancellation of admission, suspension or expulsion from NMC. All documents submitted to the NMC will become legal property of NMC and any fees paid are forfeited.

NMC may deny admission, readmission, or continuing enrollment of any individual who, in the judgment of NMC, presents a risk to the safety and welfare of the campus and persons thereon. In making such judgment, NMC may, among other things, take into account the individual’s history and experience relative to:

- Violence, destructive, or disruptive tendencies;
- Student status on other NMC sites; and
- Any rehabilitative therapy for drugs or substance abuse the individual may have undergone or be undergoing.

Denial of admission, suspension, or expulsion from NMC shall be communicated to the individual in writing. Individuals may appeal through the Grievance Fairness Committee.

All certificate and/or degree-seeking students are required to take the English and Math Placement Tests.

Northern Marianas College has an “open admission” policy for resident students. It ensures that all persons who can benefit from postsecondary education have the opportunity to enroll in programs offered by NMC.

A student at NMC is one enrolled in a program for the purpose of earning a certificate or degree. Students with a high school diploma or a General Educational Development (GED) certificate are eligible for acceptance into most certificate and degree programs at the College. Students wishing to enter the nursing, education, and some other specialized degree programs should be aware that these programs have certain additional entry requirements that must be fulfilled before the person can be accepted as a regular student in these programs.

Upon admission to the College each applicant is assigned a student identification number. This number is permanent and is used as an identifying account number throughout attendance at the College and is used to verify various student transactions.

Students may declare a major on the admissions application form and change or add a major by simply filling out a Change of Program, Major and/or Advisor form available at the Office.
of Admissions and Records. Students may declare multiple majors and receive advising from more than one academic advisor. However, students must prioritize and designate each major as primary, secondary, etc. The academic advisor for your primary major will be your advisor of record with the Office of Admissions and Records.

The deadlines and procedures for submission of the application for admission as a regular student (i.e., certificate- or degree-seeking students) are as follows:

- Fall Semester - July 31
- Spring Semester - December 30
- Summer Sessions - May (2nd week)

**CATEGORIES OF ADMISSION**

There are eight (8) categories of admission requirements available for students seeking to enroll in academic courses at NMC. Students are responsible for identifying the appropriate admission category and meeting the requirements to gain admission to the College.

**ADMISSION TO NMC MAY BE CLASSIFIED AS ONE OF THE FOLLOWING:**

**I. General Admissions Requirements**

For general admission to NMC, applicants must be of the age of sixteen (16) with the exception of those who have completed all their high school requirements, students from high schools with an existing memorandum of agreement for admission into NMC, and those students who are officially admitted under a special federally funded program. Students must submit the following:

- Completed Admissions Application with $25.00 (resident) or $50.00 (non-resident) non-refundable application fee;
- Official Transcript. This must be sent directly from the last school attended (high school, college, or university) to the NMC Office of Admissions and Records (OAR);
- Health/MMR/PPD/Hepatitis B: 1, 2, & 3;
  - A physician’s validated immunization record (except for resident students 42 years or older);
  - PPD record every two (2) years;
- Exemptions:
  - Restrictive health conditions: applicant must submit a certified physician’s statement verifying such conditions.
  - Religious: applicant must submit a notarized affidavit stating that immunization is contrary to his/her religious tenets and practices.
- Copy of a valid photo ID (Passport, Driver’s License, or Municipal ID);
- Copy of a valid U.S. Visa (if applicable); and
- Authorization to release Directory Information (Directory Information Form).

*Additional requirements may apply dependent on the admission category.*

**Medical Exemption**

A person qualifies for a medical exemption from the requirement to show proof of immunization when the person files a bona fide statement signed by a physician licensed to practice medicine within the United States or the CNMI verifying that the physical condition of the person seeking admission
makes the required immunization unsafe and indicating the specific nature and probable duration of the condition. The exemption shall not extend beyond the period of the condition that contraindicates immunization.

A person qualifies for a religious exemption when the person files a notarized affidavit on an approved form that immunization is contrary to the religious tenets and practices of the signer. However, NMC has final decision to admit or not to admit an applicant under this exemption.

All individuals admitted to NMC are subject to all NMC rules, policies, and procedures. NMC shall admit individuals who will be enrolling in courses for the purpose of personal enhancement and/or obtaining a degree and/or certificate.

