



Northern Marianas College
**ACADEMIC
CATALOG**

2019 - 2023



A Message from Our President

Hafa Adai and Tirow Wóómi,

Welcome to Northern Marianas College! For more than 35 years, the College has continued its commitment to academic excellence and has graduated thousands of students who are now business executives, government leaders, community advocates, and professionals in a wide range of industries.

Accredited by the Senior College and University Commission of the Western Association of Schools and Colleges (WASC), Northern Marianas College offers excellent educational programs delivered by highly qualified faculty utilizing modern teaching methods and classroom equipment. Along with faculty members, our support staff is also continuously improving College services designed to make your college experience rich, efficient, and memorable.

The College offers several degree and certificate programs, including a Bachelor of Science degree in education (with emphasis on elementary education, early childhood education, special education, or rehabilitation and human services) and a Bachelor of Science degree in business management with a concentration in accounting. The College also offers associate degrees in business, business administration (with emphasis on accounting, business management, or computer applications), liberal arts, nursing, natural resources management, criminal justice, and hospitality management. Moreover, it offers short-term certificate programs in different vocational, academic, and professional areas.

The College's high academic standards, complemented by its strategic partnership agreements with other institutions, further provide you with greater flexibility and options as you transition into a four-year degree program. Many of our alumni have already successfully transferred to prestigious, national and international universities.

This catalog has been designed to provide you with valuable information about NMC's admissions and academic policies, academic courses, tuition and fees, financial aid options, and other important information you need for your academic journey. We encourage you learn more about the College by meeting with current students, faculty and staff members, visiting our campus, or logging on to the NMC website at www.marianas.edu.

On behalf of the Board of Regents, faculty, and staff, we welcome you to explore all your possibilities at the Northern Marianas College. Thank you, Si Yu'os Ma'ase, and Olomway!



Frankie Eliptico
Interim President
Northern Marianas College

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Tel. (670) 287-4218

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RIGHT TO MODIFY OR CHANGE RULES, FEES, AND PROGRAMS

Northern Marianas College has made reasonable efforts to provide in this catalog information that is accurate at the time of publication. However, the college reserves the right to make appropriate changes in procedures, policies, calendars, requirements, programs, courses and fees. When feasible, changes will be announced prior to their effective dates, but the college assumes no responsibility for giving any particular notice of any such changes. Nothing contained herein shall be construed to create any offer to contract or any contractual rights.

Academic Calendar

Admission for New Students

Complete the admission application at www.marianas.edu/apply. Check your email for a welcome letter from our Enrollment Services staff within 1-2 business days of completing the application. Be sure to submit the following documents with your application:

1. A completed admission application by the application deadline;
2. A \$25 (resident) or \$50 (non-resident) application fee;
3. 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.
4. Photocopy of a valid, government-issued photo identification.
5. A completed Authorization to Release Directory Information form.
6. Completed Health Evaluation Form.

There are seven admission classifications each identified by the type of applicant seeking to enroll in academic courses. Certain programs may require additional supporting documents.

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.

Additional Requirements:

7. Students who completed high school from home-study schools must submit the following:
 - 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).

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.

Additional Requirements:

- Parental Permission 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.

Additional Requirements:

- Placement at or above college level English composition (EN 101) and college algebra (MA 132).

4. Visiting Student Program (Transient Student)

An applicant seeking admission under the Visiting Student Program is a degree seeking student who is currently pursuing a degree at another institution and planning to enroll at NMC to take classes toward their degree.

Transient Students are not eligible to receive financial aid at more than one institution for any one term. Therefore, must apply for financial aid at the institution where they are degree-seeking, referred to as the home institution.

Transient students are not eligible to receive financial aid at NMC. If you wish to receive financial aid at your Home institution based on your enrollment at NMC, you must contact your Home school and ask about a Consortium Agreement. Please be aware that not all schools will recognize a consortium agreement, and it is the student's responsibility to determine if this is the case.

5. F-1 Nonimmigrant Student Program (International Student Admission)

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.

Additional Requirements:

- 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 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.

International Student 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 Enrollment Services may accept other proof of English language proficiency for admission purposes, such as ACCUPLACER test results, transfer credits, etc.

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. 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. 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:

Tuition and Fees:	\$ 5,920
Living Expenses:	\$ 12,100
Books:	\$ 1,600
Personal expenses	\$ 2,100
Health Insurance (Optional):	\$ 3,852
TOTAL	\$ 21,720
BSBM, ASN, or BSEE*	\$ 24,720

*Cost of attendance for students enrolled in the upper level courses in BS in Business Management, BS in Education or AS in Nursing programs.

Dependent Financial Guarantee

Evidence of financial support for dependents of F-1 (spouse and dependent children) is also required: \$7,500.00 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.**

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 does not guarantee you the WUE rate.

For more information please see the WICHE section of this catalog.

Additional Requirements:

- Submit proof of permanent residency in one of the participating WICHE Member States
- 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.

Transcript & Evaluation

NMC accepts credits from regionally accredited colleges and universities. Have your OFFICIAL transcripts sent electronically to admissions@marianas.edu or by mail to:

Northern Marianas College
Enrollment Services
P.O. Box 501250
Saipan, MP 96950 USA

There is an additional process for International Transcripts (See Transfer Credit Procedure)

Military Transcripts - NMC accepts and reviews the Joint Services Transcript and/or DD214 and applies credits using the American Council on Education's guidelines. Credit may be granted for military courses based upon The Guide to the Evaluation of Educational Experiences in the Armed Services and if the courses apply to the student's NMC major.

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 admission 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 becomes 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.

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.

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.

Learn More About Becoming a Student

- Submit an inquiry form
- Visit us on campus
- Attend an Info Session or other recruitment events.

Advising & Registration

Academic Advising

All students are required to obtain academic advising prior to registering for classes. Academic Advisors provide assistance with course enrollment and navigating the college environment.

Students are assigned an academic advisor upon completion of their admissions application.

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. International Students must receive approval from the International Student Counselor prior to initiating a program/advisor change.

Determining Applicable Catalog

Students who maintain continuous enrollment at Northern Marianas College may graduate according to the requirements in the catalog in effect at the time of initial enrollment or according to the requirements in any single catalog in effect during subsequent terms of continuous enrollment.

A semester in which a student earns course credit will be counted toward continuous enrollment. Non-credit courses, audited courses, failed courses, or courses from which the student withdraws do not count toward the determination of continuous enrollment for catalog purposes.

Students who do not enroll for two consecutive semesters are no longer considered continuously enrolled, and must meet the requirements in the catalog in effect at the time they return, or in any single catalog in effect during subsequent terms of continuous enrollment thereafter.

To meet the requirements of continuous enrollment, students are not obligated to enroll and earn course credit during summer terms, but summer enrollment may be used to maintain continuous enrollment status. Students admitted or who return after an absence during a summer term must follow the requirements in the catalog in effect in the following semester or in any single catalog in effect during subsequent terms of continuous enrollment.

Placement Testing

All certificate and/or degree-seeking students are required to take the English and 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 courses require minimum English and Math prerequisites, students will not be allowed to register for classes without placement scores, or completion of course prerequisites.

Placement Exceptions:

- New students who choose not to take the placement tests may register for EN 070, EN 071, and MA 087 only.
- Students who complete NMC approved math or English transition courses through their high school, will be placed into college level math or English.
- Students who complete certain Advanced Placement or Dual Enrollment courses while in High School will be waived from having to take math and English placement tests.

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.

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, writing and math. In the event ACCUPLACER is not available NMC may use a paper based placement test.

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.

To schedule a placement test contact:

Testing Services

Phone: 237-6774

Email: isabel.matsunaga@marianas.edu

Location: Bldg. N

Registering for Courses

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

Ongoing students are scheduled to register ahead of new and readmitted students as published in the Academic Calendar. Ongoing students who receive permission to register from their advisors may access the online Proa Portal to register for courses online at any time during the registration period.

New and Readmitted students must attend Student Orientation as well as meet with an advisor prior to gaining access to the online course registration system.

Registration Steps

1. Meet with Advisor

Before meeting with your Academic Advisor, be sure to clear all HOLDS on your student account.

Holds can be viewed by logging into your Proa Portal account. Holds may be placed on your account if you have any pending books, charges, required documents from the following departments: Library, Bookstore, Finance Office, Office of Admissions and Records

After clearing holds, make an appointment with your Academic Advisor. Your advisor will review your status and degree program requirements and offer suggestions for course enrollment. Your advisor will also release your registration hold or authorize you to register using Proa Portal. Bring copies of your English and Math Placement slip or official transcripts, if placement results or transfer credits are not indicated on your portal.

1. Access Proa Portal

To register for classes, access your Proa Portal account. Proa Portal accounts are set up by Information Technology or Enrollment Services staff.

Username: Your Powercampus/NMC student ID number be sure to include all preceding zeros. (Your PowerCampus ID number is also printed on your student ID card)

Password: A temporary password will be sent to your NMC email address.

Find Your Courses

Go to the “Find Courses” link for the term that has an open Registration Period, and proceed with customizing your search for available courses for the upcoming semester. Add courses to your cart. You may change your course schedule (add or remove courses) up until the end date of registration (See Academic Calendar for dates). Any changes after this date must be made using paper based forms with appropriate signatures.

Review & Finalize your Courses

Upon reviewing the courses added to your cart, go to “Proceed to Registration” link to finalize your schedule. To view and print your schedule, click on the “Classes” tab on the Proa Portal home page and select schedule.

Course Overload

Students can register for up to 18 credits with the academic advisor’s approval. Students can register for 19-22 credits with a cumulative GPA of 3.5 and submission of a completed Request for Course Overload Form, which must be approved by both the student’s academic advisor and by the department chair for the student’s program.

Add, Drop & Withdrawal Procedures

1. Obtain an Add/Drop Form or a Withdrawal Form from your advisor and have your advisor initial in the appropriate box.
2. Submit form to The Office of Admissions and Records for processing.
3. If applicable, contact the Financial Aid Office regarding your financial aid award adjustment.
4. Contact NMC Finance Office about financial adjustment and final processing.

Waitlist Process

1. A course that is full will have a “Wait” button instead of “Add”. Click on “Wait” to include this course in “My Cart” as a Waitlist Item. Your waitlist item(s) will remain with the status, “On Waitlist”, as long as the class remains full.
2. When a seat becomes available and you are next on the list for this seat, you will automatically be notified by email that your status for the course in “My Cart” has changed to “Waitlist Pending”. In “My Cart”, check the box beside the course name and click on the “Next” button at the bottom of the page. The course will now appear in “My Cart” with the status “Registered”. NOTE: You will have 24 hours to add the course.
3. If applicable, contact the Financial Aid Office regarding your financial aid award adjustment.
4. Contact NMC Finance Office about financial adjustment and final processing.

