

## STUDENT SERVICES

### ***ADMISSION***

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.

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

#### **Admission Programs**

There are seven admission programs each identified by the type of applicant seeking to enroll in academic courses. Each program is further distinguished by a set of admission requirements. Applicants are responsible for evaluating the appropriate admission program in which to seek admission and for completing all requirements.

#### **1. Regular Student Program**

An applicant seeking admission under the Regular Student Program is a person who has earned a high school diploma or high school equivalency diploma.

#### ***Requirements:***

- A completed admission application by the application deadline;
- A \$25 (resident) or \$50 (non-resident) application fee;
- Official transcripts from any high school(s) and/or college(s) attended. Official transcripts are in a sealed envelope bearing the official seal of the school issuing the transcript.
- Photocopy of a valid, government-issued photo identification.
- A completed Authorization to Release Directory Information form.
- Completed Health Evaluation Form.
- Students who completed high school from home-study schools must submit the following:
  - a Home School Certification or License issued by the State Board of Education in the jurisdiction in which the home-school study was conducted.
  - Official transcripts from the last school attended (prior to Home Study).

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)

## **2. Early Admissions Program**

An applicant seeking admission under the Early Admissions program maintains concurrent enrollment in high school and is under the age of 18.

### ***Requirements:***

- A completed admission application by the application deadline;
- A \$25 (resident) or \$50 (non-resident) application fee;
- Official transcripts from any high school(s) and/or college(s) attended. Official transcripts are in a sealed envelope bearing the official seal of the school issuing the transcript.
- Photocopy of a valid, government-issued photo identification.
- Parental Permission Form
- Completed Health Evaluation Form
- A completed Authorization to Release Directory Information form.
- Applicant must have a cumulative GPA of 2.0 or higher .
- A recommendation from the applicant's high school counselor or principal attesting to the applicant's ability to perform academically at the college level.
- Placement at or above the College's EN 093 level equivalent for reading and EN 094 level equivalent for writing.

## **3. Ability-to-Benefit Program**

An applicant seeking admission under the Ability-to-Benefit program is a person who is 18 years or older and does not have the equivalency of a high school diploma. An applicant under the ability to benefit is classified as a non-degree student and must successfully complete a high school equivalency diploma by the end of the first year of study prior to continued enrollment.

### ***Requirements:***

- A completed admission application by the application deadline;
- A \$25 (resident) or \$50 (non-resident) application fee;
- Photocopy of a valid, government-issued photo identification.
- A completed Authorization to Release Directory Information form.
- Completed Health Evaluation Form.
- Placement at or above college level English composition (EN 101) and college algebra (MA 132).

## **4. Visiting Student Program**

An applicant seeking admission under the Visiting Student Program has attended a college or university and is seeking to enroll in no more than a year as a non-degree seeking student.

### ***Requirements:***

- A completed admission application by the application deadline;
- A \$25 (resident) or \$50 (non-resident) application fee;
- Official transcripts from any high school(s) and/or college(s) attended. Official transcripts are in a sealed envelope bearing the official seal of the school issuing the transcript.
- Photocopy of a valid, government-issued photo identification.
- Completed Health Evaluation Form.
- A completed Authorization to Release Directory Information form.

### **5. F-1 Nonimmigrant Student Program**

An applicant seeking admission under the F-1 Nonimmigrant Student Program is seeking entry into the CNMI from outside the U.S. for the purposes of earning a college degree or completing the English Language Institute Program.

#### ***Requirements:***

- A completed admission application by the application deadline;
- A \$50 (non-refundable) application fee;
- Official transcripts from any high school(s) and/or college(s) attended. Official transcripts are in a sealed envelope bearing the official seal of the school issuing the transcript. In addition, it is the applicant's responsibility to have all transcripts translated into English and evaluated by a foreign credential evaluation service if necessary.
- Photocopy of the applicant's valid passport with signature page;
- A completed Authorization to Release Directory Information form.
- Official exam results from the TOEFL or IELTS test. The Northern Marianas College institutional TOEFL code is 0781.
- A notarized International Student Declaration of Finance Form;
- A current (not more than six months prior to enrollment) official copy of a Financial Guarantee or the applicant's original bank statement.
- Completed Health Form or letter from a valid health care provider that includes information a current PPD/Skin test and proof of vaccination for the following: Measles, Mumps, Rubella, Tetanus, Hepatitis B (1, 2, 3).
- Completed Form I-20 Application.
- If the applicant has a sponsor, a Completed Form I-134 Application and the sponsor's valid, government-issued photo ID.

#### ***Deadlines:***

- July 1 for the fall semester and November 1 for the spring semester.

#### ***Admission to Academic Programs***

Applicants who wish to enroll in an academic program at the college must present evidence of English language proficiency. If the Test of English as a Foreign Language (TOEFL) is used to satisfy this requirement, the applicant must attain a score of at least 500 (on the paper-based TOEFL) or 61 (on the internet-based TOEFL, known as the iBT). If the International Language Testing System (IELTS) is used to satisfy this requirement, an IELTS overall Band Score of 5.5 or better is required, and a minimum IELTS individual Band Score of 5.0 on each module is recommended. The director of the Office of Admissions and Records may accept other proof of English language proficiency for admission purposes, such as ACCUPLACER or COMPASS test results.

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### ***Admission to English Language Institute***

Applicants for admission with a TOEFL or IELTS score below that required for admission into an academic program may only be considered for admission into the English Language Institute.

- i. Students admitted to the English Language Institute will not be allowed to enroll in courses outside those officially designated as part of the program unless and until they have met all of the prerequisites or other course requirements.
- ii. Students admitted into the English Language Institute may not enter an academic program until placement in EN 101.

### ***Financial Support***

Evidence of financial support will be required prior to issuance of the I-20 form. Northern Marianas College has no scholarship or financial aid provisions for foreign students; therefore, students must be fully prepared to meet the necessary financial obligations for the full time they will be in the United States. The colleges estimate a student's average expenses for one academic year to be:

<b>Tuition and Fees:</b>	<b>\$ 6,810</b>
<b>Living Expenses:</b>	<b>\$13,200</b>
<b>Books:</b>	<b>\$ 1,750</b>
<b>Health Insurance:</b>	<b>\$ 820</b>
<b>TOTAL</b>	<b>\$22,580</b>

### ***Dependent Financial Guarantee***

Evidence of financial support for dependents of F-1 (spouse and dependent children) is also required: \$9,516.00 per year for spouse and \$10,116.00 per year for each child. ***Note: Students whose F-1 student visa/status is terminated due to non-compliance with immigration and enrollment requirements must reapply for admission.***

## **6. Western Undergraduate Exchange Program**

An applicant seeking admission under the Western Undergraduate Exchange (WUE) program is a resident of a Western Interstate Commission for Higher Education (WICHE) state or U.S. territory and seeks to enroll in a degree program at reduced WUE tuition rate of 150% of the resident rate.

**WICHE states include:** Alaska, Arizona, California, Colorado, Hawaii, Idaho, Montana, Nevada, New Mexico, North Dakota, Oregon, South Dakota, Utah, Washington, Wyoming, and the Commonwealth of the Northern Mariana Islands. Your residency alone is does not guarantee you the WUE rate.

For more information on WICHE please see the [WESTERN INTERSTATE COMMISSION FOR HIGHER EDUCATION \(WICHE\)](#) section

### ***Requirements:***

- A completed admission application by the application deadline;

- A \$25 (non-refundable) application fee;
- Official transcripts from any high school(s) and/or college(s) attended. Official transcripts are in a sealed envelope bearing the official seal of the school issuing the transcript.
- Photocopy of a valid, government-issued photo identification.
- A completed Authorization to Release Directory Information form.
- Completed Health Form.
- Submit proof of permanent residency in one of the participating states or U.S. territory.
- Be a US Citizen or Permanent Resident.
- To maintain WUE program status, students must maintain satisfactory academic progress.

### **7. Limited or Restricted-Entry Programs**

Certain programs may have enrollment limits and/or other program criteria. In addition to general admission requirements Limited or Restricted-Entry programs may require special application procedures, completion of certain course requirements, and meeting minimum criteria to be considered.

#### **Conditional Admission**

The College may confer admission to applicants who come under the Regular Student admission program for one term under the following conditions:

1. Incomplete Admission Application. Applicants may receive a conditional admission offer upon submission of an admission application and required fee, but must submit required supporting documents within sixty (60) calendar days of their initial enrollment.
2. Students with a Cumulative GPA below the 2.0. High school graduates with a cumulative GPA below the required minimum 2.0 requirement may be provisionally admitted for one term, but must meet requirements under academic probation and suspension policies and procedures to continue enrollment.

#### **Readmission**

Students who have not enrolled for two consecutive semesters must reapply for admission under the appropriate admission program.

Students returning after Academic Suspension or Dismissal 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 term in which the student plans to enroll. The written plan of remedial action must be submitted as part of a student's readmission review.

Students who are readmitted into a certificate or degree program enter the program under the requirements set forth at the time of readmission.

#### **Application and Admission Notification**

When all information, forms and documents are received, applicants for admissions will be notified by postal or electronic mail of their admission to the College.

All documents, transcripts and forms submitted by applicants 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. Applicants who knowingly falsify transcripts or test scores will be denied admission to or will be deregistered from the College.

### **Cancellation of Admission**

An applicant'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 are required to reapply for and meet all 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.