All certificate and/or degree-seeking students are required to take the English and Math Placement Tests prior to registration. The International Test of English as a Foreign Language (TOEFL) may be accepted in place of the NMC English Placement test.

**Conditional Admission**

Students with pending documents for admission must complete and submit these documents within sixty (60) calendar days of their initial enrollment.

Students with a GPA below the 2.0 minimum requirement will be allowed to enroll and will be classified under Probationary Status. The student must complete the first semester with a term GPA of 2.0 or higher to continue enrollment.

Conditional Admission is currently not available for International Students seeking a Student or Exchange Visitor Visa.

**Readmission**

Students who have not enrolled for two consecutive semesters must complete the General Admissions requirements except as indicated for specific groups below:

Students returning after Suspension must meet with an NMC Counselor and academic advisor to develop a written plan of remedial action and a proposed course of study for the coming term. Students do not have to complete the General Admissions requirements unless they have not attended two consecutive semesters or more (see BOR Policy 8205).

Students returning after Dismissal (one academic year period) must meet with an NMC Counselor and academic advisor to develop a written plan of remedial action and a proposed course of study for the coming term. Students must complete General Admissions requirements with the exception of the Official Transcript requirement.

**II. Early Admission**

The intent of this policy is to provide educational opportunities for high school students who are highly motivated and academically and/or vocationally talented. Applicants must meet the following criteria:
Complete and submit the General Admissions requirements;
Submit the written permission of their parents;
Submit an official high school transcript showing enrollment and a grade point average of 3.0 or above. Students with a GPA of less than 3.0 but not lower than * 2.0 must submit a letter of recommendation from the high school counselor or principal attesting to the student’s ability to perform academically at the college level; and
English Placement Test: Student must place at or above EN 083 level for reading and EN 084 level for writing.

Applicants who plan to enroll in Math or Science courses must take the Math placement test.

Early Admission students may enroll for a maximum of six (6) credit hours each semester. With recommendation of the Early Admission Counselor, students may enroll for a maximum of fifteen (15) credit hours each semester and must continue to make progress toward high school graduation.

*Students with a GPA below 2.0 are not eligible for the Early Admissions Program.

III. Special Admission Program
Students who are not enrolled in high school may be accepted under the Special Admissions Program. Applicants must meet all the eligibility criteria stated below:

- Complete and submit the General Admissions requirements;
- Submit an official school transcript to the Office of Admissions and Records (OAR);
- Submit an official letter to OAR from the applicant’s current school Guidance Counselor attesting to the applicant’s academic and social abilities, and other appropriate skills;
- Applicant and parents must sign a Statement of Understanding Form for students being admitted under Special Admissions;
- Take the English and Math Placement Tests and submit those scores to the OAR. Applicants whose English level is below EN 101 will automatically be denied Special Admission; and
- Applicant must be recommended for admissions after being interviewed by the Early Admission/Special Admission Counselor, applicant’s school Guidance Counselor, and an NMC faculty member.

IV. Ability-to-Benefit
An applicant who does not have a High School, GED, or Adult High School diploma and who is beyond the compulsory attendance age, and has met all the necessary admissions requirements except the transcript. An applicant under the ability to benefit must successfully complete fifteen (15) semester hours of college level credits before being classified as a regular student. Ability-To-Benefit students must complete the following:

- Complete and submit the General Admissions requirements with the exception of the Official Transcript; and
- Complete any remedial courses (070-099); and
- Complete 15 semester hours college-level credits with a grade of ‘C’ or higher; or
- Receive a GED by the end of the first year of the course of study; or prior to certification or graduation from the course of study, whichever is earlier.

Upon successful completion of the fifteen (15) semester hours, Ability-To-Benefit students will be assigned to an academic advisor based on their declared certificate or degree program.

V. Transfer-In Student
An Applicant who has college-level credits earned at a regionally-accredited college or university and intends to transfer those credits to NMC must do the following:

- Complete and submit the General Admissions requirements; and
- Submit a Request for Transfer Credit Evaluation form.

A student with transfer credits from an institution that is not accredited by one of the six regional associations of colleges and schools (Middle States Association, New England Association, North Central Association, North West Association, Southern Association, and Western Association) may be subject to credit evaluation by a course articulation agency at the student’s expense. NMC reserves the right to determine which transfer credit/credits is to be accepted after the Office of Admissions and Records receive the official student credit evaluation report.