Tuition, Fees, and Payment Information

Student Financial Responsibility

Students are expected to attend all classes in which they are enrolled. Students who do not attend or stop attending classes and fail to personally drop by the drop deadline will be responsible for all tuition and fees. Students are responsible to pay all charges on their account by the payment due date, even if they do not receive a bill, or their account is being paid by another party. Payment is due within the first week of instruction. If students enroll after that date, payment is due immediately. Access to student bills are available online in the Proa Portal Finance tab. The cost of credit classes is based on the number of credit hours. Credit hours for each course are listed in the class schedule. There are other fees that may apply. CNMI residents 62 years of age and older, Government, and College Employees may be eligible for free or discounted tuition. Non-credit classes are priced individually.

Payment Options

1. Pay **in person**. We accept cash, checks, money order, and all major debit/credit cards.
 - a. Visa, MasterCard, JCB, American Express, Union, Discover, Diners Club Int.
 - b. Please make checks payable to:
Northern Marianas College
 - c. NMC Cashier Office is located in building N-4.
2. Pay **by phone**. With a debit/credit card please call (670) 237-6821 during working hours for further assistance.
3. Pay **by email**. With a debit/credit card, you can send an email to nathaniel.seng@marianas.edu and further instructions from the cashier will be made.
4. Pay **by mail**. Using a check or money order, please send payments to:

Check payable to: Northern Marianas College
NMC Address: Finance Office
P.O. Box 501250
Saipan, MP 96950

Tinian and Rota Payment Services:

Our NMC Tinian and Rota campuses are offering services to all students' account inquiries. Payments can only be done by cash, check, or money order. Please follow guidelines above.

NMC Tinian Center

P.O. Box 459

Tinian, MP 96952

Tel: (670) 433-0649/0657

NMC Rota Center

P.O. Box 879

Rota, MP 96951

Tel: (670) 532-9513

Returned Check

For every returned check payable to Northern Marianas College, a returned check fee will be assessed in the amount of \$50.00. The NMC Finance Office will contact the student, NMC employee, or external vendor regarding the returned check. All returned checks must be remitted in the form of a cash payment within (5) business days. Non-payment of returned checks shall be referred to a collection agency for further action.

If a student fails to remit payment, he or she will be automatically de-registered for the term. Transcripts, grades, diploma, certificate, record certification, educational records and other requests shall be not be released until the full payment of the returned check and additional charges are paid in full.

If more than one student account has been paid by one check payment, which later results to a returned check, a returned check fee of \$50.00 shall be applied to each student account. The returned check fee is subject to increase based on approval.

Residency

For tuition purposes only, the Northern Marianas College (NMC) Board of Regents has fixed the following definitions of a resident student who registers at NMC.

A resident student is defined as a person:

1. Who is a U.S. citizen or permanent resident and domiciliary of the CNMI for more than one year (12 consecutive months) immediately prior to enrollment;
2. Who is not a U.S. citizen or permanent resident, but is married to one who is a domiciliary of the CNMI for more than one year (12 consecutive months) immediately prior to enrollment;
3. Who is not a U.S. citizen or permanent resident, but was born in the CNMI between August 1, 1974 and November 3, 1986, and domiciliary of the CNMI for more than one year (12 consecutive months) immediately prior to enrollment;
4. Who is not a U.S. citizen, but is a permanent resident of a signatory of the Pacific Postsecondary Educational Council (PPEC) agreement regarding resident tuition; PPEC entities include Guam, Hawaii, American Samoa, the Republic of Belau, the Republic of the Marshall Islands, and the Federated States of Micronesia. (Proof of permanent residency under this provision must be provided);
5. Who is a covered individual as defined in 38 U.S.C. § 3679(c);

6. Who is not a permanent resident or U.S. citizen, has resided in the CNMI for the 3 years immediately prior to receiving a high school diploma and completed the full senior year at a CNMI high school; or
7. Who is not a permanent resident or U.S. citizen and continuously maintains full-time status at NMC for 3 academic years.

Students enrolled at the College under reciprocity agreements and programs, such as the Western Undergraduate Exchange (WUE) program, may receive reduced tuition rates as defined by such programs.

Domiciliary means physical presence with the intent to make the CNMI one's permanent home. Examples of proof of one's intent can include, but are not limited to: registering to vote and voting in a CNMI election, designating the CNMI as your permanent address on all school and employment records, and paying CNMI taxes.

The domicile of a dependent may be based on the domicile of his or her parent(s) or guardian. A qualifying dependent must be

claimed on tax forms of individuals who meet the definition of a resident student as defined in 1-4 above.

A student classified as a resident for tuition purposes will lose this status if absent from the CNMI for more than 12 consecutive months, unless that student was a member of the U.S. armed forces.

Furthermore, resident status will not be lost solely because of absence from the CNMI while a member of the U.S. Armed Forces, or a dependent of a parents in the U.S. Armed Forces, or while a CNMI Government employee outside of the CNMI.

A student not meeting any of the above definitions shall be classified as a nonresident student.

The burden of proof is upon the student who is making the claim to resident student status. The student who knowingly provided false information or who conceals or refuses to reveal information for the purpose of achieving resident status may be charged non-resident tuition rate and be subject to cancellation of admission to NMC.

Tuition & Fees

Tuition and fees are subject to change by the Board of Regents. They are payable at the time of registration unless the NMC Finance Office approves a Deferred Payment contract, or a student is receiving financial assistance. Students will not be admitted to

classes or laboratories until their tuition and fees have been paid. The tuition and fees schedule was adopted on October 1, 2015 for implementation during the Fall 2016 term.

	Resident	Non-Resident
Tuition per credit hour	\$128.25	\$190
International Student Fee	\$200	\$200
English Placement Test Fee	\$25	\$25
Math Placement Test Fee	\$25	\$25
Admissions Fees		
Admissions Application Fee	\$25	\$50
Re-admission Application Fee	\$25	\$50
Registration Fees		
Registration Fee	\$30	\$30
Late Registration Fee	\$35	\$35
Miscellaneous Fees		
Record Certification Fee	\$5	\$5
Course Change Fee (add/drop/withdrawal)	\$5	\$5
Credit-by-Exam Application Fee	\$20 + tuition & fees	\$20 + tuition & fees
Auditing Application Fee	\$20 + tuition & fees	\$20 + tuition & fees
Independent Self Study Fee	\$20 + tuition & Fees	\$20 + tuition & Fees
Application to Graduate Fee	\$75	\$75
Application to Graduate Fee (2nd certificate degree)	\$40	\$40
Certificate of Completion/Achievement	\$75	\$75
Diploma Re-order Fee	\$30	\$30
Student ID Card Fee	\$5	\$5

Copy of Education Record(s) Fee	\$5	\$5
Return Check Fee	\$50 + tuition & Fees	\$50 + tuition & Fees
Transcript Fees		
Transcript Request Fee	\$5	\$5
Emergency Transcript Request Fee	\$20	\$20

Lab/Course Fees

Nursing (NU 105, NU 107, NU 108, NU 109, NU 203, NU 207, NU 212)	\$500	\$500
School of Education Upper level Courses (ED 321, ED 435, ED 451, ED 471, ED 492, ED 493, RH 330)	\$500	\$500
Business Department Upper level Courses (CS 300, FM 300, MG 405, CE 400, MG 440)	\$500	\$500

Flat (Student Support) Fees For All Students Registered For:

Equal to or less than 5 credits	\$125	\$125
Equal to or less than 11 credits	\$200	\$200
Equal to or greater than 12 credits	\$300	\$300
Facilities Fee	\$100	\$100
Technology Fee	\$50	\$50

SUMMARY OF MANDATORY FEES

	Resident/Non-Resident	F-1 Visa Student
Mandatory Fees Per Semester	\$480.00	\$680.00
Mandatory Fees Per Academic Year	\$960.00	\$1,360.00

Banded Tuition Rate

Northern Marianas College has a banded tuition structure. In the banded structure, students pay a flat tuition rate when enrolled for 13-15 credits. The flat tuition rate is the equivalent rate for 12 credits. Students pay a per credit tuition rate when enrolled in 1-12 credits. Students in 16 or more credits will have tuition charged using the flat tuition rate plus the per credit tuition rate for each credit over 15.

Mandatory Fees

Mandatory Fees include the Registration Fee, Flat (Student Support) Fee, Technology Fee, and Facilities Fee required of all students charged upon enrollment in each term. The Summary of Mandatory Fees is based on full-time enrollment (12 or more credits).

Veteran Tuition

NMC offers in-state tuition rate (resident rate) to qualified veterans and their dependents, regardless of state residency status effective January 1, 2016 to comply with Section 702 of the Veterans Access, Choice and Accountability Act (Choice Act). A "covered individual" is defined in 38 U.S.C. § 3679 ©, for more information regarding "covered individuals" and veterans services please see the Veteran Services section of the catalog.

Student Tax Reporting

As an eligible post-secondary institution, on spring 2016 the Northern Marianas College has implemented the distribution of the 1098-T tuition statement to all students who paid "qualified educational expenses" for the preceding tax year. The Internal Revenue Service requires Northern Marianas College to report form 1098-T for all qualified tuition and fees expenses, scholarship and grants that are billed towards student accounts.

Form 1098-T is an IRS form that is distributed in January to students who had qualified education expenses during the previous calendar year. The form, in conjunction with personal financial records, can be used by students and their families to compute an education tax credit or deduction for their tax return. However, receipt of the 1098-T does not automatically make a student eligible for an education-related tax credit or deduction. Individual students should consult with a professional tax preparer or see IRS Pub. 970, Tax Benefits for Education or similar resources on www.irs.gov regarding any other questions they have about educational tax credits or possible tax liability for grants and scholarships which may be considered taxable to the extent that they are not used for qualified educational expenses.

Tuition Waivers and Discounts

Man'amko Tuition Waiver

Senior Citizens: Man'amko Tuition Waivers are available to persons 62 years of age or older who are residents of the Commonwealth of the Northern Mariana Islands (CNMI) as defined in the Residency Classification section of the College's Course Catalog. For more information see NMC Procedure 7015.1, forms are made available at the Office of Admissions & Records.

Government Employees Professional Development Assistance Program

The Government Employees Professional Development Assistance Program (GEPDAP) is geared to provide professional development for qualified CNMI government employees. GEPDAP candidates must be current employees of the CNMI Government and have been employed for a continuous period of twelve (12) months. Candidates who no longer work for the CNMI government will be ineligible to receive GEPDAP assistance. For more information see NMC Procedure 7015.2, forms are made available at the Office of Admissions & Records.

Tuition Waivers for NMC Employees

Regular, full-time NMC employees who have been employed for a continuous period of 12 months are eligible for Tuition Waivers. To obtain a copy of the NMC employee tuition waiver application, it can be easily found on the public file under the HR department folder. For more information see NMC Procedure 7015.3, forms are made available at the Office of Admissions & Records.