### **Submitting an Application**

Submit an NMC Admission Application online at [www.marianas.edu](http://www.marianas.edu) or by mail to:

The Office of Admissions & Records  
P.O. BOX 501250  
Saipan, MP 96950  
Phone: 670-237-6768/6769/6770/6771  
Email: [oar@marianas.edu](mailto:oar@marianas.edu)

### ***Student Identification Number***

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.

### ***Academic Advisor Assignment***

All students are assigned an academic advisor on admission for assistance with course enrollment and navigating the college environment. 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. All English Language Institute program are assigned to the International Student Advisor for their first year of study. All F-1 visa/status students must receive approval from the International Student Advisor prior to initiating a program/advisor change.

### ***Placement Testing***

All certificate and/or degree-seeking students are required to take the English and the Math Placement Test before registering for courses. NMC placement testing is designed to help prospective students build a sound academic foundation for career education at the college

level. Placement tests are used to determine appropriate English and math levels for students to enroll in. 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 087 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.

NMC uses the **ACCUPLACER** tests to determine your knowledge in reading and writing and the **ACT Compass® Math Placement Test** to determine your math skills.

### **What is ACCUPLACER?**

ACCUPLACER assessments are delivered in multiple-choice format with the exception of the WritePlacer®, a written essay assessment. All **tests are untimed** to allow you to focus and comfortably demonstrate your skills while answering questions. ACCUPLACER assessments are computer-adaptive. Questions are selected based on your skill level; in other words, your response to one question determines the difficulty level of the following question. You are encouraged to give each question as much thought as you wish before selecting your final answer. A test for **Language Use, Listening, and Reading** comprise each of 20 questions. The **WritePlacer** test measures your ability to write effectively, which is critical to academic success. You will be asked to write a short essay that will be scored on the basis of how effectively it communicates a whole message to the readers for the stated purpose. Your score is based on your ability to express, organize and support your opinions and ideas, not the position you take on the essay topic.

Please visit the ACCUPLACER website for sample questions:

<http://accuplacer.collegeboard.org/students>

### **What Is the ACT Compass® Math Placement Test?**

An untimed, computerized test that helps your college evaluate your math skills and place you into appropriate math courses. The **Math Placement Test** is a multiple-choice test that evaluates students' ability levels in terms of basic skills such as performing a sequence of basic operations, application skills such as applying sequences of basic operations to novel settings or in complex ways, and analysis skills such as demonstrating conceptual understanding of principles and relationships for mathematical operations. The Math Placement Test offers up to five subject areas:

- Pre-Algebra
- Algebra
- College Algebra
- Geometry
- Trigonometry

Please visit the ACT Compass® website for more information:

<http://www.act.org/compass/tests/math.html>

### *Steps for Taking the Placement Test:*

1. **Go to the Office of Admission & Records (OAR); get a Placement/PC ID Request Form.**
2. **Fill out the information request on the form. (Note: One form should be sufficient for both Math and English Placement, please mark appropriately)**
3. **After form is filled out, proceed to cashier window for payment.**
4. **After payment is made, proceed back to OAR and submit the form and retain your yellow copy.**
5. **Report to the Testing Center with your yellow copy of the placement/pc id request form and a valid Id on scheduled test date and time.**

The placement tests are given before each term and are given on a seat-available basis. There is no “passing level” on the placement tests and the results are used to help advisors place students in appropriate courses.

### **Testing Services**

Phone: 237-6774

Email: [isabel.matsunaga@marianas.edu](mailto:isabel.matsunaga@marianas.edu)

Location: Bldg. I

### ***Registration Procedures***

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

Registration periods and procedures are subject to change. Historically, registration periods are scheduled the week prior to the first day of classes. Current information will be made available in the *NMC Schedule of Courses*, or may be obtained from the NMC website: [www.marianas.edu](http://www.marianas.edu).

NMC reserves the right to cancel a course that does not meet the minimum enrollment established by the College.

### ***Course Schedule Changes***

The College schedules a period during registration in which students may add and drop courses. A nominal fee is charged 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 and procedures are announced in the *NMC Schedule of Courses*, or may be obtained from the NMC website: [www.marianas.edu](http://www.marianas.edu).

### ***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).

### ***Active Military Duty Withdrawal***

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:

- i. A "W" will appear on their academic transcript for course (s) from which they have officially withdrawn; and
- ii. 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.

### ***Repeating 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. A student may repeat a course whether it was previously passed or failed. A student may repeat a course earning Non-degree Units any number of times, but may repeat no more than three times a course earning college credits (i.e., courses numbered 100 and above).

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When a course is repeated for the purpose of improving the grade, the student will receive credit only for the course earning the higher grade, and only the higher number of grade points earned will be used to calculate the student's grade point average.

Students may wish to retake certain types of "skill-building" courses (e.g., some P.E. courses and studio art courses) not for the purpose of improving their grade, but to renew or increase their mastery of specific applied skills or to further develop artistic talent. Such courses may be retaken under the following conditions:

1. The student must already have taken the approved "skill-building" course for credit.
2. The student wishes to retake the approved course for the express purpose of increasing or recertifying the mastery of applied skills or further developing artistic talent.
3. A student wishing to retake an approved course for such purposes must obtain the written permission of his/her academic advisor, the instructor, and the Chair of the department in which the course is offered, prior to or during the registration period. The Chair will then request creation of a separate section listing for that course. Such section listings will be designated as "Further Study" sections, using the section code "FS" rather than a numerical code.
4. Students registering for an FS section of an approved course must attend class on the days and times scheduled for the regular section of the same course.
5. Approved courses retaken for "Further Study" will earn the same number of credits, and the student will pay the same tuition and fees, as for a regular section of the course.
6. Grade points earned for courses retaken as "Further Study" courses will be considered in the calculation of term and cumulative grade point averages (GPAs).
7. The Number of times any approved course may be retaken a "Further Study" course by any one student will be jointly decided, in consultation with the student, by the student's academic advisor, the course instructor, and the Chair of the department in which the course is offered.
8. Students are cautioned that most "Further Study" courses, taken as such, will not fulfill General Education or program requirements, but will count as electives. Most NMC degree programs allow a limited number of elective credits to be applied toward the degree, and most programs either specify or recommend courses to be taken as electives toward the degree. Therefore, students should consult their advisor prior to requesting permission to register for a "Further Study" section.
9. Every effort will be made to accommodate both the number of students wishing to enroll in the regular section of the course, and the number of students wishing to retake the course as an FS section. However, students are cautioned that where facilities are limited and the capacity size of the class is restricted, enrollment priority will be given to students taking the regular session of the course. That is to ensure that students taking the course to fulfill a requirement have the opportunity to do so.
10. Availability of the option to enroll in an FS section of an approved "skill-building" course ultimately depends on the ability of the classroom facility to accommodate both regular students and FS students, and on the willingness of the instructor to offer the FS option.
11. Only certain "skill-building" courses may be retaken under the FS option. For more information on which courses may be retaken under these conditions, contact the Office of the Dean of Academic Programs and Services.

### ***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.

### ***Transfer Credit***

Transfer credit refers to credit earned at other regionally accredited institutions that is accepted at Northern Marianas College. Transfer credits may be counted as NMC electives where no equivalency is determined. 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. Grades received for transferred courses are *not* calculated in the student’s GPA.

For more information on this policy on transfer credit, please see the Policies and Procedures section in this catalog

### ***Advanced Placement (AP) Credit***

Northern Marianas College (NMC) may award course credit to students submitting official College Board Advanced Placement (AP) exam scores to the Office of Admissions & Records.

A student receiving a score of 3 or higher on an official AP exam will be given credit with a grade of P for the corresponding NMC course; except for CH 124, which requires a score of 4.

A listing of AP exams and corresponding NMC courses will be kept on file in the Office of Admissions & Records. See the table below for the current list.

<b>Subject</b>	<b>AP Exam</b>	<b>AP Grade Required</b>	<b>NMC Course</b>	<b>Credits Awarded</b>
ARTS	AP Studio Art Drawing	3+	AR 103 Drawing	3
ENGLISH	AP English Language & Composition	3+	EN 101 English Composition	3
	AP English Literature & Composition	3+	EN 101 English Composition	3
HISTORY & SOCIAL SCIENCES	AP Macroeconomics	3+	EC 211 Principles of Macroeconomics	3
	AP Microeconomics	3+	EC 212 Principles of Microeconomics	3
	AP Psychology	3+	PY 101 General Psychology	3
	AP United States Government and Politics	3+	PS 110 Principles of Democratic Institutions	3

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	AP United States History	3+	HI 101 and HI 102 American Nation	6
	AP World History	3+	HI 121 and HI 122 History of World Civilizations	6
MATHEMATICS & COMPUTER SCIENCE	AP Calculus AB or BC	3+	MA 203 Basic Calculus	5
	AP Computer Science A or AB	3+	CS 103 Introduction to Computers	3
SCIENCES	AP Biology	3+	BI 101 Principles of Biology	4
	AP Chemistry	4+	CH 124 General Chemistry	4
WORLD LANGUAGES & CULTURES	AP Spanish Language & Culture	3+	SP 101 Elementary Spanish	4
	AP Other Languages & Cultures	3+	*To be Designated on Review	4

**Note:** AP course credits do not count toward meeting the minimum number of NMC credits a student must earn to graduate with a certificate or degree at NMC. Students must complete at least twenty-five percent of their certificate and/or degree requirements from NMC (NMC Procedure 4020.6 Minimum Academic Residency Requirement).