Coursework from an accredited college or university is transferable to NMC provided the course is the equivalent of NMC’s 100 level or above, and the grade received is a “C” or better.

Additionally, in order for a transfer course’s credit to be accepted as a substitution for an NMC course credit, the transferring course curriculum must correspond with the curriculum of the NMC course and be accepted as deemed by the Department Chair of the program and the Registrar.

For two (2) year degree programs, a maximum of 45 semester credits may be transferred. For the four (4) year degree program, a maximum of 77 semester credits may be transferred. The student must meet all NMC academic credit requirements for graduation.

Northern Marianas College (NMC) reserves the right to admit students under the same academic standing as they were at the time of leaving the institution of last attendance.

NMC reserves the right to refuse admission to students who are not in good standing at the last college attended, are on disciplinary probation, or have been suspended or disqualified. The Dean of Academic Programs will consider appeals from students admitted under this policy.

The Office of Admissions and Records will forward all completed evaluations to the student’s academic advisor. The advisor informs the student of the evaluation results.
VI. Home Study
Students who completed high school from home-study schools must submit the following: paid Admissions Application form with the following:

- Paid Admissions Application Form (fee is non-refundable);
- Home School Certification or License issued by the State Board of Education in the jurisdiction in which the home-school study was conducted;
- Copies of the course curriculums for all courses taken; and
- Copy of a valid passport;
- Copy of a valid U.S. Visa that will remain valid for the entire period of enrollment (if applicable);
- Completed Health Evaluation Form; and
- Official transcripts from the last school attended (prior to Home Study). These must be sent directly to the Office of Admissions and Records from the last school attended.

VII. Visiting Students
Students from other colleges or universities enrolled in short-term courses or seminars and who are not seeking a degree or certificate are classified as Visiting Students. Students in this category must submit the following:

- Paid Admissions Application Form (fee is non-refundable)
- Copy of a valid passport;
- Copy of a valid U.S. Visa that will remain valid for the entire period of enrollment (if applicable);
- Completed Health Evaluation Form;
- Completed Supplementary Information Form (non-U.S. Citizen students); and
- Official transcripts from the last school attended (prior to Home Study). These must be sent directly to the Office of Admissions and Records from the last school attended.

VIII. International Students
U.S. Public Law 110-229 of the Consolidated Natural Resources Act (CNRA) of 2008 subjects the Commonwealth of the Northern Mariana Islands (CNMI) to the United States Immigration Law. Aliens who seek to enter the CNMI from outside the United States are required to meet the same visa requirements mandated of any alien seeking to enter the United States.

In short, the CNMI is governed by the same immigration laws as other communities in the United States, except as specifically set forth in the Consolidated and Natural Resources Act of 2008 (CNRA). Information regarding CNRA can be found on the U.S. Department of Homeland Security website: http://www.dhs.gov/ximgtn/programs/gc_1225725411526.shtm.

Applying for a U.S. Student Visa
When applying for a student visa, applicants must select a program of study and the corresponding visa for that program. In general, for academic students, including those in language training, “F” visas are the appropriate category, and for nonacademic vocational students an “M” visa is the appropriate category.
After acceptance to the Northern Marianas College, and before applying for a visa, applicants will be issued a Form I-20 application that enrolls them in the Student and Exchange Visitor Information System (SEVIS). SEVIS is a web-based information system that tracks foreign students and other exchange program participants, and allows information sharing among the various institutions and government agencies that students and exchange visitors are involved with during their journey to the United States and their stay in the country.

Applicants must pay a fee to be enrolled in SEVIS, and they will need to retain their proof of payment for presentation during their visa interview at a U.S. embassy. The fee varies according to the type of study or exchange program they are participating in and the type of visa they are applying for. The SEVIS fee for most students is $200.

Make an appointment for a visa interview by contacting the nearest U.S. Embassy or Consulate. You’ll find that information at http://www.usembassy.gov/.

Visa processing procedures can vary, depending on the U.S. Embassy or Consulate, but all student visa and exchange visitor visa applicants are given priority. Information about waiting times for scheduling an interview and processing your application is available at http://www.travel.state.gov/visa/temp/wait/tempvisitors_wait.php.