Steps to Graduation

Students who maintain continuous enrollment at Northern Marianas College may graduate according to the requirements of the catalog in effect at the time of initial enrollment or according to the requirements of any single catalog in effect during subsequent terms of continuous enrollment.

A semester in which a student earns course credit will be counted toward continuous enrollment. Non-credit courses, audited courses, failed courses, or courses from which the student withdraws do not count toward the determination of continuous enrollment for catalog purposes.

Students who do not enroll for two consecutive semesters are no longer considered continuously enrolled and must meet the requirements of the catalog in effect at the time they return or of any single catalog in effect during subsequent terms of continuous enrollment thereafter.

To meet the requirements of continuous enrollment, students are not obligated to enroll and earn course credit during summer terms, but summer enrollment may be used to maintain continuous enrollment status. Students admitted or who return after an absence during a summer term must follow the requirements of the catalog in effect the following semester or of any single catalog in effect during subsequent terms of continuous enrollment.

General Graduation Requirements

In addition to the general degree requirements listed immediately below, all students seeking an associate degree must meet the graduation requirements specific to their degree program. Credit hours and course requirements vary among the degree and certificate programs offered at NMC. Degree programs include coursework in the following areas: core course requirements, General Education requirements, program requirements, and electives.

- A minimum cumulative GPA of 2.0 is required in order to be considered for graduation. Courses below the 100 levels will not meet graduation requirements. Non-payment of financial obligations may cause diplomas and/or certificates to be withheld.
- Minimum Grade Point Average: Associate degree candidates must have a minimum grade point average of 2.0 on a 4.0 scale.
- Required Core Courses: Degree candidates must complete the following core courses with a "C" grade or better:
 - English Composition (EN 101)
 - Mathematics (MA 132 or higher)
 - Fundamentals of Speech Communication (CO 210)
 - Health (HE 150 or higher)
 - Current Issues in the CNMI (SO 297)

Filing for Graduation

Candidates for certificates or degrees must file a Petition to Graduate with the Office of Admissions and Records. The deadline to petition to graduate and participate in Commencement Exercises is indicated on the academic calendar.

Graduation Honors and Awards

Honors are awarded to graduating students in a degree program with a cumulative GPA as follows:

- Cum Laude 3.50 - 3.74
- Magna Cum Laude 3.75 - 3.95
- Summa Cum Laude 3.96-4.00

A student's GPA at NMC will, at any point in time, be based solely on courses taken at NMC. The graduating student in a degree program with the highest cumulative GPA will receive an Academic Achievement Award.

The Student Leadership Award is given to a graduating student in a degree program who has demonstrated leadership on campus and has manifested the potential to become a leader in the local community and in the CNMI. To be eligible for the Student Leadership Award, a student must have earned at NMC at least half the total number of credit hours required for graduation. Graduating students submit the names of proposed candidates for the Student Leadership Award. The Graduation Committee is responsible for the coordination and selection of the Student Leadership Award.

Commencement Exercises

After applying and being accepted as candidates for graduation, it is expected that students will attend the Commencement Exercises. Should candidates be unable to participate in the Commencement Exercises for reasons beyond their control, they may indicate on the Petition to Graduate their request to receive their certificates or diplomas in absentia.

Please note that after application and acceptance as a candidate for graduation, the notation of certificate or degree will appear on the transcript for that term when all requirements have been met.

Candidates for graduation who do not meet all graduation requirements are certified and issued a degree at a later date and for that term when all requirements have been met. Candidates who are 3 courses deficient in meeting graduation requirements and prefer to attend commencement, may submit an "Attend Commencement with Deficiency" (ACD) form for consideration by the college President. Candidates deficient more than 3 courses are not eligible to attend commencement, their petition to graduate will be deferred to the following semester.

Minimum Academic Residency Requirement

Academic residency requirement refers to the minimum number of NMC credits a student must earn to graduate with an NMC degree or certificate. All students must complete at least twenty-five percent of their degree and/or certificate requirements from NMC in order to meet this requirement. Academic residency can be completed at any time while a student is enrolled.

Upon submission of a petition to graduate form, the Registrar will perform an audit of a student's academic record to determine completion of all requirements for completion of an NMC degree or certificate. The Registrar will inform both the student and their academic advisor of specific deficiencies toward meeting the minimum academic residency requirement in writing within 15 days of the close of the registration period during the term in which the student petitions to graduate.

Learning Options

NMC offers a wide array of programs geared towards the nontraditional student. These programs range from pre-college or adult basic education to supplementary programs for adults in the workplace

Distance Education

Distance education through NMC-Online offers students a convenient way to take classes. NMC Online uses the MOODLE learning platform to deliver online course content. A wide variety of online courses are available. If you are a degree or certificate-seeking student, you can take up to 50% of your program's courses online. Our online courses are fully accredited and offer the same high quality of instruction and rigor as traditional classes. Registration, courses content, and course credit hours are the same as for equivalent courses held face-to-face on campus. Prerequisites and placement levels for online courses are also equivalent to face-to-face courses. Anyone eligible to take courses at NMC may enroll in distance education online courses.

NMC offers fully-online, hybrid, and web-enhanced courses. Fully-online courses include interactivity and content delivered entirely through NMC-Online. Hybrid courses are a combination of online and on-campus instruction; hybrid students meet regularly on-campus for at least 50% of the contact hours with the remaining being taught through NMC-Online. Web-enhanced courses are traditional face-to-face classes that are augmented with NMC-Online. Unlike hybrid courses, web-enhanced classes continue to hold all of their meetings for the full required contact hours traditionally on-campus.

NMC online courses are every bit as demanding as traditional courses. To succeed in a distance education course, you must be self-motivated and be able to work well independently with minimum supervision. You must be able to manage your time effectively and stay on track with your coursework. You will also need strong reading and study skills.

Although challenging, online courses are designed for optimum schedule flexibility, allowing you to balance your studies with work, family, and other life responsibilities. By providing online courses in flexible formats that allow you to study anytime and anywhere, NMC Online lowers barriers to obtaining an education.

To succeed in an online course, you must meet these requirements:

- Access to a computer with minimum technical requirements
- Consistent and reliable internet connection
- NMC student email address
- Basic computer skills
- Ability to download and install applications or plug-ins
- Sufficient time to devote to your coursework
- Time management skills

As a prerequisite to taking any online or hybrid courses, you are required to enroll in an online course orientation. Online course orientation is provided at the beginning of each semester. If you have previously taken any online or hybrid courses at NMC, you do not have to take the online course orientation.

Contact William Hunter, Coordinator of Distance Learning Education via email at william.hunter@marianas.edu or via phone at (670) 237-6882 for more information.

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.

Subject	AP Exam	AP Grade Required	NMC Course	Credits Awarded
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
	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	3+	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).

Credit for Prior Learning

Credit for Prior Learning may be awarded to NMC students who can demonstrate college-level learning in subject areas that NMC offers. Credit awarded for prior learning must be directly applicable to meet requirements for general education, a certificate, a degree, or electives as outlined by NMC's academic catalog. Credit awarded for prior learning may not be used to meet the college residency requirement. NMC offers two types of CPL: institutionally assessed and externally assessed; these are defined below.

Institutionally Assessed CPL Options:

Institutionally assessed CPL is awarded through the course challenge process and may include examinations and/or Portfolio evaluations. Institutionally assessed CPL is awarded for active NMC courses. Not all courses can be challenged. Program Heads shall determine which of its courses can be challenged. Students cannot challenge courses in which they are currently enrolled or that already appear on their transcripts. The challenge measurement and process established by the assessor shall assess

whether a student has met the course content and outcome objectives so that credit can be awarded. Only grade of "P" will be transcribed as and designated with a Prior Learning notation.

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 a portfolio for assessment and evaluation that will demonstrate, explain, and verify that there is proficient undergraduate or graduate level learning that could be awarded credit. According to accreditation standards, PLA credits shall not exceed 30 credits applied to a degree program.

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).

Externally Assessed CPL

Externally assessed CPL is awarded for learning that has been assessed outside the traditional college setting. Examples of external assessments that may warrant the awarding of CPL include:

- ACE-recommended credit for corporate courses or exams,
- Joint Services Transcripts (JST) coursework, or military occupations (MOS)
- College Level Examination Program (CLEP)

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 Learning and Student Success 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 Learning and Student Success.

Resources & Special Programs

NMC provides a wide range of student-focused resources in various areas to help a student succeed while enrolled.

Learning Support Services

The purpose of the Learning Support Services is to support under-prepared and challenged students by providing academic support services to accomplish and sustain the Northern Marianas College Mission.

Early Intervention & Student Success

Early Intervention and Student Success counselors work collaboratively with faculty and instructors to identify and assist students who are at risk of either performing poorly academically or dropping out of school. The Counseling staff 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 academic sanction to review options for continued enrollment and identify resources to support academic success and retention.

Early Admission

The Counseling staff serve as advisors to early admission students who are comprised of high school students and/or students under the age of 18 who are eligible to enroll in college-level courses. Parents and students are encouraged to contact their counselor for more information upon enrollment to the College.

Student Success Series

The Counseling staff offers educational workshops for students throughout the year to enhance learning and to address student needs and issues. These workshops are offered regularly on a monthly basis.

Transfer Admissions Planning

The Counseling staff keep 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.

Tutoring Services

Tutoring services provided are designed to provide individualized attention that facilitates student learning success. The friendly, supportive, and encouraging tutors assist students with courses related to English, Math, Science, Language, Speech, Education, Nursing, and much more.

Please Note: Schedules may not be available until after the semester starts. One-on-one, small group, and walk-in tutoring sessions are offered for selected courses. The maximum amount of time for each tutoring session is 90 minutes.

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: failure 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 data 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.

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 of the Americans 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, 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 visit the Disability Support Services, located in Building G or call 237-6874. 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.

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,
- Kuder Journey- Career Assessment, Career and Education Planning, Career Development (see below),
- Workshops and events: Resume and cover letter writing, Interview Preparation, Career Fair, Mock Interviews, and more!
- Career tools and resources,
- Student Employment 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.

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.

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.

Student Employment

The Student Employment Program is available to provide NMC students information and locate on-campus job opportunities. During the academic year, campus employers provide temporary, part-time jobs for ongoing students.

Working part-time while going to school has multiple benefits: earn extra money, acquire valuable and fundamental work experience, an opportunity for networking with professionals, explore career choices, exposure to the working world, and increase your marketability after graduation.