### ***Prior Learning Assessment (PLA)***

Earning college credit for what you have learned outside the classroom.

The purpose of the Northern Marianas College's Prior Learning Assessment (PLA) BE 200 Course is to provide a means to award credit for prior learning experiences also known as experiential learning. Students enrolled in this program may receive up to 30 credit hours toward degree completion. The Prior Learning Assessment (PLA) approach will target primarily adult student who wish to complete a degree while working in their careers. The typical student enrolling in this program is generally 25 years or older with at least five-years of work experience and meets the general admission requirements of the college. Students, who enter the program are expected to follow the College requirements as outlined in policy and admission guidelines of the PLA, must be able to understand and use the conventions of standard written English, must be able to access and navigate information online, and submit the portfolio for assessment and evaluation that will demonstrate, explain, and verify that there is undergraduate or graduate level learning that could be awarded credit.

What is Prior Learning Assessment?

According to the Council for Adult and Experiential Learning (CAEL), "Prior Learning Assessment is a term used to describe learning gained outside a traditional academic environment. Put another way, it's learning and knowledge your students acquire while living their lives: working, participating in employer training programs, serving in the military, studying independently, volunteering or doing community service, and studying open source

courseware. In short, PLA is the evaluation and assessment of an individual's life learning for college credit, certification, or advanced standing toward further education or training."

#### Why Prior Learning Assessment?

Prior learning assessment can help working and retired professionals:

- Enhance your resume with college credit.
- Earn college credit towards a degree of your choice.
- Get ahead in or re-enter the workforce.

#### How Can I avail of Prior Learning Assessment?

At NMC, you can take the next step towards advancing your education and career with the College's Prior Learning Assessment program.

- Reviewing the College's degree programs available at [www.marianas.edu](http://www.marianas.edu)
- Once you have identified a degree program in which you would like to earn credit, obtain and submit transcripts you may have from prior college coursework at any college or university.
- Meet with a College advisor and assemble an individualized degree plan (IDP) for your respective degree program.

### ***Course Waivers and Substitutions***

The department chair of the student's degree or certificate program makes recommendations for a course waiver. For each course waiver there must be an accompanying recommended course substitution. Credit requirements cannot be waived. Each party involved in the Course Substitution procedure shall indicate approval/disapproval and indicate the reason(s) for the approval/disapproval of the requested waiver substitution.

#### **Course Substitution Procedure:**

The following steps need to be taken to substitute courses:

1. Submit a Course Substitution Form to a counselor/advisor or department chair that indicates the waiver substitution requested.
2. The department chair will confer with department members and, if they concur with the request, will forward the request to the Dean of Academic Programs and Services for approval.
3. If the Dean concurs with the request, it will be forwarded to the Registrar. If the Dean does not concur with the request, it will be forwarded to the student, via the Department Chair or Program Coordinator.

### ***Credit by Examination***

Northern Marianas College recognizes that college-level learning occurs in places other than the traditional college classroom. Except for courses specifically excluded (nursing courses with clinical hours, TS288 (Practical Training), TS298 (Internship Training), all NDU courses, and SOE Practicum & Methods courses), all college-level courses offered at NMC are open to challenge through a process of Credit by Examination. A student wishing to earn credit by examination must be a regular student, have a GPA of at least 2.0, and be currently registered. A student will not be permitted to take the examination for credit if credit for that course or its equivalent has already been received from an accredited college or university.

A student wishing to earn credit by examination must obtain written permission from the Chair of the department offering the course, enroll in the course during the registration period, and pay the regular tuition and fees for the course. A nonrefundable fee for Credit by Examination is charged in addition to regular tuition for the course. The application for Credit by Examination is available at the Office of Admissions and Records. The Chair of the department offering the course will assign an instructor to administer the examination which must be taken by the student no later than the end of the second week of the term. The letter grade earned by examination will appear on the student's transcript as the course grade.

Should the student fail the credit examination and receive a grade of "F" for the course, he/she may not retake the examination for credit but may re-register for the course in a subsequent term, paying course tuition and any applicable fees. The student may repeat the course in this manner only once (see REPEATING COURSES section).

Once examination credit for a given course has been awarded, a student wishing to improve his/her grade may not repeat the examination for credit but may subsequently enroll in that course and receive a grade. The student must re-register for the course in a subsequent term and pay the course tuition and fees. The student will receive credit only for the course in which the higher grade was received (see REPEATING OF COURSES).

### ***Independent Study***

Students who wish to study a topic not covered in courses regularly offered by the College may be able to earn credit for the course by independent study. Independent study requires that the student create a written plan of study and submit it for departmental approval; register and pay tuition for a 190/290 "Special Projects: Independent Study" course; study the course matter privately; meet with an instructor appointed by the Department Chair for a certain number of consultations; and complete the assigned course work. Availability of this option depends on:

1. The nature of the subject matter involved;
2. The student's potential for successfully completing the independent study requirements;
3. The willingness of a faculty member to supervise the independent study;
4. Submission of a form describing the conditions of study and the course requirements, signed by the student and the instructor; and
5. The written approval of the Department Chair.

When these conditions have been met, the Department Chair will request that the Dean of Academic Programs and Services create a schedule listing for the course using the IS (Independent Study) course alpha numeric code.

In addition to the regular tuition for the course, a fee of \$40 is charged for each course taken by independent study. This option is normally not available for courses regularly offered by the College, except by approval of the Dean of Academic Programs and Services.

## ***AUDITING COURSES***

To qualify as an auditor for any course, a student must complete all admission and registration procedures, including payment of tuition and fees. Students are permitted to audit certain courses with the written consent of the instructor. Auditing of laboratory science courses is generally not allowed. Students who wish to audit a course must submit the signed Instructor Approval Form authorizing the audit to the Office of Admissions and Records within the first week of instruction. There is no limit to the number of courses that may be audited by any individual, provided permission has been received from each instructor. The extent of classroom participation is at the discretion of the instructor.

No credit is given at any time for an audited course, and the symbol “AU” will be recorded for the course on the student’s transcript.

Where facilities are limited, students taking the course for credit have registration priority over auditing students.

## ***Time Limit for Coursework***

In areas of study in which the subject matter changes rapidly, material in courses taken long before graduation may become obsolete or irrelevant. Course work that is more than eight years old is applicable to completion of degree requirements at the discretion of the student’s major department. Departments may accept such coursework, reject it, or request that the student revalidate its substance. The eight-year limit on transfer coursework applies except when program accreditation agencies require students to satisfy current major requirements rather than major requirements in earlier catalogs, when completing earlier requirements is no longer possible or educationally sound.

## ***Course Load***

A student carrying 12 or more credits in the fall or spring semester is considered a “full-time student.” A student carrying from nine to 11 credits per semester is a “three-quarter time student”; six to eight credits per semester represent a half-time load. A student registered for five or fewer credits per semester is considered a “part-time student.” For the summer session, a student taking six credits is considered to have a full-time course load.

The following are limits on a student’s semester course load: (1) up to 18 credits with the academic advisor’s approval, and (2) from 19 to 22 credits with a cumulative GPA of 3.5 and submission of a completed Request for Course Overload form, which must be approved both by the student’s academic advisor and by the Department Chair for the student’s program. Liberal Arts majors must have the approval of their academic advisor and the Director of Counseling Programs and Services. A student wishing to register for a course load of more than nine credits during a summer session must submit a completed Request for Course Overload form, approved by the academic advisor and the Department Chair (or Director of Counseling Programs and Services, as appropriate).

A student planning to complete the associate degree within two years must complete at least 15 credits every semester. Students should note that NMC degree programs require a variable number of credits. Careful planning with an academic advisor is necessary to complete all required courses for a degree within two years. Students who take only 12 credits per semester will normally complete an associate degree program in two and a half years.

Additional semester(s) may be needed if students are required to take courses below the 100 level in preparation for entering degree programs.

The College imposes no time limit for completing a degree or certificate program. Students receiving federal financial assistance, however, have a time limit as a measurement toward making academic progress (see FINANCIAL AID PROGRAMS). Certain hiring agencies (e.g., the Department of Public Safety) may impose time limits for program completion.

If program requirements change while a student is consistently enrolled, the student will graduate under the degree requirements existing at the time of his/her initial enrollment. A student may follow the new degree requirements if he/she specifically requests to do so by submitting to the Office of Admissions and Records a Change of Major form that has been approved by the student's academic advisor. Students who have a break in enrollment for at least two consecutive semesters and have not been granted an official leave of absence by the Director of Admissions and Records, must follow requirements specified in the catalog or Individualized Degree Plan applicable at the time of re-enrollment.

### ***Academic Workload***

A 3-credit course requires the student and instructor to come in contact with each other for at least 37.5 hours during the semester. Traditionally, fulfillment of these contact hours is manifest in weekly meetings in class for at least 3 hours per week. Hence, a 3-credit course is equivalent to a student meeting an instructor for a minimum of 3 hours per week.

A student enrolled at NMC as a full-time student during the fall or spring semesters must register for at least 12 credits. This is typically a schedule with four or five courses. As indicated by the definition of contact/clock hours per credit hour, a student enrolled in at least 12 credits will be expected to meet with all course instructors for a cumulative minimum of 12 hours per week throughout the semester.