When you do get an interview, you must assemble all the required documentation. This includes:

- The payment receipt of the SEVIS fee: http://www.ice.gov/sevis/i901/index.htm
- The visa-qualifying document supplied by Northern Marianas College (Form I-20)
- Financial support documents
- The visa application processing fee and a properly completed visa application form

Also review the information provided on the embassy or consulate Web sites:

- http://www.educationusa.info/pages/students/visa.php
- http://travel.state.gov/visa/temp/types/types_1268.html

In applying for a visa, you need to be aware that the visa alone does not guarantee entry to the Commonwealth of the Northern Mariana Islands (U.S.). With a visa, a foreign citizen is allowed to travel to a U.S. port of entry. Upon arrival there, a U.S. Customs and Border Protection inspector makes the decision about the individual’s admission into the country. All international students are required to contact the International Student Services (ISS) immediately upon arrival to the CNMI. International Student Services provides support to international students. It is your primary source for information about resources and services in the campus and community, your visa and immigration status, and international activities and organizations. All new international students will attend an orientation shortly before starting classes. The orientation schedule is available online at: http://www.nmcnet.edu
International Student Admission Requirements
The deadlines and procedures for submission of the application for admission as an international student are as follows:

- Fall Semester - July 05
- Spring Semester - December 05
- Summer Session - April 05

Requirements
In order for the Northern Marianas College (NMC) to issue the Form I-20 applications, International Student applicants are required to submit the following:

1. A completed NMC Admissions Application form (available at OAR or online – www.nmcnet.edu) must be submitted to the Office of Admissions and Records (OAR).

2. A $50 United States Currency non-refundable Application fee made payable to NMC.

3. Official academic record (Transcript) from high school or last college/university, in English translation, must be sent to NMC at this address:

   Northern Marianas College
   Admissions & Records
   P. O Box 501250
   Saipan, MP 96950

4. A completely filled and notarized International Student Declaration of Finance Form; Students must identify funds obligated to their cost of attendance for a minimum of 1 year. Additionally, students must pay the tuition in full each semester/term at the time of registration.

5. A current official copy of Financial Guarantee or bank statement (be sure to provide the original bank statement with the date account was opened, average and current balance, not more than six (6) months prior to the term you will enroll at NMC).

6. Copy of Valid Passport and signature page.

7. Health Form that includes information on: Proof of Measles, Mumps, Rubella, current PPD/Skin test or Chest X-ray, tetanus vaccine, Hepatitis B 1,2,3 and Chest X-ray vaccination from a valid health care provider.


9. Completed Form I-20 Application

10. Complete I-134 Form (Form is available at the Office of Admissions and Records and online at http://www.dhs.gov)

11. If there is a sponsor, please provide a copy of the sponsor(s) valid passport ID.
NMC will issue an admissions acceptance letter and the Form I-20 to students only upon submission of these requirements.

**Issuance of Form I-20**

The Form I-20 is a United States Department of Homeland Security, specifically Immigration and Customs Enforcement (ICE) and SEVP document issued by colleges, universities, and vocational schools that provide supporting information with the issuance of a student visa or change of status (F and M non-immigrant statuses).

Since the introduction of Student Exchange and Visitor Information Systems (SEVIS), the form also includes the student tracking number (SEVIS Number) for the student and the program. In order for the Northern Marianas College (NMC) to process and issue the Form I-20 application, International Student applicants are required to submit all requirements as set forth in the BOR 8001 Procedures for International Students.

All documents, transcripts, and forms submitted for admission become the property of the College and will not be returned to the applicant. Hand-carried or faxed copies are not official. Students who knowingly falsify transcripts, test scores, or other admission-required documents will be denied admission to or will be de-enrolled from the College.

Only the United States Department of Homeland Security Immigration and Customs Enforcement (ICE) through American embassies and consulates issue acceptance and approval of new or renewed Form I-20 applications.

*Note: International students must meet all U.S. Immigration Student and Exchange Visitor Program (SEVP) requirements (New or Renewal).*

Application forms and instructions are available on the NMC website, [www.nmcnet.edu](http://www.nmcnet.edu), and are available by mail upon request.