Determine your eligibility:

Student Employment

- Have completed 15 college credits;
- Fulltime enrollment (12 Credits or more) during Fall and Spring semesters, and show intention to attend the Fall during Summer semesters;
- Minimum cumulative GPA of 2.5 or higher as required by department. For Academic Tutors, an accumulative GPA of 3.5 and completion of EN101 & MA132 is required;
- Complete Kuder Journey assessments; and
- Submit a current resume along with the Student Employment Application to hiring department.

Federal Student Employment

- Must be Pell grant eligible and maintain satisfactory academic progress as verified by the Financial Aid Office.
- Meet all Student Employment requirements. See above.

Office on Violence Against Women

The Office on Violence Against Women (OVW) is a component of the United States Department of Justice (DOJ). Created in 1995, OVW implements the Violence Against Women Act (VAWA) and subsequent legislation and provides national leadership on issues of sexual assault, domestic violence, dating violence, and stalking. Since its inception, OVW has supported a multifaceted approach to responding to these crimes through implementation of grant programs authorized by VAWA. By forging state, local, and tribal partnerships among police, prosecutors, judges, victim advocates, health care providers, faith leaders, organizations that serve culturally specific and underserved communities, and others. OVW grants help provide victims, across their life span, with the protection and services they need to pursue safe and healthy lives, while improving communities’ capacity to provide justice for victims and hold offenders accountable.

The Campus Program encourages a comprehensive coordinated community approach that enhances victim safety, provides services for victims and supports efforts to hold offenders accountable. The funding supports activities that develop and strengthen trauma informed victim services and strategies to prevent, investigate, respond to sexual assault, domestic violence, dating violence, and stalking. Developing campus-wide coordinated responses involving campus victim service providers, law enforcement/campus safety officers, health providers, administrators, student leaders, faith-based leaders, representatives from student organizations, and disciplinary board members is critical. To be effective, campus responses also link to local off-campus criminal justice agencies and service providers, including local law enforcement agencies, prosecutors' offices, courts, and nonprofit, nongovernmental victim advocacy and victim services organizations. Campuses are encouraged to create or revitalize large-scale efforts that treat sexual assault, domestic violence, dating violence, and stalking as serious offenses by adopting effective, culturally relevant policies and protocols, developing victim services and advocacy programs, and implementing effective prevention approaches. Colleges and universities should demonstrate to every student that these crimes will not be tolerated, that perpetrators will face serious consequences, and that holistic services are available for victims.

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 offers in-state tuition rate (resident rate) to qualified veterans and their dependents, regardless of state residency residency status effective January 1, 2016 to comply with Section 702 of the Veterans Access, Choice and Accountability Act (Choice Act). A "covered individual" is defined in 38 U.S.C. § 3679 (c) of the Choice Act as:

- A Veteran who lives in the state in which the institution of higher learning is located (regardless of his/her formal state of residence) and enrolls in the school within three years of discharge from a period of active duty service of 90 days or more.
- A spouse or child using transferred benefits who lives in the state in which the institution of higher learning is located (regardless of his/her formal state of residence) and enrolls in the school within 3 years of the transferor's discharge from a period of active duty service of 90 days or more.
- A spouse or child using benefits under the Marine Gunnery Sergeant John David Fry Scholarship who lives in the state in which the institution of higher learning is located (regardless of his/her formal state of residence) and enrolls in the school within three years of the service member's death in the line of duty following a period of active duty service of 90 days or more.

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;
- 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.

Library Programs and Services

The purpose of the Department of Library Programs and Services is to provide both resources and an environment that enhance and encourage the college's academic and community-based programs.

Library Programs and Services supports instructional curriculum

and academic research, offering a wide range of services and maintaining a collection comprised of texts, audiovisual materials, and electronic resources that reflect and meet the diverse needs of NMC's students and faculty. Library Programs and Services also promotes information literacy through ongoing instruction and outreach, and strives to continually offer increased access to materials, both in print and online, in order to enhance scholarship at NMC.

Three of the collections under Library Programs and Services 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 Programs and Services also maintains the Curriculum Resource Center located in Building V. There is also a small NMC Library collection at the NMC Instructional Center on Tinian.

The entirety of the NMC Library collection, across these five locations, encompasses over 81,000 items, according to catalog records. Combined with all digital/electronic resources available at NMC, the total library holdings amount to well over 313,000 items. This number does not include most of the print items in the CNMI Archives, as these documents are searchable via our archival finds aids and not traditionally cataloged within our public access catalog (OPAC): library.marianas.edu.

The Olympio T. Borja Memorial Library serves as NMC's main library unit that is responsible for daily operations, collection development and management, and acquisition and cataloging of all materials for NMC's libraries. Within the physical collection at this site, NMC's library holdings boast over 20,000 items, including books, periodicals, and audiovisual materials.

Key Library Services:

- Reference Services and Research Support
- Collection Lending
- Access to Electronic Resources, Including eBooks and Academic Journals
- Information Literacy Instruction
- Study Space for the NMC Community
- Course Reserves
- Distance Education Support

The Pacific Collection

The Pacific Collection is a special collection focused on Micronesia and the Pacific region. The 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 digital and microfilm format, 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.

An invaluable resource, the Pacific Collection is the largest, most

comprehensive collection of its kind in the CNMI. The collection serves NMC students and faculty as well as local and international researchers.

CNMI Archives

The mission of the CNMI Archives is to preserve the historical, political, and cultural records of the Northern Mariana Islands and Micronesian region, including government documents and legal materials. The CNMI Archives also house historically significant material from the Spanish, German, Japanese, and Trust Territory Administrations of the Northern Marianas Islands. The CNMI Archives are the most comprehensive archival repository of CNMI government records that exist.

The collection includes 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.

Under Section 1305(b)(5), the duties of Northern Marianas College specifically include:

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 to the CNMI Archives

Students, faculty, members of the public, and researchers on Saipan can access the collections during posted business hours. Persons off-island may request materials, including digital reproductions, by contacting Library Programs and Services Staff.

Curriculum Resource Center

Campus Location: Building V

Phone: 237-6820

The Curriculum Resource Center (CRC) is a special unit of the Department, intended to support NMC's School of Education. Within the CRC, students and faculty can take advantage of dedicated study space, as well as texts, professional teaching journals, curriculum resources, and other research-based materials across the field of education (and related disciplines) that are supplemented by the main library collection.

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 Thursday;
9:00AM to 4:30PM, Friday
Phone: 237-6837/38
Email: nmc.bookstore@marianas.edu

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. Textbook 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 restrictions 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 (Depending on Pell award)

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 1st 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) or via a mass e-mail to students' NMC email accounts
- 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 25%

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

Project PROA

Project Promotion Retention Opportunities and Advancement (PROA) is an AANAPISI program at the Northern Marianas College that aims to increase the number of Chamorro and Carolinian students that graduate high school and enroll and succeed in college.

Project PROA offers free academic tutoring and college mentoring, advising and counseling, monthly academic and cultural workshops, access to computers, Internet, printers, academic and cultural resource books, and study space at the PROA Center.

English Lab

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 a valid student identification upon entering and leaving the English Lab.

Contact information:

Monday and Friday: 8:00am-5:00pm
Tuesday to Thursday: 8:00am-7:00pm
Saturday: 9:00am-11:00am
Tel: (670) 237-6729

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 or 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.

Student Email & Domain Access

New Students are required to sign-up for an email address during registration. As part of our continuous technology improvements, all students will 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.

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 the 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

communications 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.

Title IX & Victim Advocacy

Title IX

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
- www.knowyourix.org

Victim Advocacy

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

Office of Student Activities and Leadership

The Office of Student Activities & Leadership (OSAL) is dedicated to enriching the student learning experience by providing activities that develop leadership qualities, character, responsibility, positive work ethics, and teamwork.

Some of the various student engagement activities coordinated by OSAL, Recruitment Team and the Associated Students of the Northern Marianas College (ASNMC) include:

- Welcome week,
- Mini Carnival
- Beach Fest
- Debates
- Family Fun Days
- Sporting Events and Tournaments
- Festivals
- Student Leadership Development
- Student Workshops and Presentations

Student Government

The Associated Students of Northern Marianas College (ASNMC) is the official student governance body of the Northern Marianas College. Founded on the principles of unity, leadership, and service, ASNMC strives to foster effective communication between students and the rest of the campus community to address issues and concerns, thus maintaining and improving the quality of education and student life on campus.

ASNMC was chartered on September 12, 1986, pursuant to NMC Board Policy 5007-Student Services and Governmental Affairs. One year after its charter, ASNMC implemented the first student focus planning committee that ratified the governance body's constitution to include the establishment of the first internal student clubs and requested that the board include a non-voting member to the Board of Regents. ASNMC has chartered over 35 student clubs in the past with membership application for club organization increasing every semester.

ASNMC is a cooperative and student-driven governance body that shapes the core of student leadership. Its executive cabinet comprises four students who are elected at large by the student body and serve a one-year term in office. The positions are President, Vice President, Secretary, and Treasurer. Additionally, three senators are elected at large to represent the student body at NMC while a collective governing body of club representatives that forms the Inter-Club Council acts as the main advisory council to the executive cabinet.

Past successes for ASNMC include co-chairing the 2014 NMC Charter Day, hosting numerous forums for campus and CNMI-wide issues, and actively participating in the College's governance meetings. ASNMC officers are members of the College's internal governance bodies that shape the college's views on student perspectives and concerns. The bodies include the Board of Regents, the College Council, the Budget and Finance Committee,

the Recruitment Committee, the Graduation Committee, and the Charter Day Committee.

In addition, ASNMC has continuously worked in partnership with the Office of Student Activities and Leadership (OSAL), along with chartered clubs as part of the Inter-Club Council, in developing student leadership opportunities and events.

Student Clubs

Students may participate in or establish a variety of clubs. Club membership is an excellent way to meet other students who share the same interests. Students may contact the Associated Students of Northern Marianas College student government or the Office of Student Activities and Leadership for more information on students clubs.

Previous chartered student clubs have included, NMC Pride, Environmental and Natural Resources Organization (ENRO), Business Club, Nursing Club, Saipan Gospel Fellowship.

Honor Society: Phi Theta Kappa

Phi Theta Kappa, the national community/junior college honor society, recognizes student academic excellence and leadership potential and gives members the opportunity for involvement in leadership, travel, and campus and community service activities. An annual Honors Institute is held each June at university campuses around the nation. The honors theme is reflected in programs developed by the various chapters. Students must have a 3.5 grade-point average to be eligible for Phi Theta Kappa membership.

Honor Society: Sigma Beta Delta

Sigma Beta Delta, an international honor society, recognizes business, management, and administration students who rank in the top 20 percent of the junior, senior, or graduate class. Students who are a part of Sigma Beta Delta aspire to professional development and meaningful career goals through a lifetime of wisdom and honor. Some of the benefits of belonging to this honor society are lifetime recognition for academic achievement, fellowship and internship programs, and networking opportunities. Students must have a 3.5 grade-point average to be eligible for Sigma Beta Delta membership.