A student's expected workload in connection to credit hours is much more than the minimum contact hours an instructor is required to have with a student. In most cases, a student's workload is three times (3X) the actual contact/clock hours a student and instructor are responsible for maintaining throughout the semester. A student's workload is comprised of actual contact hours, but may also include research, group and individual study, field work, etc. that occurs after class time. Students are advised to observe the following formula in preparation for coursework and effective time management:

- 1 credit = 1 hour in class + 2 hours study/week
- Most NMC courses are 3 credits each, so:
- 3 credits = 3 hours in class + 6 hours of study/week
- A student enrolled in 12 credit hours, for example, should expect to commit to a workload of approximately 36 hours per week.

### ***GRADING SYSTEM***

The following letter grades are used to indicate the quality of scholastic performance in courses taken for academic credit. Each letter grade earns the indicated number of "grade

points” which are used to determine the student’s “grade point average” (GPA), i.e., a measure of overall academic performance.

Grade	Interpretation	Grade Points
A	Superior	4 grade points
B	Above Average	3 grade points
C	Average	2 grade points
D	Below Average	1 grade point
F	Failing	0 grade points

In place of grades, the following symbols may be given but are not used in computing the GPA:

CIP	Course in Progress	To Be Determined
I	Incomplete	None
W	Withdrawal	None
UW	Unofficial Withdrawal	None
P	Pass	None
NP	No Pass	None
AU	Audit	None
TF	Technical Failure	None
CR	Credit	None

**CIP.** A grade of “CIP” (Course in Progress) is designated for courses, which are designed to be completed after the normal semester ends. This grade is entered on the student’s transcript until the course is completed; at which time it is replaced by a regular letter grade.

The “**I**” or Incomplete Grade symbol may be awarded at the instructor’s discretion, subject to approval by the Department Chair, to students engaged in passing work who due to reasons beyond their control, have yet to complete a *small but essential part of the course work*. *This portion of the course work may consist of a final exam, a final research paper, a final project, or not more than two papers for an English Composition course.*

Unless there are extenuating circumstances that the instructor and Department Chair agree are valid reasons for postponing completion of the course work from the end of the term for a maximum of 12 months, the unfinished work should be completed and submitted to the instructor as soon as practicable, but *no later than the middle of the following term*. Extenuating circumstances are generally considered to be situations over which the student has little or no control (e.g., personal illness or injury, birth of a child, death of a parent/spouse/child, and catastrophic illness in the immediate family, jury duty, and military service). The Department Chair will make final determination of the submission deadline. If the course work is not completed and submitted by the established deadline, the “I” will automatically be changed to an “F” grade. If a student repeats a course for which an “I” grade was given, that grade will automatically be changed to an “F”.

An exception to this policy on Incomplete: (1) For those courses which do not use the “F” grade, the equivalent non-credit grade will be assigned, and (2) All grades of Incomplete must be resolved prior to certification for graduation. If a student who is applying for graduation has an unresolved Incomplete at the time the Registrar certifies their eligibility for graduation, the “I” will be changed to an “F” or equivalent non-credit grade and used in the final GPA calculation.

**W.** A Withdrawal “W” is entered on the student’s permanent academic record when a course is dropped in the manner indicated under “Schedule Adjustment: Add/Drop/Withdrawal.”

**UW.** An “**Unofficial Withdrawal**” is entered on the student’s permanent academic record when a student did not attend any class sessions for a course, or attended only during ADD/DROP period (first week of instruction) and never thereafter, and did not officially withdraw from the course. A “UW” will be entered on the student’s permanent record.

**TF.** A “**Technical Failure**” grade is used only for non-degree unit (NDU) courses. If a student’s academic performance proves to be inadequate, or if the student has excessive absences, a grade of “TF” will be entered on the student’s permanent academic record.

**P or NP.** There may be special circumstances wherein a student prefers a “P” (Pass) or “NP” (No Pass) option in lieu of a letter grade for a particular course. *This option may not be used for any course that is required for General Education or Program credits. It is only available for electives above and beyond required courses.* A student wishing to exercise this option must obtain the written permission of the instructor and the Department Chair during the regular registration period. A grade of “P” is given when the student, in the judgment of the instructor, has demonstrated an acceptable mastery of the subject matter to warrant being given credit for the course. A grade of “NP” is given when such is not the case.

A grade of “**P**” awards the student the number of academic credits assigned to the course, but it is not calculated in the student’s GPA. Students should be aware that a “P” grade is rarely accepted for transfer by other institutions of higher learning, nor can NMC convert a “P” grade to a letter grade for any reason. Grading for ED 492, Practicum in Student Teaching: A, Pass, No Credit (A, P, NP).

**AU.** Audited courses are designated by the symbol “AU” on the student’s transcript [see AUDITING COURSES (NO CREDIT)].

**NP.** “**NP**” (**No Pass**) is a specific symbol reserved for English Language Institute (ELI) courses, developmental mathematics courses, and developmental reading and writing courses for the deaf and hard of hearing.

Some students may make progress in fulfilling proficiency requirements for such courses, but not enough progress to receive a “P” and move on to the next level. In such cases they receive a symbol of “NP”, and must register for and retake the course until the required proficiency has been reached. An “NP” symbol indicates that the student is making progress within that level, but needs more practice before qualifying for promotion to the next level.

The “NP” symbol is not a failing grade. A failing grade of “TF” is given to an ELI or developmental math student whose performance has been inadequate. Grading for ED 492, Practicum in Student Teaching: A, Pass, or No Credit (A, P, NP).

**NDU.** This is an abbreviation for “Non-degree Unit”, and indicates that the credits earned are for developmental courses not counted toward the total credits required for the Associate Degree.

**Note: Grades of CIP, I, W, P, NP, TF and AU**, are not included when computing a student's GPA. Recipients of financial aid or veteran educational benefits should also note that grades of "TF", "NP" and "AU" cannot be used to meet "satisfactory progress" requirements.

**CR. "Credit":** The "CR" symbol is reserved for Advanced Placement only.

### ***GRADE APPEALS***

The assignment of grades is a faculty responsibility. If a student disagrees with an assigned grade, he/she may choose to undertake an appeal process by following these procedures:

1. The student meets with the instructor for a review and justification of the grade.
2. If, after meeting with the instructor, the student still disagrees with the grade, he/she contacts the Chair of the department that offered the course for a further review.
3. The Department Chair meets with the instructor for a review and justification of the grade. The Department Chair performs the review if the instructor of the course is no longer employed by the college.
4. If the disagreement remains, the student may file an appeal to the Dean of Academic Programs and Services only after completing the above steps in an effort at a resolution.
5. If the disagreement remains after completing the above steps, the student may file a formal student grievance with the Office of the Dean of Student Services (See Student Appeal and Grievances Procedure).

An appeal for a grade change, if necessary, should be initiated as soon as possible but no later than the end of the following semester (excluding summer). Should a Grievance and Fairness Committee issue a decision to change the grade, the Dean of Student Services will notify the student in writing and issue a memorandum to the Registrar on the decision of the committee to effectuate a change to the student's permanent academic record.

### ***GRADE POINT AVERAGE (GPA)***

A GPA is computed from the credit hours of all courses (100-level or above) for which conventional grades are reported. The GPA is determined by dividing the total number of grade points earned by the total number of credits attempted for which a letter grade of A=4, B=3, C=2, D=1, F=0 has been assigned, excluding those credits for which Grades of "I," "W," "UW," "P," "NP," "AU," "CR", or "TF", are assigned. Transfer credit hours and grades are not used to calculate the GPA.

"GPA" = number of grade points earned divided by the number of credit hours attempted, excluding symbols of "I," "W," "UW," "P," "NP," "AU," "CR", and "TF".

"Term GPA" = grade point average for the term just concluded, excluding symbols of "I," "W," "UW," "P," "NP," "AU," "CR", and "TF".

"Cumulative GPA" = grade point average for all terms combined, excluding symbols of "I," "W," "UW," "P," "NP," "AU," "CR", and "TF".

## ***EDUCATIONAL LEVELS***

A matriculated student is one who has complied with all requirements for admission to the college and has received an official Notice of Admission. All students taking courses in any regular semester must be matriculated students. Only in summer sessions may a student who has not matriculated be enrolled in classes.

**Freshman:** A Student who has earned less than 30 credits towards the requirement of a Certificate or Associate Degree.

Note: Non-degree credits not applicable for financial aid purposes.

**Sophomore:** A Student who has earned 31 credits or more towards the requirements of a Certificate or Associate Degree.

Note: Non-degree credits not applicable for financial aid purposes.

**Junior:** A Student who has earned 61 to 90 credits towards an Associate or Baccalaureate Degree.

Note: Non-degree credits not applicable for financial aid purposes.

**Senior:** A Student who has earned 91 credits and above.

Note: Non-degree credits not applicable for financial aid purposes.

**Graduate:** A student who has completed a four-year college course with an acceptable baccalaureate degree from an accredited institution and who has been admitted to the college with post-baccalaureate standing.

Diploma Students, Undeclared Students, and Special Students are not assigned educational levels by the College.

## ***GRADE REPORTS***

Term grade reports are available in the students' Proa Portal account.

Upon reviewing their grade reports in Proa Portal, the student should carefully check the accuracy of the courses, term credit hours, and grades recorded. The assignment of grades is a faculty responsibility. If a student disagrees with an assigned grade, he/she may choose to undertake an appeal process by following these procedures:

1. The student meets with the instructor for a review and justification of the grade.
2. If, after meeting with the instructor, the student still disagrees with the grade, he/she contacts the Chair of the department that offered the course for a further review.
3. The Department Chair meets with the instructor for a review and justification of the grade.
4. If disagreement remains, the student may file an appeal to the Dean of Academic Programs and Services only after completing the above steps in an effort at resolution (see STUDENT APPEAL).

