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
the conduct of a course. Prerequisites, requirements, and fair and equitable procedures to meet such limitations shall be established.

It shall be the policy of the Northern Marianas College to permit students to change their courses within the deadline dates published annually in the schedule of classes.

**Registration Status**

- **New student:** A student attending the college for the first time in any one of its programs.
- **Continuing Student:** A student who has been registered and attending classes at the College during the previous semester in the same classification.
- **Returning (Former) Student:** A student who has been enrolled at the College and is returning to the College in the same classification after an absence of one or more semesters (not including Summer Sessions).

**Registration Periods and Procedures** are subject to change. Historically, the registration period is scheduled the week prior to the first day of classes. Current information is available in the NMC Catalog and/or Schedule of Courses, or may be obtained from the NMC website: www.nmcnet.edu.

NMC reserves the right to cancel a course that does not meet the minimum enrollment established by the College. To be eligible for a refund of tuition for a canceled course, the student must officially drop the course by submitting a Course Change Form (see below).

**Enrollment Classification**

1. Regular students are those admitted to a degree/certificate program of study.
2. Returning/former students are those who have not registered for two or more consecutive semesters.
3. Special students are students who are not high school graduates but who are enrolled in special NMC programs (Upward Bound, Early Admissions, and others).

**Change of Personal Data**

Any change of personal data such as name, address, telephone number and citizenship must be reported to the Registrar. Some restrictions may apply to foreign student with a visa.

**Prerequisite Requirements**

Students must receive a grade of “Pass” or "C" or better in a prerequisite course in order to enroll in the target course.

**Overlapping Classes**

Students by petition to and approval from both instructor and the Dean of Academic Programs and Services may be granted approval to enroll in overlapping classes when the hours of overlap can be made up (and documented) under appropriate supervision.
Repeating of Courses
Students may repeat enrollments in courses for the number of times so identified in the catalog. In addition, students may repeat enrollment in courses for credit only twice to remediate substandard grades. Repeated courses will be included in computations affecting GPA but the course repeated may be credited toward degrees and certificates only once.

Add/Drop
Students may add and drop courses during the first week of instruction. A nominal fee is charge for adding and dropping courses for reasons other than cancellation and/or other administrative reason(s). Instructor approval is required only for certain restricted courses. No course dropped during the Add/Drop period will appear on the student’s permanent academic record.

Courses officially dropped after the Add/Drop period and before the end of the Withdrawal period will appear on the student’s permanent academic record with a “W”. Should a student not attend any class sessions for a course, or attend only during the Add/Drop period (first week of instruction) and never thereafter, and not officially withdraw from the course, a “UW” (Unofficial Withdrawal) will be entered on the student’s permanent academic record. Otherwise, failure to withdraw officially from a course will result in a grade of “F” being entered on the student’s permanent academic record if the course is 100-level or higher, and “TF” (technical failure) for non-degree unit (NDU) courses.

Students may withdraw from a course(s) after the Add/Drop Week. Courses officially dropped after the Add/Drop period and before the end of the Withdrawal period will appear on the student’s permanent academic record with a “W”.

Students may withdraw completely for the term (after the Add/Drop Week). Courses officially dropped after the Add/Drop period and before the end of the Withdrawal period will appear on the student’s permanent academic record with a “W”.

Specific add/drop deadlines are announced in each term’s Schedule of Courses. Students must complete the following procedures when adding or dropping a course:

1. Obtain a Course Add/Drop Form from your advisor or from the Office of Admissions and Records (Bldg. N, Room 3).
2. Have your advisor initial in the appropriate box next to the courses being added.
3. Obtain the instructor’s signature for the specific courses as required.
4. Proceed to the Office of Admissions and Records (Bldg. N, Room 3) to have your Course Add/Drop Form processed and to receive a copy of your new class schedule.
5. Review your class schedule.
6. Proceed to the Financial Aid Office (Bldg. N, Room 2) for financial aid award adjustment, if applicable.
7. Proceed to the NMC Finance Office (Bldg. N, Room 4) for payment.

Complete Withdrawal
Students who wish to withdraw completely from the College must do so by the deadline for dropping a class.

A specific complete withdraw deadline is announced in each term’s Schedule of Courses. A student who chooses and initiates a withdrawal from courses prior to the complete withdraw
deadline will receive a “W” in place of a grade for enrolled courses. Students must complete the following procedures when initiating a complete withdraw from the College:

1. Obtain a Complete Withdrawal Form from your advisor or from the Office of Admissions and Records (Bldg. N, Room 3).
2. Proceed to the Counseling Programs and Services office (Bldg. I) for an informational interview.
3. Proceed to the Office of Admissions and Records (Bldg. N, Room 3) to have your Complete Withdrawal Form processed.
4. Proceed to the Financial Aid Office (Bldg. N, Room 2) for financial aid award adjustment, if applicable.
5. Proceed to the NMC Finance Office (Bldg. N, Room 4) for financial adjustment and final processing.

All Withdrawals, partial or complete, are final.

Medical Withdrawal
Students unable to continue enrollment in a course(s) due to illness, injury, or mental health reasons, after the withdrawal deadline, may request approval for a medical withdrawal. The request for medical withdrawal must be accompanied by a doctor’s justification of the student’s inability to continue enrollment. The Medical Withdrawal must be approved by the student’s advisor and the Director of Admissions and Records or the Registrar. Students will receive a “W” for the course(s).

Withdrawing For Active Military Duty
NMC students serving in the U.S. Armed Forces may be called to active duty status at any time. Such students will be allowed to withdraw completely from courses without academic repercussion at any time during the relevant term.

Students called to active military duty and who are withdrawing from courses for that reason are assured of the following:
1. A “W” will appear on their academic transcript for course(s) from which they have officially withdrawn; and
2. Students receiving federal financial assistance will not be placed on probationary status for federal financial aid.

For approval of complete withdrawal from courses under these circumstances, the student must obtain, complete, sign, and submit a Complete Withdrawal Form to OAR, along with a copy of his/her military confirmation of return to active duty status.

Students who are withdrawing from courses for medical or military reason, and who are receiving CNMI Government financial assistance, should contact the CNMI Scholarship Office and/or the Saipan Higher Education Financial Assistance (SHEFA) Office regarding their scholarship and enrollment status.

Late Registration
Late registration dates will be published in the semester Course Schedule and the General Catalog. No new registrations of courses will be allowed after the last day of late registration.
Adding of new courses to existing list of registered for courses will be allowed up until the last
day of the 2nd week of instruction only upon approval of the instructor of each course.

**Census Data & Date**
The Office of Admissions and Records will be responsible for the verification of all
enrollment data. Institutional data reports must be based on the Census Data report as
compiled, analyzed, and published by the Office of Institutional Effectiveness. The Census
Data must be retrieved from the database after the last day for Refunds. The Census Data
retrieval date is the day after the last day for Refund.

**Change of Program Major and/or Advisor**
All students enrolled at the College may request to change his/her program, major, and advisor
at any time during a regular semester. Requests forms are available at the Office of
Admissions and Records. International Students require the International Counselor/Coordinator’s approval to change programs.