Academic Information & Procedures

Admissions (Procedure No.: 4002.1)

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 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.

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.

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 Enrollment Services or the Registrar. Students will receive a "W" for the course(s).

Active 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:

1. A "W" will appear on their academic transcript for course (s) from which they have officially withdrawn; and
2. 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).

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.

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.

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 Learning and Student Success 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.

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. Coursework 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 halftime 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 Learning Support 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 Learning Support 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 Enrollment Services, must follow requirements specified in the catalog or Individualized Degree Plan applicable at the time of reenrollment.

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 the final determination of the submission deadline.

If the coursework 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 Learning and Student Success 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 Learning and Student Success (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 Learning and Student Success will notify the student in writing and issue a memorandum to the Registrar

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

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

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

Senior: Student who has earned 91 credits and above.

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 Learning and Student Success 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 Learning and Student Success for processing and approval.

Academic Freedom and Responsibility

BOR Policy 3000

1) General Principles: The primary responsibility of the academic community is to provide for the enrichment of intellectual experience. Essential to the realization of this ideal is a free and open academic community which takes no ideological or policy position itself. The responsible academic community welcomes those who do take an ideological or policy position and jealously guards their right to do so. Conflict of ideas cannot occur unless there is an opportunity for a variety of viewpoints to be expressed. Toleration of what may be error is an inescapable condition of the meaningful pursuit of truth. The academic community must be hospitable even to closed minds and it must welcome the conflict of ideas likely to ensue. Academic responsibility to provide opportunity for expression of diverse points of view generates academic freedom.

2) Faculty: Faculty members are entitled to full freedom in research and in the publication of results, subject to the adequate performance of their other academic duties. They are also entitled to freedom in lecturing or conducting demonstrations in their subject or field of competence. They are entitled as any other member of the community in which they live to establish membership in voluntary groups, to seek or hold public office, to express their opinions as individuals on public questions and to take action in accordance with their views. Cognizant of their responsibilities to their profession and to their institution, faculty accept certain obligations; they should attempt to be accurate, to exercise sound judgment and respect the rights of others to express opinions. They must make clear that their actions, their statements and their memberships so not necessarily represent the views of the academic community. If there are controls to be exercised over faculty members, they are the controls of personal integrity and the judgment of their colleagues.

3) Students: Students are entitled to be taught by unfettered instructors and to have access to all information pertinent to their subjects of study. They are entitled to as complete freedom as possible in the selection of their curriculum, instructors, and associates. Moreover, they have a right to intellectual disagreement with their instructors and associates and to question them without fear of recrimination or punishment. They also are entitled to seek the publication of their views, to seek membership in voluntary groups, to seek or hold public office, and to take lawful action in accordance with their views. Students also have the responsibility to make clear that their actions, memberships, and statements do not represent the views of the academic community.

4) Guest Speakers, Movies, and Other Programs: A college or university by its very nature cannot pay lip service to the concept of freedom of expression and then deny persons with whom is in disagreement the opportunity of giving expression to their views. Furthermore a policy that extends the right of freedom of expression to some persons and denies to others, places the institution in the position of endorsing the past records and views of those who are given permission to speak. Therefore, a speaker, performer, or program may be presented under the sponsorship of any duly recognized student, faculty, or administrative organization or any individual officer of instruction. It is not

necessary that the point of view presented be congenial to the campus, members of the staff or student body individually, or to individual members of the wider community. The speaker must be accorded the courtesy of any uninterrupted presentation. Except for ceremonial occasions, speakers must accept as a condition of their appearance the right of their audience to question or challenge statements made in their address. Questions must be permitted from the floor at the end of the presentation, unless prevented by physical limitations, or the size of the audience. The invitation or scheduling of such a program must represent the desire of the institutional sponsor and not the will of external individuals or organizations. The sponsor must establish full responsibility for the program and should help to establish the concept that the point of view expressed in an address or performance does not necessarily represent the position of the academic community. Such presentations must at all times be consistent with the laws of the Commonwealth of the Northern Mariana Islands (CNMI) and the United States.

Academic Honors

Students who excel in their academic studies will be recognized by having their names placed on the President's List, Dean's List, or Part-time Honors list of outstanding students. The student must be enrolled in a degree program in courses at the 100 level or above, and grades received must be academic letter grades in order for the student to be recognized with honors.

President's List

Full-time students whose term grade point average is 3.96 or above are listed on the President's List. This honor is printed on the student's grade report and permanent academic record.

Dean's List

Full-time students whose term grade point average is 3.75 to 3.95 inclusive are listed on the Dean's List. This honor is printed on the student's grade report and permanent academic record.

Part-Time Student Honors

Students who are carrying from six to 11 credits (inclusive) per term, and whose term grade point average is 3.96 or above, are listed as receiving honors on their grade report and permanent academic record.

Student Conduct

NMC Procedure 4003.3

As an academic community, the Northern Marianas College (NMC) places emphasis on individual responsibility. Maintaining an environment conducive to learning, scholarship, and the free exchange of ideas is considered essential to the mission of NMC. Complete and detailed information on student regulations is found in the Student Rights and Responsibilities Handbook.

Student Responsibilities

Having responsibilities toward themselves and others, NMC students are expected to behave in a manner that:

- Shows respect for the rights of others;
- Shows care and respect for NMC property and for the property of others;

- Preserves the social and academic atmosphere necessary for the goals of the College to be realized and;
- Demonstrates knowledge about NMC policies, procedures, rules, and regulations, program requirements, established deadlines, etc.

It is the responsibility of students to be informed of and to comply with the rules, regulations, and policies affecting their academic standing and life as college students.

The ultimate responsibility for meeting academic deadlines, completing prerequisites, selecting appropriate courses, and fulfilling degree/certificate requirements rests with the student.

Class Attendance

Students are expected to attend all meetings of their classes, not only because they are responsible for material presented and discussed therein, but because active class participation by every student is frequently essential to ensure maximum benefit for all members of the class. (Also stated in NMC Procedure 4020.7)

Absence from more than 10% of scheduled classes may be considered grounds for a failing grade in that course. Students who miss a class should report to their instructor upon their return to inquire about make-up work. Students who know in advance that they will miss class should inform their instructor prior to the absence in order to be given upcoming assignments.

Drugs, Alcohol, Tobacco and Betel Nut

In general, regulations governing student conduct at NMC are the same as those governing society at large. Though there is no rigid code of conduct at NMC, students are expected to maintain reasonable standards of behavior.

The sale, possession, or consumption of alcoholic beverages and controlled substances on property belonging to the Northern Marianas College or at NMC sponsored activities in which students are in attendance is strictly prohibited as mandated under the College Drug Free Campus Federal Regulation compliance. A violation of the College Drug Free Campus Regulation or policy shall cause the student/students to be liable to suspension following a hearing designated for that purpose. Should any student be caught with an illegal substance NMC reserves the right to contact the proper law authorities and release the student's identity for formal investigation.

Smoking or betel nut chewing is not allowed in any NMC classroom, office, or laboratory, or in the Library. Violation of these regulations may result in suspension or dismissal from NMC for one semester, and the student will automatically receive a failing grade in all courses.

Academic Dishonesty

Academic dishonesty will not be condoned by NMC. Such dishonesty includes cheating and plagiarism (examples of which are given below), which may result in suspension or dismissal from NMC.

Cheating includes, but is not limited to, giving or receiving unauthorized help during an examination, obtaining unauthorized information about an examination before it is administered, using inappropriate sources of information during an examination,

altering the record of any grade, altering answers after an examination has been submitted, falsifying any official College record, or misrepresenting facts in order to obtain exemptions from course requirements.

Plagiarism includes, but is not limited to, satisfying any academic requirement by submitting any document that has been copied in whole or part from another individual's work without identifying that individual; neglecting to identify as a quotation a documented idea that has not been assimilated into the student's language and style, or paraphrasing a passage so closely that a reader is misled as to the source; submitting the same written or oral material in more than one course without obtaining authorization from the instructors involved; "dry labbing," which includes (a) obtaining and using experimental data from other students without the express consent of the instructor, (b) utilizing experimental data and laboratory write-ups from other sections of the course or from previous terms during which the course was conducted, or (c) fabricating data to fit the expected results.

Students found guilty of academic dishonesty, including cheating and plagiarism, shall be liable to suspension or dismissal from NMC. A student may request to challenge the infraction charged against him/her. The Office of the Dean of Learning and Student Success addresses all student misconduct.

Academic Probation Suspension & Dismissal

NMC Procedure 4012.1, BOR Policy 4012

The purposes of this procedure are to establish standards of satisfactory academic progress; to establish procedures for identifying students who are not making satisfactory academic progress; and to encourage such students to take necessary steps to improve their academic performance.

For purposes of this policy, a student is not making satisfactory academic progress if he/she is placed on:

- Academic Warning
- Academic Probation
- Academic Suspension
- Academic Dismissal

Definitions:

Term - all academic sessions/semesters, including but not limited to: fall, intersession, spring and summer.

Regular term - fall or spring semesters.

GPA - grade point average earned at Northern Marianas College.

Term GPA – grade point average earned in a single term.

CGPA – cumulative GPA. Grade point average earned from all college-level coursework

Academic Warning

A student shall be placed on Academic Warning for the following term if, during the term, the student fails to earn a term or cumulative GPA of 2.0 or higher or fails to complete at least 67% of the total credits for that term.

A student on Academic Warning shall be restored to good academic standing if, during the term the student is on Academic Warning, he/she earns a term or cumulative term or cumulative GPA of 2.0 or higher and passes 67% of the total credits for that term.

A student shall remain on Academic Warning status if either—but not both—term or cumulative GPA is below 2.0.

A student on Academic Warning is prohibited from taking more than 13 credits during the term he/she is on Academic Warning. If the student has pre-registered for more than 13 credits, the student will be required to drop the excess credits. All students on Academic Warning are strongly encouraged to meet with a counselor to discuss courses to be taken.

Academic Probation

A student shall be placed on Academic Probation if, during the term the student is on Academic Warning, the student fails to earn a term or cumulative GPA of 2.0 or higher, or fails to complete at least 67% of the total credits for that term.

A student on Academic Probation shall be restored to good academic standing the following term if, during the term the student is on Academic Probation, he/she earns a term or cumulative GPA of 2.0 or higher.

A student shall remain on Academic Probation if either—but not both—term or cumulative GPA is below 2.0.

A student on Academic Probation will be required to meet with a counselor to discuss and secure approval for courses to be taken that semester. As a general rule, a student on probation may not register or add/drop courses until he/she meets with a counselor.

A student on Academic Probation is prohibited from taking more than 13 credits during the term he/she is on Academic Probation. If the student has pre-registered for more than 13 credits, the student will be required to drop the excess credits. A student on Academic Probation is also ineligible for campus employment for that term.