An appeal for a grade change, if necessary, should be initiated as soon as possible but no later than the end of the following semester (excluding summer).

Should a decision be made to change the grade, the instructor must submit a Change of Grade form to the Office of the Dean of Academic Programs and Services for processing and approval.

## **STUDENT EMAIL**

New Students are required to sign-up for an email address during registration. Students unable to obtain an email address during the registration process must visit the Computer Lab Supervisor's Office located in Building W to obtain one. New Students must present their registration forms to the Computer Lab Supervisor as proof of their enrollment status. If you have any further questions, please feel free to contact the Computer Lab Supervisor at 237-6828.

### **Student Email for Official Correspondence with Students**

NMC Student Email serves as a tool for official college communication with NMC students. Official email communication serves both the academic and administrative needs of the college. The college has the right to expect that such communication will be accessed and read in a timely fashion.

### **Student Responsibilities Regarding Use of Email**

Students are expected to access and read their email on a regular basis to stay current with College-related communication. Students have the responsibility to perform routine maintenance of their email account content to avoid exceeding maximum storage limits. Students also have the responsibility to recognize that certain communication may be time-critical. "I didn't check my email", error in forwarding mail, or email returned to the College with "Mailbox Full" or "User Unknown" are not acceptable excuses for missing official College communication via email.

### **Redirecting of email**

Redirecting email does not absolve a student from the responsibilities associated with official communication sent to their NMC Student Email account. If a student wishes to redirect email from their official NMC Student Email address to another email address (example: @yahoo.com), such forwarding is done by the student, and at the student's own risk. Faculty and others may still require that student use their official NMC Student Email account for submitting email correspondence.

### **Academic Uses of Email**

NMC Email and NMC Online (course management system) provide tools for electronic communication between faculty and students. Faculty will determine how such communication is used as part of their courses. Student responsibilities detailed in this "NMC Student Email Policy" allow faculty and other college officials to reasonably assume that NMC Student Email will provide an expedient means of communication with students and that email communication can be used as a part of course-related requirements.

## **STUDENT DOMAIN ACCESS**

As part of our continuous technology improvements, all students have access to the "NMC Student Wireless" and an Individual Virtual Desktop at any computer workstations on the

NMC's Student Domain. This access is only available on campus while you are a student here at the Northern Marianas College.

### **How do I get my domain access?**

Easy! Stop by Building W, Room W4, Monday - Friday from **8:30am - 11:30am and 3:30-5:00pm**. Please bring with you your current NMC Student ID and a valid government issued ID. In addition to being able to access your student email account you will be asked to read and acknowledge our "Northern Marianas College Network Access Rules" electronically. We will then verify that your email address is correct and valid and send you your domain account information via your student email.

We will also assist you in changing your password and set-up your Wi-Fi connection on your mobile or laptop device.

Your domain access account information will include the following:

- Username: jane.doe (all characters before the "@" sign of your student email address, some exceptions may apply)
- Password: xxxxxxx (a temporary password will be provided for you)

### **What does access to "student desktop at any computer workstation" mean?**

By agreeing to the terms and conditions of the "Northern Marianas College Network Access Rules for Students", you are able to log-on to any computer connected to the "Student Network Domain" using a your student domain username and password, instead of using the username "student". Currently, the following lab classrooms/labs will require you to provide your domain access information:

1. Student Open Computer Lab – Building V (Entrance Log-in still Required)
2. Library Services
3. Nursing Department
4. Building M – English Lab
5. Building W - Room W4 Only

Once you have logged in, you will be asked to change your passwords for security purposes. This also means that you are now able to access your individual desktop on any computer connected to the student domain, MyMarianas. You are able to see your own desktop, save your individual files, and have your own browser to conduct research on the Internet. Please note that you are only able to save up to 300MB on your network desktop.

Of course, as a rule-of-thumb, always back up your documents in two or three other location other than your individual desktops, and always log-off to prevent abuse of your account access.

### **What does access to "NMC Student Wireless" mean?**

You will use the same username and passwords provided to access college wireless "NMC Student Wireless" anywhere on campus on your laptop or device. Although you will not be able to see your desktop, you are able to freely use the secured service to access the internet.

Please note that the domain access passwords may be changed periodically, but we will inform you of such changes via email to your student email account. If you still have questions, please feel free to stop by Building W(W-4) or email any questions to [daisie.camacho@marianas.edu](mailto:daisie.camacho@marianas.edu).

### ***Student Financial Aid***

Northern Marianas College assists all eligible students obtain available financial assistance to pursue their higher education goals. The purpose of the Financial Aid Office is to offer important information on various financial aid by providing and promoting the best financial aid opportunities possible to current and potential students to help supplement their cost of attendance toward the fulfillment of their educational goals.

This is accomplished by evaluating all aid applications through the use of a standard financial needs analysis system that determines how much students and/or their families can afford to contribute toward college costs in order to correctly determine the types and amounts of aid each student is permitted to receive and when aid is permitted to be disbursed. Student eligibility continues to be monitored throughout the student's period of enrollment at Northern Marianas College.

Several types of financial aid are available including federal grants and scholarships. To receive federal sources of financial aid, students must apply each academic year by completing the Free Application for Federal Student Aid (FAFSA). The application process, including a thorough review of the student's eligibility may require approximately two months. Students are advised to complete an application online at [www.fafsa.gov](http://www.fafsa.gov) as soon as possible each year by the priority deadline in order to be considered for all available sources of funding.

*Please note:*

- Students must be making satisfactory academic progress in order to receive financial aid. To review the institution's Satisfactory Academic Progress policy, please visit: [www.marianas.edu](http://www.marianas.edu)
- Financial aid may be required to be returned if it is determined to be unearned by the student. To learn more about the treatment of Title IV aid when a student withdraws (also known as Return of Title IV Funds), please visit: [www.marianas.edu](http://www.marianas.edu)
- Other important policies and procedures related to the administration of federal student aid are found throughout the Policies and Procedures section of the catalog.

### ***Scholarships***

Northern Marianas College students may apply for scholarship funds to assist with education costs. Scholarship awards are based on financial need and merit. Please visit: [www.marianas.edu](http://www.marianas.edu) to review and apply for scholarships.

### ***Student Record Requests***

Northern Marianas College guarantees students the right to inspect their college records, permit students to challenge any part of their academic record through informal or formal hearings, and severely limit access to college records, or the release of information in such

records, without students' written consent. This policy covers all college education records, files, documents, and other materials that directly relate to individual students and is in compliance with the Family Educational Rights and Privacy Act (FERPA).

Students may request a copy of the following records from the Office of Admission & Records:

- Official/Unofficial Academic Transcript
- Graduation Certification
- Enrollment Certification
- Student Directory Information Form

### ***Library Programs & Services***

The purpose of the Library Programs and Services department is to provide resources and an environment that enhances and encourages the college's academic and community-based programs.

The Library supports instructional curriculum and academic research for students in their courses of study. The primary goal of the library is to offer a wide range of services to NMC students and faculty by maintaining a collection comprised of texts, audiovisual materials and electronic resources that reflect the needs of instructional programs, NMC's diverse student population and its faculty. The Library also promotes information literacy through ongoing instruction and outreach, and strives to continually offer increased access to online resources and electronic databases.

Three of the Library Services and Programs collections are located in Building O: The Olympio T. Borja Memorial Library, the Pacific Collection, and the Commonwealth of the Northern Mariana Islands (CNMI) Archives. In conjunction with the School of Education, Library Services and Programs also maintain the Curriculum Resource Center (CRC) located in Building V.

#### **Olympio T. Borja Memorial Library**

Campus Location: Building O

Phone: 237-6798

The Borja Memorial Library serves as NMC's main library center. It is responsible for collection development, and the acquisition and cataloguing of all materials for the Borja library and its branches.

NMC's libraries hold over 40,000 items, including books, periodicals, and audiovisual materials. NMC Libraries provide online access to over 7,000 full-text periodicals via the Pacific Resources for Learning and Education (PREL) subscription to EBSCO's suite of 26 research databases. In addition, the library subscribes to over 90,000 eBooks through its EBSCO eBook subscription.

#### ***Library Key services:***

- Reference Services (including the “Ask A Librarian” online chat feature)
- Collection lending
- Access to electronic resources including eBooks and Academic Journals
- Information Literacy Instruction
- Study space for the NMC community

**The Pacific Collection**

Campus Location: Building O

Phone: 237-6796

A special collection focused on Micronesia and the Pacific region. This Pacific Collection consists of approximately 7,500 monographs, a digitized photograph collection, over 350 serials holdings, academic journals with a Pacific focus, as well as local and regional newspapers in print, digital, and microform, and an extensive video collection.

The Pacific Collection also contains valuable artifacts and maps from the pre-European Contact period as well as the Spanish, German, Japanese, World War II, and Trust Territory periods of the Northern Mariana Islands.

A valuable resource, the Pacific collection is largest, most comprehensive collection of its kind in the CNMI. The collection serves NMC students and faculty as well as local and international researchers.

This is a closed stack collection. Materials may only be used onsite unless otherwise authorized by the Library Director and under special circumstances only, due to the unique and priceless contents of this collection.