**APPLICATION AND ADMISSION NOTIFICATION**

When all information, forms and documents are received, students applying for admissions will be notified by mail of their admission to the College.

Students who are transferring course credit to the College are required to submit an official transcript from the previous institution and request a Transfer Credit Evaluation. International students, please see Evaluation for Foreign Credentials for more information.

In some cases, however, a student may not be permitted to enroll in the beginning courses in their program because:

- Certain prerequisites for the course have not been met;
- The program may already be fully enrolled;
- Beginning courses in the program are not offered in that semester.

All documents, transcripts and forms submitted by the student during the admissions process become the property of the College and will not be returned to the student, or forwarded on behalf of the student to any other institution. Unsealed or faxed copies are
not official. Students who knowingly falsify transcripts or test scores will be denied admission to or will be deregistered from the College.

Application forms and instructions are available at the Office of Admissions and Records and the Counseling Programs and Services Center, and are also available by mail upon request or may be downloaded online at www.nmcnet.edu.

**Admission of Former (Returning) Students** NMC students who have not registered for nor attended classes for two consecutive semesters or longer, and who have not attended another institution since NMC, are considered returning students and must formally apply for readmission. Students who have attended another college or university must apply as transfer students.

Students who are readmitted into a certificate or degree program enter the program under the requirements set forth at the time of readmission. For programs which have been substantially changed, readmission conditions are decided on a case-by-case basis.

**Cancellation of Admission** A student’s admission to the College will be canceled if she or he fails to register for the term for which she or he has been admitted. Application files are retained for one year from the date submitted, and students whose admissions have been canceled because of failure to register for the appropriate terms may reapply. If they reapply, they must meet all the current requirements for admission. Data on file, such as transcripts, placement examination scores, evaluations, and fees may be used if they meet the admission requirements at the time of the new application, provided that the new application is submitted within one year of the first application.

**ADMISSION WITH TRANSFER CREDIT**
Where possible, transfer credits will be equated with NMC courses. When NMC has no equivalent course, transferred credits can be counted as NMC “electives.” However, only credit necessary for the completion of the degree program selected by the student will be accepted for application to the degree. Students seeking transfer of credits may be required to furnish a course catalog from the institution(s) previously attended. Courses for which transfer credit is sought are subject to departmental evaluation for equivalency.

In some cases credits transferred to NMC may be accepted as electives only. Students with credits from other institutions are advised to consult the Office of Admissions and Records for specific information on their individual cases. Transfer credit hours from another institution that are deemed acceptable to NMC will count toward the student’s completed credit hours. However, grades received for transferred courses are not calculated in the student’s GPA.

Students with quarter credit hours will have these credit hours equated to NMC credits according to the following formula: \(0.67 \times \text{number of quarter credit hour(s)} = \text{semester credit hour(s)},\) rounded to the nearest whole number. Credit fractions of 0.5 and above will be rounded up. Transfer credit will be awarded in whole numbers only. If, following conversion from quarter to semester credit hours, the credits awarded for a given course are fewer than the credits for NMC’s equivalent course, the student will be considered to have met the course requirement if the difference is 1 credit or less.

**NOTE:** Consult with NMC’s financial aid counselor when transferring from another institution to NMC within the academic year.
Credit of Military Service and Schooling
To have credit for educational experience evaluated, applicants with military experience should submit the following with their application form:

- Complete Admissions requirements; and
- Submit a copy of the DD Form 214; and
- Submit a copy of the DD Form 295 (Application for Evaluation of Educational Experience During Military Service). USAF personnel may present an Official Transcript from the Armed Forces School in lieu of DD Form 295.

Credit will be awarded as recommended by the Commission on the Accreditation of Services Experiences of the American Council on Education, to the extent that the credit is applicable to the degree the student is seeking at NMC.

Academic programs/departments determine the transfer credit hour limits in their areas. Credit for courses completed through the U.S. Armed Forces Institute will be evaluated on the same basis as transfer credit from collegiate institutions.

Transferring of Foreign Language Courses
NMC will accept other foreign language courses not offered at NMC, from other institutions, if a student passed the course with a minimum grade of “C” or better, for at least 3 semester-hour credits.

The maximum number of credits that NMC will accept for foreign language course from another institution is 4 semester-hour credits.