Academic Suspension

A student shall be placed on Academic Suspension the following regular academic term if, during the term the student is on Academic Probation, the student fails to earn a term or cumulative GPA of 2.0 or higher, or fails to complete at least 67% of the total credits for that term.

A student who has been suspended is prohibited from enrolling in any credit courses offered for one regular term and any intervening intersession and summer term(s). If the student has pre-registered for an upcoming term, he/she will automatically be de-registered from their Northern Marianas College classes. The student will receive a 100% refund of tuition and fees.

The student may reapply for admission after the suspension period and will be readmitted on Academic Probation status. If,

however, during the probationary term, the student fails to earn a term or cumulative GPA of 2.0 or higher, or fails to complete at least 67% of the total credits for that term, the student will be placed on Academic Dismissal.

Academic Dismissal

A student readmitted to the College on Academic Probation following an Academic Suspension shall be placed on Academic Dismissal if the student fails to earn a term or cumulative GPA of 2.0 or higher, or fails to complete at least 67% of the total credits for that term.

A student placed on dismissal is prohibited from enrollment in any credit courses offered by the College for two regular terms and any intervening winter and summer term(s). If the student has pre-registered for an upcoming term, he/she will automatically be de-registered from their Northern Marianas College classes. The student will receive a 100% refund of tuition and fees.

The student may reapply for admission after the dismissal period and will be readmitted on Academic Probation status.

The College shall inform, in writing, any student who is not making satisfactory academic progress as soon as practicable after term grades have been reviewed and the appropriate action has been taken.

When a student has been placed on Academic Probation, Academic Suspension, or Academic Dismissal, such action shall be permanently indicated on the student's academic (transcript) record.

A student placed on Academic Warning, Academic Probation, Academic Suspension, or Academic Dismissal status may appeal such action by filing a written appeal with the Dean of Learning and Student Success or designee no later than 20 working days after the date of the written notice.

The appeal shall include a brief outline of the reasons why the appeal should be granted. The decision of the Dean of Learning and Student Success or designee on the appeal shall be final.

When an "I" (incomplete) grade is assigned to a student at the end of the semester deadline, the "contingency" grade submitted by the instructor will be used to calculate GPA.

In computing GPAs for purposes of this policy, the College's grading system shall be observed. Courses for which "NP" grades are received shall be considered as failing.

Term or cumulative GPAs will be calculated after repeated courses have been noted on a student's academic record. The most recent repeated course grade will be used in calculating a student's term or cumulative GPA.

Academic Records

The Office of Admissions and Records (OAR) maintains the official academic records of all students. Prior to the conferring of degrees, the qualifications of degree candidates are checked against the official record. The OAR also maintains the official roster of students; records of academic probation, suspension, and dismissal; record of honors; and other academic records.

Class Attendance

NMC Procedure 4020.7

Students are expected to attend all meetings of their classes, not only because they are responsible for material presented and discussed therein, but because active class participation by every student is frequently essential to ensure maximum benefit for all members of the class.

Absence from more than 10% of scheduled classes may be considered grounds for a failing grade in that course. Students who miss a class should report to their instructor upon their return to inquire about making up the work. Students who know in advance that they will miss class should inform their instructor prior to the absence, in order to be given upcoming assignments.

Any student enrolled in a course who is not present or who has not made prior arrangements with his or her instructor by the second meeting roll call or within the first week of instruction, which ever may come first, may be dropped from the course by the instructor.

International students who miss three consecutive classes, without notifying his or her instructor, will be reported to the Student and Exchange Visitor Program (SEVP).

Federal Financial Aid (Title IV)

NMC Procedure 4013.1, BOR Policy 4013

This procedure establishes financial aid requirements, deadlines, verification, satisfactory academic progress and awards consistent with federal and state rules and regulations, which is consistent with the mission of the Northern Marianas College. This procedure specifies data to be collected on the Free Application for Federal Student Aid (FAFSA).

Federal Financial Aid (Title IV funding)

The following are types of Title IV financial aid from the United States Federal Government that are available to eligible NMC students:

- Federal Pell Grant
- TEACH Grant
- Federal Supplemental Educational Opportunity Grant (FSEOG)
- Federal College Work Study (FCWS)

FAFSA Procedures

Students are required to file the Free Application for Federal Student Aid (FAFSA) and submit all supporting documents to the NMC's Financial Aid Office in order to determine eligibility for federal student aid. Students must apply and qualify annually on the basis of demonstrated need.

When to Apply

Filing the FAFSA on time is critical. Students should apply as early as October 1 for the next academic year. While early filing applicants are given priority-funding consideration, Northern Marianas College continues to accept and award funds to students

throughout the academic year. The Northern Marianas College Financial Aid Office has established deadlines for each semester. Please call or visit the Financial Aid Office to find out the deadlines for each respective semester.

Students may apply using one of the following methods

- Forms may be obtained from a high school guidance counselor or from the college Financial Aid Office.
- Students may submit their FAFSA to the Financial Aid Office to be processed electronically for them.
- Students may also file their FAFSA electronically on the www.fafsa.gov website.

For further assistance, please call 1-800-433-3243 or visit the Financial Aid Office in Building N.

General Documents & Forms

- Free Application for Federal Student Aid (FAFSA)
- Copy of Birth Certificate, Passport and/or Permanent Residence Card (if applicable)
- Copy of High School Diploma, Transcript (stating graduation status), GED Diploma, or Adult School Diploma
- Copy of Income Tax Forms
- Verification Forms
- Other forms as requested by the Financial Aid Office

Student Aid Report (SAR)

The student's SAR is produced through a Federal Need Analysis Methodology Calculation by the U.S. Department of Education, for determining their Expected Family Contribution (EFC). The student's EFC is the amount he/she and their family can reasonably be expected to pay towards his/her college education and also determines how much in the Pell Grant he/she is eligible for.

Financial Need Calculation

Financial Need = Cost of Attendance – Expected Family Contribution

Financial need is simply defined as the difference between the student's cost of attendance and the family's ability to pay those costs. The student's cost of attendance includes tuition and fees, books, living expenses, transportation, and personal expenses. The cost is standard, but may be adjusted based on unusual circumstances. The student must request in writing to have their cost adjusted by the Financial Aid Administrator at their institution.

Awards

Completed applications are generally processed within a three-month time period. Students who are eligible for financial aid could log onto their PROA Portal account to view their award amount. Normally, financial aid checks are disbursed once per semester. The Pell Grant is awarded three times during each school year (Fall, Spring, and Summer [trailing award]). Please contact or

Satisfactory Academic Progress (SAP)

Students receiving financial aid are required to maintain satisfactory academic progress in their course of study. Academic progress is defined using both a qualitative and quantitative measure. The qualitative academic progress is assessed by the grade point average achieved at NMC; the quantitative academic progress is measured through the number of semester units satisfactorily completed. Financial aid progress standards are in addition to the college's Academic Standards, which apply to all students. All students applying for federal financial assistance are subject to SAP evaluation of their transcript regardless if they received aid or not for a particular term(s). This is in accordance with Federal rules and regulations. Academic progress for financial aid recipients is assessed according to the Satisfactory Academic Progress Policy Standard described below.

Maintain a term or cumulative Grade Point Average (GPA) of at least 2.0 on a 4.0 scale, and

Complete at least 67% of the number of credits taken each semester (Ws and UWs will be counted against the student).

Transfer credits from another institution will be included in the calculation of the student's cumulative GPA, which is used in determining their academic status for federal aid at NMC. If the student fails to earn the minimum credit hours for the required term of enrollment, they will be given up to two semesters to make up the deficient credit hours.

Financial Aid Probation and Suspension

Students who fail to meet any of the above criteria for any one semester will be placed on financial aid probation. A student on probation may continue to receive federal aid during the probationary period, but must give evidence of satisfactory academic progress by the end of the probation period. Two consecutive semesters of financial aid probation will subject the student to suspension from financial aid and thus will not be eligible for financial aid in subsequent semesters until they make up the deficient credits and/or term or cumulative GPA.

Appeal Process

Students who are placed on suspension from financial aid and denied aid due to not meeting Satisfactory Academic Progress (SAP) or not completing their degree objectives in the maximum time frame allowed may submit an appeal to the SAP Appeal Committee. To be considered for financial aid, you must submit a SAP appeal. The appeal should be in writing and must be submitted to the Financial Aid Office no later than 30 days from the date posted on the suspension notice. The appeal must explain in detail the specific reasons which contributed to the lack of progress, include documentation to substantiate the student's statement, and outline of what steps the student plans to take to ensure academic progress if the student is reinstated. Students will be notified in writing of the decision no later than 30 working days after review of the documents submitted.

The SAP Appeal Committee consists of the Director of Financial Aid, the Dean of Learning and Student Success, and a counselor (appointed by the Dean of Learning and Student Success). The

committee will determine if the student's appeal should be approved or disapproved. Once the committee has reviewed the appeal and made their determination, the student will be notified accordingly via their mailing address provided on the FAFSA application of the committee's decision. The committee's decision is final. If the committee approves the appeal, the student will be able to receive financial aid if eligible for at least one additional term. A SAP audit of academic records will be evaluated again after additional term has been granted to see if student has met the minimum SAP requirements.

Appeals may be made based on one or several of the following reasons:

- A death in the immediate* family
- Serious injury or illness of the student or a member of the immediate* family.
- Improvement sufficient to meet required standards in hours and/or GPA while attending a subsequent semester at student's own expense.
- Special circumstances to be reviewed on a case-by-case basis. (Students on Financial Aid Probation who have not attended college for at least one calendar year may appeal based on change of circumstances).

*Immediate family members are father, mother, sister, brother, grandfather, grandmother, and child(ren).

A student on Financial Aid Suspension whose appeal is approved will be placed on probation status. The probation status conferred to a student upon appeal is good for one payment period only. The Financial Aid Administrator (FAA) may extend the student's probation period beyond one payment period if it is determined that the student's basis of appeal will prevent the student from meeting Satisfactory Academic Progress in one payment period. Students on an extended probationary period must make progress according to an academic plan developed by the FAA and reviewed after each payment period. Failure to meet the requirements specified under the academic plan will result in a student being placed on financial aid suspension.

A student on Financial Aid Suspension whose appeal is denied may attend NMC at his/her own expense.

Reinstatement

To be reinstated, students must complete all credit deficiency without financial aid. Credits earned will be applied to the student's credit deficiency. To qualify for reinstatement, a student must:

Complete all credit deficiencies (credits must apply to student's program of study)

Complete all credits attempted

Earn a cumulative GPA of 2.0

At the end of this/these excluded semester(s), to be reinstated, the student must meet the Satisfactory Academic Progress qualitative and quantitative measures. Students must apply in writing to be reinstated and that they will be notified in writing in a timely fashion that they have been reinstated.