**CNMI Archives**

Campus Location: Building O

Phone: 237-6796

***Functions of the CNMI Archives at the Northern Marianas College***

The mission of the CNMI Archives is to preserve the historical, political, and cultural records of the Commonwealth of the Northern Mariana Islands and Micronesian region. The Archives also houses historically significant material from Spanish, German, and Japanese, and United Nations Trust Territory administrations of the CNMI.

The collection comprises over 500 reels of microfilm pertaining to the CNMI Constitution, the Covenant Negotiations, and Public Laws from the CNMI Legislature from 1978 – to the present, 3,000 reels of microfilm from the former Trust Territory of the Pacific Islands Government, records of the Spanish Colonial Government of the Mariana Islands from 1678 – 1899 and over 139 reels of microfilm courtesy of the Australian Archives on the Military Administration of the German New Guinea Possessions from 1914 – 1923.

Housed at Northern Marianas College on Saipan, the CNMI Archives provides an invaluable resource to NMC students and faculty by supporting instructional programs and research. It also serves as the most comprehensive archival repository of CNMI government records.

***Responsibilities of the CNMI Archives as stated in the Commonwealth Code***

**3 CMC § 1305.** *Northern Marianas College: Mission, Purposes, and Functions.*

*(b)(5) ...maintaining Commonwealth archives, United States, South Pacific Commission and Commonwealth government documents which shall include at least three copies of all publications funded in whole or in part by the Commonwealth government, or by any regional association or agency receiving local or federal funds to provide services to the region, minutes of all meetings held by Commonwealth boards, commissions or agencies, the official actions of the Commonwealth Legislature, and any other official record of the Commonwealth deemed by the Archivist to have permanent historical, legal or political significance, and acquiring any other materials relating to the Commonwealth or region that has research or historical value.*

### **Access**

Researchers on Saipan can access the collection during posted business hours. Requests for digital reproductions can be made by contacting the Archives through the Northern Marianas College website. The CNMI Archives is a closed-stack collection. Some archival services require a fee as indicated in the publicly-posted fee schedule. A per-semester Archival Services credit of \$25 will be extended to enrolled NMC students taking online courses in Tinian, Rota, or outside of the CNMI.

### **Curriculum Resource Center (CRC)**

Campus Location: Building V

Phone: 237-6798

The Curriculum Resource Center's primary role is to support NMC's Bachelor of Arts program under the School of Education by providing resources such as books, curriculum materials, print and electronic journals, and a dedicated study space.

### **Academic Advising**

Working with academic advisors is a key aspect of college academic life and our role as student advisors in preparing students for active learning and leadership within the CNMI and global communities. Seeing one's academic advisor is not only a required part of our enrollment process, but also a crucial step toward independence, preparation, and achievement. At the core of academic advising is our unwavering commitment to assist students in developing meaningful academic plans that are consistent with personal educational and life goals and optimally to improve their quality of life.

Academic Advisement is mandatory for all degree and non-degree seeking students. Students are assigned an academic advisor upon admission and have an opportunity to be re-assigned upon completion of the *Change of Major/Advisor* form through the Office of Admissions & Records. The signature of a designated advisor is required to complete the registration process. The following are four categories of undergraduate students and their designated advisors:

1. **First-year students at Level 1 or 2 English placement levels:** Languages and Humanities faculty.
2. **International Students** are assigned to the International Student Advisor to start and transition out to an academic program advisor;

3. **Students registered with the Disability Support Services (DSS)** program may elect to have the DSS Counselor serve as their primary academic advisor;
4. **Students classified as non-degree or undeclared students, including students enrolled under the Early Admission Program Students and Northern Marianas Academy** are advised by counselors.

All degree- or certificate-seeking students not covered by any of the above are assigned to a faculty advisor from the student's academic program.

Services to faculty advisors include, but are not limited to, bi-annual training for all new and ongoing advisors, quarterly in-service workshops and periodic review by supervisors for revision of current and accurate advising information; and information/referrals to appropriate institutional or community support services as needed.

As a requirement for graduation, a petition to graduate must be requested from the Office of Admissions and Records (OAR) during the term immediately preceding the last term of enrollment in which the student expects to graduate. Evaluations will be done through OAR in conference with the academic advisor and/or program chairperson. Should the students or their advisors discover that their records are incomplete; the Registrar will assist the advisor in bringing the academic records up-to-date.

Students should consult their advisors whenever they have questions about academic regulations and procedures at the College or need help in resolving difficulties with their studies. Academic advisors monitor the progress of students assigned to them so as to help them make prudent adaptations in their programs. All academic advisors maintain regular office hours and are also available at other times by appointment and if contact is inadequate the academic advisor needs to reach out to the student.

Students must meet with their advisors prior to and/or during the advising and registration periods. Advisors sign the students' registration forms, course change forms, and other student record forms. It is recommended at a minimum that students meet with their advisors at least three times during the semester.

Advisors provide academic assistance and accessibility to appropriate resources such as early intervention and referral to tutoring as needed, but it is up to students to realize when they need help and to seek assistance. Advisors and students share responsibility for a meaningful education at NMC. However, it is the responsibility of students to be informed and to comply with the rules, regulations, and policies affecting their academic standing and life as college students.

Students must consult the NMC Catalog, the *Schedule of Courses* and Bulletin of Schedule Changes, student handbook, and College and department announcements for updated information. Students are encouraged to monitor campus bulletin boards and personal NMC email accounts for announcements.

Meeting academic deadlines, completing prerequisites, selecting appropriate courses, and fulfilling degree/certificate requirements are all part of student responsibilities.

## **Bookstore**

The Northern Marianas College Bookstore provides educational materials (primarily textbooks) and other retail items such as school supplies and school memorabilia for sale to students, faculty, staff and the CNMI community. While the merchandise mix has expanded and changed over the past several years, the focus has always been classroom textbooks.

Hours of Operation: 8:30AM to 4:30PM, Monday to Friday.

Phone: 670-237-6837/38

Email: [nmcbookstore1981@gmail.com](mailto:nmcbookstore1981@gmail.com).

## **Refund & Exchange Policy**

Receipts are required for all returns/exchanges. The Bookstore reserves the right to assess the condition and to decide if an item can be refunded or exchanged. Textbooks – Conditions of returns or exchanges are only eligible on items purchased during the current semester.

## **Textbook Refund Policy**

Textbooks are returnable within 7 working days from the date of purchase. Additional restriction apply:

- Restocking fee of 30% of the purchasing price may apply to refunded or exchanged books
- Full refunds will be given for textbooks that meet the following conditions below. *These are exemptions to the 7-day requirement. Written and signed documentation is required.*
- ***Student was enrolled in the wrong class***
- ***Student does not need to take the class***
- ***Class was full***
- ***Class was canceled***
- All books sold with media (CD or disk) or a workbook must have these when returned, whether the textbook is used or new.
- Textbooks must be in original packaging and condition.

## **Textbook Exchange Policy**

Exchanges can be made for textbooks if the two are of similar to identical condition. If the book being exchanged is not of the same condition, the 30% restocking fee will apply. Exchanges will be made for defective books if books are currently being used in class.

## **School & Office Supplies Exchange Policy**

- Supplies and clothing are exchangeable only within 1 workday from the purchase date
  - Only packaged (sealed covering or wrapped) supplies are exchangeable, but must be in original packaging at the time of the exchange.
- School supplies, special orders, catalogs, seasonal and clearance merchandise, lotions, sprays, jewelry/accessories, and clothing are non-returnable items.

## **Using Your Financial Aid at the Bookstore**

1. Complete and make a copy of all registration documents and submit them to the Bookstore. Documents include:
  - a. Registration form

- b. General Student Statement (tuition and fees)
  - c. Schedule
  - d. Valid ID
2. See a Bookstore employee to create a student ledger (charge) form
3. Maximum credit limit is \$1,000
4. Class ADD and DROPS need to be reported to the Bookstore staff and copies of the forms must be submitted to the Bookstore

Students with outstanding balances will not be allowed to charge until full payment is received. Present or future financial aid will not be used to cover past balances.

The usual schedule for creating and using your student ledgers is registration week and the 1<sup>st</sup> 3 weeks of class. This is subject to change. The last day is determined by the Bookstore Manager.

### **Textbook Buy-Back**

- Only textbooks needed for the next semester will be bought back. The list is usually advertised in the Bookstore page in the NMC website: [www.marianas.edu](http://www.marianas.edu)
- Bookstore employees determine the condition of the textbook. Conditions and how much a student receives (% x retail price) are based on the following:
  - Excellent- 60%
  - Good- 45%
  - Fair- 30%- used books are automatic 30%

Textbooks with any markings (pen and pencil, highlights, stains, etc.) are not accepted. Buy-backs are usually scheduled after the current semester.

### ***BREAK POINT CAFÉ***

Hot lunches, sandwiches, soba, fresh fruit, local treats, other snack items, and beverages are available at the NMC Snack Bar on the Saipan campus.

### ***Housing***

NMC does not provide student housing. All available housing is located off-campus. Students may inquire with the Dean of Student Services for a recommendation of housing available on Saipan or in the vicinity of the As Terlaje campus. There are numerous housing options available ranging from single rooms in apartment/hotel complexes to 2 and 3 bedroom houses. Students are responsible for finding accommodations and negotiating lease/rental rates on their own.