The student will have met NMC’s foreign language requirement provided that the foreign language is other than the student’s native or primary language, and the course is not a conversational language course.

Evaluation for Foreign Credentials
The Northern Marianas College requires that the American Association of Collegiate Registrars and Admissions Officers (AACRAO) International Education Services evaluate foreign credentials, specifically, course-by-course evaluation for incoming foreign students accepted by NMC. AACRAO’s International Education Services (IES) provides evaluations of education credentials from all countries of the world assuring consistent treatment of those educated outside the United States. The extensive archives of over 35 years of evaluating foreign credentials enables IES to accurately research any educational credential in great depth.

The evaluation of foreign credentials by the International Education Services follows the placement recommendations approved by the National Council on the Evaluation of Foreign Education Credentials (CEC) when available.

The Council is the only inter-associational body in the U.S. specifically created to review, modify, and approve placement recommendations written for publications used by the US
admissions community. AACRAO’s evaluations are printed on Verify First Technology paper in order for the user to know that they are receiving an original copy.

Please stop by the Office of Admissions and Records located in Bldg. N, Room 3 to pick up a “Request Form for Foreign Education Credentials Services” from ACCRAO, or go to www.aacrao.org and download the applicable form.

We encourage all students to request an official NMC Transfer Course Evaluation upon confirmation that the Office of Admissions and Records has received the course-to-course evaluation from AACRAO’s International Education Services (IES).

All students must fill out an NMC Request for Transfer Course Evaluation form at the Office of Admissions and Records, Bldg. N, Room 3. Departmental evaluations may take up to 8 weeks to complete.

In order for NMC to provide students with an accurate and fair assessment of their academic needs, the course-to-course evaluation must be received by OAR by the deadline below. No official departmental evaluation can be done without the completed course-to-course analysis by AACRAO’s IES.

- Fall Admission: before the end of fall semester and prior to the beginning of OPEN registration for the following semester.
- Spring Admission: before the end of spring semester and prior to the beginning of OPEN registration for the following semester.
- Summer Admission: on or before February 28.

**Awarding of Advanced Placement Credit**

Northern Marianas College (NMC) may award course waiver or credit for students submitting official Advanced Placement (AP) scores to the Office of Admissions and Records.

A student receiving a score of 4 or higher on an official College Board Advanced Placement test will be given credit with a grade of P for the corresponding course; except for MA 203, which requires a score of 5.

The Office of Admissions and Records will determine which NMC course corresponds to the appropriate Advanced Placement test. A listing of those AP tests and NMC courses will be kept on file in the Office of Admissions and Records.
<table>
<thead>
<tr>
<th>Subject</th>
<th>AP Exam</th>
<th>AP Grade Required</th>
<th>NMC Course</th>
<th>Credits Awarded</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART</td>
<td>Art Drawing</td>
<td>4+</td>
<td>AR 101 Introduction to Art</td>
<td>3</td>
</tr>
<tr>
<td>BIOLOGY</td>
<td>Biology</td>
<td>4+</td>
<td>BI 101 Principles of Biology</td>
<td>4</td>
</tr>
<tr>
<td>CHEMISTRY</td>
<td>Chemistry</td>
<td>4+</td>
<td>CH 124 General Chemistry</td>
<td>4</td>
</tr>
<tr>
<td>COMPUTERS</td>
<td>Computer Science A or AB</td>
<td>4+</td>
<td>CS 103 Introduction to Computers</td>
<td>3</td>
</tr>
<tr>
<td>ECONOMICS</td>
<td>Macroeconomics</td>
<td>4+</td>
<td>EC 211 Principles of Macroeconomics</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>MicroEconomics</td>
<td>4+</td>
<td>EC 212 Principles of Microeconomics</td>
<td>3</td>
</tr>
<tr>
<td>ENGLISH</td>
<td>English Composition</td>
<td>4+</td>
<td>EN 101 English Composition</td>
<td>3</td>
</tr>
<tr>
<td>FOREIGN LANGUAGE</td>
<td>Spanish Language</td>
<td>4+</td>
<td>SP 101 Elementary Spanish</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Other Languages</td>
<td>4+</td>
<td>*To Be Designated on Review</td>
<td>4</td>
</tr>
<tr>
<td>HISTORY</td>
<td>US History</td>
<td>4+</td>
<td>HI 101 and 102 American Nation</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>World History</td>
<td>4+</td>
<td>HI 121 and 122 History of World Civilizations</td>
<td>6</td>
</tr>
<tr>
<td>MATHEMATICS</td>
<td>Calculus AB or BC</td>
<td>5</td>
<td>MA 203 Basic Calculus</td>
<td>5</td>
</tr>
<tr>
<td>POLITICAL SCIENCE</td>
<td>Government and Politics:</td>
<td>4+</td>
<td>PS 110 Principles of Democratic Institutions</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>US</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PSYCHOLOGY</td>
<td>Psychology</td>
<td>4+</td>
<td>PY 101 General Psychology</td>
<td>3</td>
</tr>
</tbody>
</table>