Termination of Eligibility

Students who do not meet the Satisfactory Academic Progress Policy qualitative and quantitative measures at the end of the reinstatement semester(s) will be terminated from receiving federal financial aid indefinitely or until Satisfactory Academic Progress has been made.

Maximum Timeframe (Pace of Completion)

Public law 112-74 amended HEA section 401(c)(5) to reduce the duration of a student's to receive a Federal Pell Grant from 18 semesters (or its equivalent) to 12 semesters (or its equivalent). This provision applies to all Federal Pell Grant eligible students effective with the 2012-2013 award year. The calculation of the duration of a student's eligibility will include all years of the student's receipt of Federal Pell Grant funding. This change in the duration of students' Federal Pell Grant on or after the 2008-2009 award year, as the HEA previously provided when the duration of eligibility was 18 semesters.

All students are expected to complete their program within an acceptable period of time. The maximum time frame for financial aid recipients is 150% of the published credit length of their program. Students are funded up to a maximum of 150% of units attempted of his/her degree or certificate objective including hours transferred in and withdrawals, whether or not financial aid was received.

Students who have only one active program or major at NMC may not receive financial aid if the total number of attempted credits in combination with accepted transfer credits is equal to or more than 150% of the credit length of their active program/major. Withdrawals are considered attempted credits.

Students who graduate from an NMC certificate or associate degree program and enroll in a new program may not receive financial aid if the total number of attempted credits in combination with accepted transfer credits is equal to or more than 150% of the credit length of their new program. Required credits listed on the IDP that do not transfer into their new program will not be considered as part of the 150% total attempted credits for the new program. Additional time will be given to a student who is pursuing a second and/or third degree. Financial aid will cover only the courses needed to fulfill the second and/or third degree. Students with more than one active program or major may not receive financial aid if the total number of attempted credits in combination with accepted transfer credits is equal to or more than 150% of the credit length of their first ranked program or major.

It is the student's responsibility to inform the FAO of any changes in his/her program of study.

While NMC does allow students to pursue as many degrees as he/she wishes, the Financial Aid Office will award up to a student's Bachelor Degree level. Once a student receives his/her Bachelor's Degree, he/she is not eligible for Pell Grant awards afterwards. Students must keep in mind the Lifetime Eligibility Used (LEU) in regards to their Pell Grant awards.

In terms of certificate programs, students are allowed up to two

certificates in addition to the above provision. Up to 30 NDU credits will not be counted toward the 150% completion rate.

Remedial or Non-degree Unit Courses (NDU)

34 CFR 668.20 – Remedial Coursework: A student enrolled in remedial or NDU courses (below 100 level) is eligible to receive financial aid only if the courses are required for the student to pursue a degree or certificate program. These courses will be applied toward the minimum number of credits the student must complete each semester. A maximum of 30 units of NDU credits will be eligible for funding. There is no exception to this rule.

Repeat and Substitute Courses

A student may receive an award for repeat, required courses the student failed to complete in previous terms. The SAP policy applies to such cases. Federal aid (including the CNMI College Access Challenge Grant) is not awarded to repeated and/or substituted courses with grades above substandard level of C or above. The repeated course will be counted towards the maximum time frame and credit completion requirement.

The following grades will be considered as credits enrolled but not successfully completed: UW, W, NP, I, TF. The I grade is calculated as no credit until the grade is changed by the instructor and entered into the student's academic record by the Office of Admissions and Records.

Summer Enrollment

Pell grants are awarded for summer sessions (trailing summers). Depending on the summer session enrolled, a student's remaining Pell award will be calculated at a certain percentage.

Enrollment Status

The number of credits for which a student is registered determines his/her enrollment status. A student receiving financial aid may be required to complete hours in addition to those listed below. The exact requirement for financial aid purposes is stated in the student's financial aid award letter.

Fall and Spring Semesters and Summer Sessions:

Full-time	12 or more credits
Three-quarter time	9 to 11 credits
Half-time	6 to 8 credits
Less than half-time	3 to 5 credits

Dropping a Class

A student's final eligibility for aid will be based on the number of credits for which they are enrolled on the first day of class day after the Add/Drop period. If you register and then dropped class(es) within the Add/Drop period, your eligibility for aid will be recalculated on your remaining hours as of that period. Students who receive a financial aid payment based on more credits than those remaining after the Add/Drop week may be responsible for repaying a portion of any financial aid received. Dropping classes may affect the student's eligibility for future aid. The student should consult the Satisfactory Academic Progress Policy to determine if dropping classes will affect your eligibility for aid.

Verification

Verification is the process used to check the accuracy of the information provided by the student applicant and family when applying for Federal Student Aid.

The verification procedures are governed by the Higher Education Act of 1965, as amended, and Subpart E of 34 CFR Part 668 “Verification of Student Aid Applicant Information Regulations”, published in the Federal Registry in April 1994 and in November 1994.

When verification is required for an application, that application is said to have been “selected” for verification. Verification of applications may be selected by either one of the following methods.

An applicant selected by the FAFSA Processor (Central Processing System or CPS) based on edits.

An applicant who NMC has reason to believe contains inaccurate information. If selected by the college, the student is subject to all the rules and requirements of verification.

If the Financial Aid Office finds conflicting information on an application, or any reason to believe that an application is in error, appropriate steps must be taken to resolve all discrepancies prior to disbursing federal student aid to the student. The requirement to resolve conflicting information is separate and distinct from the verification requirements and procedures; it supersedes all verification rules.

Conflicting information and student repayment is required, if discrepancies are discovered after disbursing federal aid.

Students selected for verification of information by the U.S. Department of Education will be asked to submit additional forms.

Required Verification Items and Acceptable Documentation:

- Household Size
- Number Enrolled in College/University
- Adjusted Gross Income or income earned
- U.S. Income Tax Paid
- Certain Untaxed Income and Benefits
- Social Security
- Military Educational Benefits
- Earned income credit
- Foreign income exclusion
- Child Support received
- Interest on tax-free bonds
- Untaxed payments to IRA
- Other untaxed income from U.S. income tax return

Verification Covers the Following Title IV Programs

1. Federal Pell Grant Program
2. TEACH Grant

3. Federal Supplemental Educational Opportunity Grants (FSEOG)
4. Federal Work-Study
5. Direct Loan Program

Verification Exclusions:

- Under any of the following circumstances a student is excluded from some or all of the verification requirements:
- Death
- In prison
- Certain Immigration Status
- Pacific Island Residency Status
- No Funds Disbursed.

The Northern Marianas College Financial Aid Office will use the same verification procedures for all other state and institutional funds, awarded or certified by this office.

Verification Procedure

When selected for verification, the student will receive a notice listing the types of documents that must be submitted to the NMC Financial Aid Office. Upon gathering all necessary signed documents, the student will submit them to the Financial Aid Office. The Office will review all required documents for signature and completion. The verification process must be completed or forfeit federal student aid eligibility.

Verification Deadline

A Federal Pell Grant applicant whose application is selected for verification must complete verification no later than 30 days after the last day of enrollment or June 30, whichever is earlier. The same deadline date applies by the College for Campus-Based Programs such as, the Federal Supplemental Educational Opportunity Grant (FSEOG) and Federal College Work Study (FCWS).

For the Pell Grant Program, a student completes verification when they have demonstrated that their application’s data is correct. In addition, the Financial Aid Office must also have on file the final and valid federal Institutional Student Information Report (ISIR). The same process is required for TEACH Grant, Campus-Based Programs, and Direct Loan Programs.

Return of Title IV Funds

The Higher Education Amendments of 1998 require schools to implement the Return of Title IV Refund Funds policy when a Title IV funds recipient completely withdraws from school.

This policy applies to students who officially withdraw from all courses for which they are enrolled for the term and who have received Title IV funds for the term.

Definitions

The term “Title IV recipient” refers to a student who has received Title IV funds or has met the conditions that entitle the student to a late disbursement.

The term “officially withdraw” refers to those students who complete the withdrawal process by withdrawing from one or all courses by completing the appropriate form.

The term “unofficially withdraw” refers to those students who did not attend any of their courses without properly withdrawing from all courses using the appropriate form.

Notifying the College of the Intent to Withdraw

The college is notified of a student’s intent to officially withdraw by the following method: The student completes and submits the appropriate withdrawal form in person to the Office of Admissions and Records (OAR). The “received” date posted on the form is considered the date the student began the official withdrawal process.

A student’s withdrawal date is defined as:

The date the student began the College official withdrawal process as specified above, or

The student’s last date of attendance at a documented academically-related activity if this date falls later than the date established in “a” or “b” above.

All Title IV funds will be refunded if the College cannot document that a student attended any classes within the term.

Returning of Title IV Funds

The return of Title IV funds for all charges including tuition and special fees will be prorated on a per diem basis based on the calendar days in the term up to and including the 60% point in the semester. After the 60% point, the student is deemed to have earned 100% of the Title IV funds.

In accordance with federal regulations, refunds are allocated in the following order:

Federal Student Loans, Federal Pell Grant, FSEOG, Other SFA Program, Institutional Funds, Student.

In the event that funds must be returned, the College will reimburse the Title IV programs via the tuition revenue account. As a result, any tuition refunds due to the student will first be returned to reimburse the Title IV programs. Students will be billed for any unpaid institutional charges that result from the return of funds to the Title IV programs. Moreover, the student may be required to directly repay a portion of the Title IV funds that were received.

In such cases, the NMC Finance Office will send the student a repayment promissory note which details the amount that must be repaid, the federal aid program that must be repaid, and the date the repayment is due. Any repayment outstanding or unpaid will be referred to the U.S. Department of Education for collection and legal disposition. Furthermore, a financial obligation will be placed on the student’s account by the College, which will prohibit the student from registering in the future terms, receiving academic transcripts, or receiving any additional federal aid funds.

In some cases, a student may be eligible to receive a “post-withdrawal” disbursement after the student completely withdraws from school when the amount of aid earned is less than the amount of aid disbursed. In such cases, the Financial Aid Office will notify the student of the “post-withdrawal” disbursement via an award letter.

In regards to the return of Title IV funds, Northern Marianas College responsibilities include:

- Providing each student with the information given in this policy;
- Identifying students who are affected by this policy and completing the Return to Title IV funds calculation for those students; and
- Returning to Title IV programs any Title IV funds that are due.

Students’ Responsibilities

Notification

Notifying the College of the student’s intent to withdraw from all courses, and returning to Title IV programs any funds that were disbursed directly to the student and for which the student was determined to be ineligible through the Return of Title IV calculation.