### ***Technology Services***

#### ***Computer Lab Services***

The college provides computer lab and computer classroom facilities for student use. All computer facilities are Internet capable and protected by a firewall with the latest content filtering technology. The computer lab open access area is located in building V and computer classrooms are located in building W. Computer classrooms are mainly used for instructional purposes. There are other dedicated computer labs across the campus used for special purpose such the English Language Lab in building M and the Nursing Lab in building A. The Learning Technology department administers the use of computers and software programs in computer facilities and posts hours of operation and guidelines for computer use. Computers of the campus are for students to work on course related materials only and not to be used to

intimidate or create an atmosphere of harassment, illegal acts, violating system security or violation of copyright law.

### ***Wireless Internet***

Wireless Internet (Wi-Fi) services are available and students may use their personal computing devices but subject to compatibility and compliance to the system. Student must be currently enrolled in order to logon to the network and must agree to abide by NMC Network Access Rules for Students before gaining access to the network. To sign up for this service go to building W and speak with an IT personnel.

### ***Printing***

Printing services are provided for students in computer classrooms (building W) with limits to the number of copies per student per day. Bulk printing can be done at the NMC Library and Bookstore for a fee.

### ***Veteran Services***

The Northern Marianas College (NMC) is honored to welcome our veterans and military families to our campus where they can learn how to successfully navigate the academic and administrative pathways of a college education.

NMC understands the unique needs and responsibilities of military veterans, active service members and their families. NMC supports their academic efforts by providing integrated resources and services to guide them towards their educational success. The services provided at NMC include, but is not limited to the following:

- Coordinate classrooms and offices for instructors for NMC/U.S. Army-SROTC/University of Guam Program;
- Attend meetings with Cadets and NMC staff when needed;
- Coordinate travel arrangements, collection of NMC fees & storing SROTC supplies and equipment;
- Assist with application and course registration processes when needed;
- Assigned Service Member Colleges (SOC) counselor;
- Point of Contact for Concurrent Admissions Program (ConAP) for Army Enlistees;
- Point of Contact for the US Army Recruiting Station for NMC;
- Make referrals to appropriate NMC personnel or other services on and off campus.
- Assess tuition and fees and complete course registration process;
- Answer questions related to tuition, fees, payments and refunds;
- Tuition Assistance Program - process financial assistance for voluntary off-duty education programs in support of a Soldier's (Active Duty, USAR, and ARNG Soldiers) professional and personal self-development goals;
- Make referrals to appropriate NMC personnel or other services on and off campus.
- Assist with the GI Bill application process, as well as other financial aid applications;
- Certify enrollment each semester as required by GI Bill;
- Refer issues concerning GI Bill applicants to NMC's Education Liaison Representative;
- Provide information on the Tuition Assistance Program (USAR);
- Make referrals to appropriate NMC personnel or other services on and off campus.

Warriors/Disabled Veterans are strongly encouraged to self identify their disability with the Disability Support Services Counselor in the Counseling Department.

- Ensure access to facilities and programs to students with either permanent or temporary disabilities;
- Coordinate accommodations for students with documented disabilities;
- Provide counseling and referral support as needed;
- Make referrals to appropriate NMC personnel or other services on and off campus.

Wendy Blackstone, Vocational Rehabilitation Counselor  
Guam/CNMI Veterans Representative  
(671) 648-0092  
[wendy.blackstone@va.gov](mailto:wendy.blackstone@va.gov)

Chapter 31 applicants are encouraged to contact Ms. Blackstone for more detailed information on the program.

### ***International Student Services (ISS)***

The mission of the International Student Services is to support international student enrollment and academic success through program completion or transfer by providing for their identified needs in support of the Northern Marianas College Mission.

ISS offers a wide variety of services to international students at NMC, such as admission assistance, advising and tutorial services, student employment, and student exchange programs. The ISS staff also provides information to international students about the campus and community and also provides support and assistance concerning visa and related immigration issues.

Once awarded F-1 visa status in the U.S., and international student must be careful to maintain status. The primary ways a student can fall out of status are: fail to enroll in a full-time course load in each subsequent semester and to work illegally. The F-1 student should maintain regular contact with the International Student Services Counselor in order to ensure he or she communicates any change of address, change in course registration, travel plans, campus employment, and other such issues.

#### ***I-20 Certificate of Eligibility***

Issued by NMC, this document allows a student to apply for an F-1 visa if the student is outside the U.S., apply for F-1 status within the U.S., enter and re-enter the U.S. in F-1 status., and prove the student's eligibility for various F-1 benefits. The I-20 indicates the institution in which the student is permitted to study, the program of study, and the dates of eligibility. The I-20 must remain valid at all times. A student must request an I-20 extension prior to its expiration date. Allowing the I-20 to expire before the student completes his/her academic program is a violation of F-1 status. The I-20 is a printout from the SEVIS (Student Exchange Visitor Information System) record. SEVIS is an internet-based database that allows schools and federal immigration agencies to exchange date on the status of international students.

#### ***Reduced Course Load***

There are some valid reasons why a student may need to take a reduced course load, such as medical reasons, unfamiliarity with English or the US education system, or it's the student's last semester. With a letter from the student's academic advisor or doctor, the Designated School Official (DSO) can authorize a reduced course load in SEVIS. Usually this is permitted only for one semester, and a limited number of authorizations are permitted. The student and his/her academic advisor should consider this a one-time possibility under special circumstances only. Economic problems are not considered valid reasons for a reduced course load, so students cannot skip a semester in order to work.

### ***Reinstatement***

If an F-1 student falls out of status, he or she may be eligible for reinstatement to F-1 status. The student must apply to USCIS for reinstatement, and abide by the adjudication result. Reinstatements must be done within five months of falling out of status, and the student must explain the reason(s) why he or she let his/her status lapse.

### ***Visa Renewal***

An F-1 student has a notation of D/S on his or her I-94, indicating that he/she can remain in the U.S. for the duration of status. The date on the student's visa sticker may be subject to reciprocal agreements between his/her country and the U.S. Even if the visa sticker expires, the student remains in status as long as he or she is enrolled full time and does not work illegally. However, if the student leaves the U.S., he/she will not be able to re-enter on an expired visa.

### ***Extensions***

If a student needs to extend the program end date on his/her I-20, the DSO can make the change electronically in SEVIS and print out a new I-20. We recommend that the student apply to extend the I-20 three months before it expires.

### ***F-1 Employment Options***

"Employment" is work performed in exchange for compensation. Compensation can include money, room, and board, or other significant benefits. The off-campus employment opportunities generally require students to have completed one academic year to be eligible to apply. Consult your international student advisor with any questions related to F-1 status and employment.

### ***F-1 Nonimmigrant Student Program***

An applicant seeking admission under the F-1 Nonimmigrant Student Program is seeking entry into the CNMI from outside the U.S. for the purposes of earning a college degree or completing the English Language Institute Program.

### ***Requirements:***

- A completed admission application by the application deadline;
- A \$50 (non-refundable) application fee;
- Official transcripts from any high school(s) and/or college(s) attended. Official transcripts are in a sealed envelope bearing the official seal of the school issuing the transcript. In addition, it is the applicant's responsibility to have all transcripts translated into English and evaluated by a foreign credential evaluation service if necessary.

- Photocopy of the applicant's valid passport with signature page;
- A completed Authorization to Release Directory Information form.
- Official exam results from the TOEFL or IELTS test. The Northern Marianas College institutional TOEFL code is 0781.
- A notarized International Student Declaration of Finance Form;
- A current (not more than six months prior to enrollment) official copy of a Financial Guarantee or the applicant's original bank statement.
- Completed Health Form or letter from a valid health care provider that includes information a current PPD/Skin test and proof of vaccination for the following: Measles, Mumps, Rubella, Tetanus, Hepatitis B (1, 2, 3).
- Completed Form I-20 Application.
- If the applicant has a sponsor, a Completed Form I-134 Application and the sponsor's valid, government-issued photo ID.

***Deadlines:***

July 1 for the fall semester and November 1 for the spring semester.

***Admission to Academic Programs***

Applicants who wish to enroll in an academic program at the college must present evidence of English language proficiency. If the Test of English as a Foreign Language (TOEFL) is used to satisfy this requirement, the applicant must attain a score of at least 500 (on the paper-based TOEFL) or 61 (on the internet-based TOEFL, known as the iBT). If the International Language Testing System (IELTS) is used to satisfy this requirement, an IELTS overall Band Score of 5.5 or better is required, and a minimum IELTS individual Band Score of 5.0 on each module is recommended. The director of the Office of Admissions and Records may accept other proof of English language proficiency for admission purposes, such as ACCUPLACER or COMPASS test results.

***Admission to English Language Institute***

Applicants for admission with a TOEFL or IELTS score below what is required for admission into an academic program may only be considered for admission into the English Language Institute.

- iii. Students admitted to the English Language Institute will not be allowed to enroll in courses outside those officially designated as part of the program unless and until they have met all of the prerequisites or other course requirements.
- iv. Students admitted into the English Language Institute may not enter an academic program until placement in EN 101.