A student receiving a score of 3 or higher on the AP Mathematics Test (Calculus AB or BC) will not be required to take the NMC Math Placement test.

A student receiving a score of 3 or higher on the AP English Composition test will not be required to take the NMC English Placement Test, but must enroll for and pass the EN 101 English Composition I course as required by the certificate or degree program.

Note: An AP course credit of 3 does not count toward meeting the minimum number of NMC credits required for any degree or certificate program.

**Transferability of Credit to Other Institutions**

Students must inquire with the institution they are applying to. Credits received for courses numbered from 100-499 apply toward graduation from NMC. These credits are usually transferable to four-year colleges and universities, but only if a grade of “C” or better is earned in these courses. Acceptability of credits to meet specific degree requirements is determined by each receiving institution.

Students wishing to transfer NMC course credits to other colleges or universities must follow the procedures required by the receiving institution. Students wishing to transfer to another school should consult with their academic advisor regarding NMC course selection and transferability, deadlines and other requirements, and related matters. Intended transfer students will need to have an official NMC transcript sent directly to the new institution.
Students interested in transferring to U.S. accredited institutions should contact a Counselor in the Counseling Center for advice and resources.

**Transfer to University of Guam**  NMC, the University of Guam, the College of Micronesia-FSM, Palau Community College, and Guam Community College are signatories of the “Pohnpei Accord”. This states that “students completing an Associate of Arts or Liberal Studies degree will have fulfilled lower division General Education course requirements for the University of Guam. This does not include the waiving of those general education courses that are prerequisites to upper division and major courses unless that specific course has been articulated with the appropriate course at UOG and was taken by the student in the course of his/her study. All lower division, upper division and major course requirements for a baccalaureate degree must be taken unless an equivalent was completed prior to transferring to UOG. Additional degree specific requirements may need to be completed prior to graduation.”

**PLACEMENT TESTING**
Certificates and degree seeking students are required to take the English and the Math Placement Test before registering. Since most NMC courses require a minimum English Placement Level and some minimum Math Placement Level, students will not be allowed to register for classes without placement scores. Exception: New students who choose not to take the placement tests may register for EN 070, EN 071, and MA 088 only.

Former NMC students who are returning after an absence of a year or more, and who had not reached the EN 101 and/or MA 132 levels during their previous enrollment, are strongly encouraged to retake the placement tests in the event that their skill levels have improved. In any case, their best placement scores will be used.

The placement tests are given before each term (call the College for dates and times) and are given on a seat-available basis. Reservations are not required. There is no “passing level” on the placement tests; they are strictly diagnostic, and are used to help advisors place students in appropriate courses.

There is a $25 fee for the English Placement Test and a $25 fee for the Math Placement Test that must be paid in advance at NMC’s Finance Office (M-F, 9:00 a.m. - 4:00 p.m.). Students will not be admitted to the testing room without proof of payment. (Note: Only the English Placement $25 fee is applicable to the NMC application fee for all students.)

**REGISTRATION AND ENROLLMENT INFORMATION**
It is the policy of the Northern Marianas College (NMC) that every course, course section, or class offered by NMC, shall be open to enrollment by any individual admitted to the College and who meets such prerequisites as may be established, unless specifically exempted by statute or approved College policy.

Students register for classes according to standards uniformly administered by appropriately authorized employees in the office of admissions. The College will adopt equitable systems of prioritized registration.

It shall be the policy of the Board to establish special requirements and admission procedures for programs where health, safety, legal requirements, and/or the facility is a limiting factor in