***Financial Support***

Evidence of financial support will be required prior to issuance of the I-20 form. Northern Marianas College has no scholarship or financial aid provisions for foreign students; therefore, students must be fully prepared to meet the necessary financial obligations for the full time they will be in the United States. The college estimates a student's average expenses for one academic year to be:

<b>Tuition and Fees:</b>	<b>\$ 6,810</b>
<b>Living Expenses:</b>	<b>\$13,200</b>
<b>Books:</b>	<b>\$ 1,750</b>

<b>Health Insurance:</b>	<b>\$ 820</b>
<b>TOTAL</b>	<b>\$22,580</b>

***Dependent Financial Guarantee***

Evidence of financial support for dependents of F-1 (spouse and dependent children) is also required: \$9,516.00 per year for spouse and \$10,140.00 per year for each child. ***Note: Students whose F-1 student visa/status is terminated due to non-compliance with immigration and enrollment requirements must reapply for admission***

**Contact Information:**

Ms. Christine Inos  
International Student Services Counselor  
(670) 237-6779  
[iss@marianas.edu](mailto:iss@marianas.edu)/ [christine.inos@marianas.edu](mailto:christine.inos@marianas.edu)

***Disability Support Services***

The purpose of Disability Support Services is to provide a rewarding learning experience for students with disabilities at the Northern Marianas College (NMC). Disability Support Services (DSS) Program functions as the focal point for coordination of services and auxiliary aids for students with disabilities in compliance with Title II on the Americas with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973. DSS works to assist students with permanent or temporary disabilities to receive “reasonable accommodations” in academic and non-academic programs that provide them with an equal opportunity to fully participate and enjoy all aspects of student life at NMC.

Counseling also undertakes efforts to increase awareness among NMC staff, faculty, and students of disability related issues. The Disability Services Coordinator, who also functions as a Counselor and Academic Advisor, assists students in identifying and achieving educational goals; assesses students for Assistive Technology needs; determines “reasonable accommodations”; and coordinates services (on campus and in the community) for student support. Federal law requires that students with disabilities be considered on a case-by-case basis.

A student must identify himself/herself as an individual with a disability (physical, emotional, mental or sensory) and provide appropriate documentation from an appropriate professional which is licensed to diagnose their disability in order to receive services. Students who have an appropriately documented disability which “substantially limits one or more major life activities (including walking, seeing, hearing, speaking, breathing, learning and working is eligible for services from DSS which may include but are not limited to: assistive technology and/or devices (magnifiers, tape recorders, closed captioning, alternative keyboards, etc.); alternative testing services (quiet testing location, additional time, use of computers, scribes, and/or other testing modifications); classroom relocations; accessible chairs/tables; instructional materials in alternative print format (audio, enlarged print, etc.); early/priority registration; sign language interpreters; note-taking; readers; and tutors.

Prospective and current students who have a documented and verifiable disability and are interested in receiving more information regarding services for students with disabilities are encouraged to contact Disability Support Services at 237-6873, located in Building I adjacent

to the NMC Snack Bar. Students with disabilities are encouraged to contact Disability Support Services upon or prior to enrollment to ensure that they receive “reasonable accommodations” in a timely manner.

### ***Tutoring Services***

The Northern Marianas College is dedicated to cultivating academic excellence and is driven by the philosophy that students working with peer tutors promotes academic and college success.

#### **Project PROA (*Promotion and Retention Opportunities for Advancement*)**

PROA Center, Building I

Monday to Friday: 8:00am-5:00pm

The Center provides the following services for students who are 1) of Chamorro and/or Carolinian descent and 2) persons with a learning disability

- **Free Tutoring** – academic subject in various subject areas –
- **Personalized Advising** to help students successfully map their way to graduation –
- **Mentoring** to provide additional guidance and academic support –
- **Outreach Activities** to network and take advantage of services offered by partnering agencies -**Academic Activities** to develop professional development tools to enhance learning –
- **Cultural Activities** to learn and expand the Chamorro and Carolinian heritage

Students in need of academic support in various subject areas, including English and math, are encouraged to utilize the services regardless of whether they meet the above criteria.

To inquire more information, please call 237-6777.

#### ***English Lab***

Building M

Monday and Friday: 8:00am-5:00pm

Tuesday to Thursday: 8:00am-7:00pm

Saturday: 9:00am-11:00am

For more information, call 237-6729

The English Lab is available for students in Non-Degree Unit (NDU) English classes (or classes below EN 101) and for Adult Basic Education (ABE) students. Students may avail of tutorial services, which include assistance with writing and editing assignments. Students also fulfill their lab hour requirements here. Computer workstations, textbooks and workbooks, and other resources are available for use in the English Lab.

Students must present valid student identification upon entering and leaving the English Lab.

#### ***International Student Services (ISS)***

Building I

Monday to Friday: 8:00am-5:00pm

For more information, call 237-6778

The ISS student tutors are available to tutor all enrolled students in general courses, including Education and NDU English classes. Computer workstations and other resources are available for students.

### ***Learning Support Services***

Building I

Monday to Friday: 8:00-5:00pm

For more information, call 237-6782

The Learning Support Services (LSS) provides study and life learning skills to all participants to enhance and achieve their personal, educational, and career goals. These services include supplemental instruction in developmental courses, student success workshops, support with students with disabilities, and career advising.

The NMC Learning Support Services offers a variety of programs and services to meet the needs of an increasingly diverse student population.

### ***Early Admission***

The counseling staff helps facilitate early admission to the college for high school students and/or students under the age of 16 who are eligible to enroll in college-level courses. Parents and students are encouraged to review the Early Admissions Checklist for eligibility requirements and contact a counselor for more information.

### ***Early Intervention***

NMC counselors and instructors work collaboratively to identify and assist students who are at risk of either performing poorly academically or dropping out of school. The counseling staffs reach out to students referred by instructors and engage students with information, insight and available options to assist with overcoming their individual issues.

The counseling staff reaches out to students on probation or suspension to review options for continued enrollment and identify resources to support academic success.

### ***Transfer Admissions Planning***

The Counseling Center keeps catalogs and transfer admissions information for select four-year colleges and universities on Guam, Hawaii, and the U.S. Mainland. The counseling staff also work closely with academic departments to develop transfer articulation agreements with these schools and a system for tracking transferable courses. All NMC students have access to the Counseling Center staff, computers, and printing in preparation for transfer to a four-year college/university beyond NMC.

### ***Student Success Series***

The Counseling Center staff offers educational workshops for students throughout the year to enhance learning and address student needs and issues. There are workshops that are offered regularly as part of the Center's Student Success Series, for more information please contact the counseling office.

### ***Career Services***

Career Services at Northern Marianas College serves all students and alumni in their career development, offering resources with student employment, part-time jobs and networking opportunities. Services and programs provided by Career Services were designed to

complement the College's academic programs by helping meet student career development and employment needs before and after graduation. Career Center offers the following services:

- Career counseling and guidance,
- Explore majors and careers,
- Career Assessment, Career and Education Planning, Career Development: Kuder Journey
- Workshops and events: Resume and cover letter writing, Interview Preparation, Career Fair, Mock Interviews, and more!
- Career tools and resources,
- Student Employment and Internship Programs,
- Outreach and awareness,
- And so much more!

### **Kuder**

The lifelong Kuder Career Portfolio allows individuals to take research-based assessments, explore education and careers, lay out a school specific education plan, and plan for career success. The portfolio takes individuals step by step through the career development process starting with learning interests to choosing an educational institution, and finding a job that's right for you. Once you create a portfolio, it is yours for life. Kuder is web-based and may be accessed at any time. Complete the assessment on your own time or it may be a class assignment.

**For College Students and Adults:** Kuder Journey is a one-of-a-kind solution to help you plan for the right career! Based on your specific needs, Journey provides reliable tools to assess your interests, suggest education and career options, prepare you for the job search, and connect you to today's jobs. [[www.kuderjourney.com](http://www.kuderjourney.com)]

**For Middle and High School Students:** Starting to build a career plan? Looking for colleges? Ready to showcase your portfolio? Navigator makes planning for the future fun while providing the reliable college and career guidance you can count on.

### ***Title IX & Victim Advocacy***

Northern Marianas College does not discriminate on the basis of sex in any educational program, employment or activities.

Sexual assault and sexual harassment is a form of sex discrimination prohibited by Title IX of the Education Amendment of 1972. Educational institutions that receive Federal financial assistance are prohibited under Title IX from subjecting any person to discrimination on the basis of sex. (DCL, 2015)

Below are list of Title IX resources for your perusal

- [Title IX Guide and Frequently Asked Questions](#)

### **Victim Advocacy on NMC**

The Victim Advocate provides information and resources, advocacy and support to students and employees who may be victims of crime, violence, or abuse. The victim advocate upholds and assures confidentiality.

### **How the Victim Advocate Helps**

The Victim Advocate provides information and resources, advocacy and support to students and employees who may be victims of crime, violence, or abuse. The victim advocate upholds and assures confidentiality.

### **On-Campus Services**

The Victim Advocate may be the first person to respond to the victim. During this critical time victims may experience a wide range of feelings and emotions. As an advocate, we can assist in many ways.

- Emotional support
- Information about resources and options
- Needs assessment
- Create safety planning
- Appropriate referrals in the following areas:
  - Academic Support
  - Guidance
  - Medical
  - Public Safety Reporting
  - Advocating with Professors

### **How to Get Help:**

#### **Victim Advocate**

Neda C. Deleon Guerrero  
[Neda.dlguerrero@marianas.edu](mailto:Neda.dlguerrero@marianas.edu)  
670.237.6759

#### **Title IX Coordinator**

Novelyn Tenorio  
[Novelyn.tenorio@marianas.edu](mailto:Novelyn.tenorio@marianas.edu)  
670.237.6858

#### **Campus Security**

670.237.6800  
or  
670.888.1911

#### **Public Safety**

911