Reporting of Other Financial Assistance

A student’s Award Notification should disclose all financial aid they are eligible to receive and scholarships they have been awarded. If a student is receiving additional scholarships, grants, or private educational loan that do not appear on their Award Notification, they will need to inform the Financial Aid Office of the missing information. Failure to do so may result in a federal financial aid over award that could terminate a student’s future eligibility for federal student aid.

Terms and Conditions

With the student’s Award Notification, they will also receive a notice of the Terms and Conditions of Awards. This document provides the student with detailed information on their award determination, statement of educational purposes, and responsibilities as a financial aid recipient. The student must make sure they read this information carefully. A student’s acceptance of the Award Notification indicates that they understand their responsibilities as a financial aid recipient.

Change of Address

A student must update the Financial Aid Office when they change their address and/or phone number. They must provide their updates in writing, calling, or visiting the Financial Aid Office in order for them to receive prompt notification.

References:

- 34 Code of Federal Regulations 600 series
- Federal Student Aid Handbook

Financial Aid & Consortium Agreements

NMC Procedure 4013.2, BOR Policy 4013

This procedure establishes the financial aid award process for consortium agreements written for students enrolled in courses at another Title IV eligible institution consistent with federal and state rules and regulations.

The Financial Aid Office will be responsible for implementing this procedure in accordance with BOR Policy No. 4013 Student Financial Aid.

Financial Aid Consortium Agreement

Occasionally a student will want to enroll simultaneously at NMC and another Title IV eligible institution, and the student will want to combine the credit hours at both institutions for financial aid purposes. It is possible to receive financial aid under these circumstances as long as the following requirements are met:

1. The course(s) taken at the host institution must be a requirement of the student's certificate or degree program and transferable to the home institution; and
2. The course(s) taken at the host institution are not offered at the home institution, or degree completion will be significantly delayed due to course sequencing *and/or* prerequisite requirements for courses; and
3. The student must be concurrently enrolled for at least six credits per semester at the home institution; and
4. The course(s) the student enrolls in at the host institution ends two weeks prior to the home institution's subsequent term.

General Information

A student's financial aid will be awarded by the institution from which they will receive their degree. The school from which they will graduate is the "home" institution that must process a consortium agreement with the other school, also called the "host" institution.

Students must take enough credit hours at the home or host institutions to qualify for financial aid, at least six credit hours if the student enrolls simultaneously at the home institution and host institution. The total credit hours between the two schools will be used to determine the student's financial aid eligibility.

Students are responsible for paying all program related fees at the host institution using the financial aid that is refunded to the student by the home institution's Bursar's / Finance / Student Accounts Office. The home institution will not make payment directly to the host institution.

If a student receives financial aid for classes taken at the host institution, the home institution must receive an official transcript of these courses, even though the grades could be detrimental to the student's overall grade point average. It is the student's responsibility to provide an official transcript to the home institution. Note: The Financial Aid Office will take unofficial transcripts at the end of summer, fall, and spring semesters to calculate your satisfactory academic progress. The Financial Aid Office will require the official academic transcript at the end of each semester after grades are posted. If a student fails to provide an official transcript at the end of each semester, the Financial Aid Office will not process financial aid for the next semester until the official transcript is received.

Student Procedures

Speak to your advisor to ensure that the courses you wish to take at the "host" institution will transfer to your degree program at the "home" institution. Your advisor and the College Registrar will also have to sign the consortium agreement form to verify that the courses are applicable. Remedial and vocational technical courses will not transfer and very few exceptions are allowed. You may not

use classes that you are auditing for the consortium agreement. Also, you may not repeat courses using the consortium agreement without first contacting both your advisor and the financial aid office.

1. Download and print out the consortium agreement form. The home institution requires the use of the *Student Title IV Financial Aid Consortium Agreement* form. If you are unsure, please contact the Financial Aid Office.
2. Fill out the student section and be sure to sign the form. Please read through the form carefully, as it contains important information.
3. Have the Registrar at the home school sign the form. The Registrar must verify that the courses taken at the host school is transferable to the home school for credit(s) toward the student's degree requirements.
4. Have your advisor sign the form. If your advisor is not readily available, you can fax or scan and email the form to your advisor.
5. Once your advisor signs the form, you will need to do one of two things:
 - a. Ask your advisor to send the form to the host school on your behalf; or
 - b. Get the form from your advisor so that you can send it to the host school.
1. The host school must verify your enrollment and costs for the term, sign the form, and return the form to the financial aid office at the home institution.

When the home institution receives the form, the Financial Aid Office will process it within 72 hours of receipt, excluding weekends. During disbursement and the first four weeks of the term, the Financial Aid Office is especially busy, and may exceed the 72-hour processing time. The Financial Aid Office will only accept consortium agreements during the first two weeks of the term.

Based on the above procedures, it is important to plan enough time for all these steps to occur. Ideally, the form will get to the Financial Aid Office well before the first day of disbursement for the term. Be sure to plan accordingly! Call the host school in advance and ask them what their procedures are for processing consortium agreements where they are the host school. Be aware that, as a consortium student, your aid payments may be delayed.

References:

- 34 Code of Federal Regulations 600 series
- Federal Student Aid Handbook
- Rio Salado College Financial Aid Office
- www.eou.edu/fao/consortium-agreements
- Student Title IV Financial Aid Consortium Agreement form

Help Page:

- 1-800-4-FED-AID
- NMC Financial Aid Office: (670) 237-6791~4
- www.marianas.edu

Student Educational Leave

BOR Policy 4006

Students in good standing who are not on probation and who have completed at least one semester of attendance at Northern Marianas College are eligible for one educational leave of up to one academic year in length. Students on approved leave maintain a continuing status.

Student Educational Rights and Privacy

NMC Procedure 4010.1, BOR Policy 4010

Northern Marianas College (NMC) shall maintain educational records of students who enroll at the College, in accordance with the Family Educational Rights and Privacy Act and a records management policy and procedure.

NMC will maintain printed policy and procedures regarding privacy, access, review and directory information regarding all records received and used after January 1, 1981.

Deceased Students

The access rights to the educational records of a deceased student shall be transferred to the court-appointed administrator.

A Letter of Administration issued by the court must be submitted to the Office of Admissions and Records prior to the release of any educational record of the deceased to the administrator.

Directory Information Release Form

The Office of Admissions and Records (OAR) will make available to students the form, for the purpose of updating their decision to release directory information. The Directory Information Release form will be issued to every new or readmitting student, and made available to ongoing students every Fall semester. OAR will record this information in the student's file and in the student database.

Student Directory Information

The College has designated the following items of student information as public or directory information. FERPA defines "directory information" as "information contained in an education record of a student which would not generally be considered harmful or an invasion of privacy if disclosed." It includes, but is not limited to:

- Student name
- Address
- NMC Student e-mail address
- Telephone number
- Date and place of birth
- Dates of attendance
- Registration status
- Class
- Major Field of study
- Awards
- Honors
- Degree(s) conferred
- Most recent previous educational agency or institution attended
- Past and present participation in officially recognized sports and activities
- Physical factors such as height and weight of athletes

Exceptions

As allowed by FERPA, the institution maintains the right to release educational record information based on the Disclosure Provisions.

The following are the Disclosure Provisions as allowed under FERPA.

The exceptions, which relate to post-secondary institutions, are:

- To school officials with legitimate educational interest (defined in annual notification — Directory Information Release Form)
- To schools in which a student seeks or intends to enroll. (NMC may release information only after authentication of the student's intent to enroll at the requesting school is secured. Authentication may include a copy of the school's admissions application signed by the student.)
- To Federal, State, and Local educational authorities conducting an audit, evaluation, or enforcement of education programs.
- To organizations conducting studies on behalf of NMC.
- To accrediting organizations.
- To parents of a dependent student (see Policy & Procedure 8202).
- To comply with judicial order or subpoena (reasonable effort to notify)
- In a health or safety emergency
- Directory Information (see list of items on Directory Information form)
- To the student.
- Results of a disciplinary hearing to an alleged victim of a crime of violence.
- Final results of a disciplinary hearing concerning a student who is an alleged perpetrator of a crime of violence and who is found to have committed a violation of the institution's rules and policies.
- Disclosure to a parent of student under 21 if the institution determines that the student has committed a violation of its drug or alcohol rules or policies.
- Disclosure of information received under a community notification program concerning a student who is required to register as a sex offender in the state.

The College may disclose this information for any purpose at its discretion. Currently enrolled students may withhold disclosure of directory information under the Family Educational Rights and Privacy Act. To withhold disclosure, written notification must be received in the Office of Admissions and Records prior to the end of the term's add/drop/late registration period. Forms requesting the withholding of directory information are available from the Office of Admissions and Records. The request to withhold disclosure will remain in effect until the student provides written notification to this office.

The College assumes that when a student fails to request that directory information be withheld, the student is indicating approval for disclosure of information for that term and following terms until otherwise requested.

Records and Approvals of Disclosures

All requests for educational records must be submitted to the OAR. With the exception of student authorized or requested releases, all other requests for release or disclosure of educational record information must be approved by the Dean of Learning and Student Success and the President of the Northern Marianas College.

The OAR shall maintain a log of each request for access to and each disclosure from an educational record. The Registrar will record all requests for access, other than those received from the student, and information must be forwarded to the Dean of Learning and Student Success.

This log must:

- Be maintained as long as the student's record is maintained;
- Include the parties who have requested or received information from education record(s); and
- Include the legitimate interest parties had in receiving the information.

NMC, through the Office of the Dean of Learning and Student Success, shall make reasonable effort to notify the student of the release of information within 45 days of the disclosure.

Confidentiality of Academic Records

Students:

DO have the right to view and inspect their educational records (excluding financial records of their parents).

DO have the right to have directory information withheld from all persons or organizations outside the College.

DO NOT have the right to obtain their grades, placement test results, or other information not considered directory information, by telephone.

Parents:

DO have the right to obtain the educational records of their child only if they provide a signed statement that their son or daughter is a dependent as defined by the U.S. Internal Revenue Service or the Northern Marianas Territorial Income Tax laws. Parents are, however, encouraged to obtain final grades with the written approval of the student.

Student Grievances and Complaints

NMC Procedure 4008.1

NMC is committed to a policy against illegal, arbitrary, or unreasonable discriminatory practices. All groups operating under the Board of Regents, including administrators, instructional faculty, non-instructional faculty, staff, student government, and programs sponsored by NMC, are governed by this policy of nondiscrimination.

NMC, in accordance with applicable federal and Commonwealth law and college policy, prohibits discrimination, including harassment, on the basis of race, color, national origin, religion, sex, disability, age, medical condition, ancestry, marital status, citizenship, sexual orientation, or veteran status.

Purpose and Scope

- A. The purpose of this procedure is to provide NMC students an opportunity to resolve complaints alleging discrimination based upon any of the grounds listed above. This procedure is also available for the resolution of complaints alleging inappropriate application to a student of any other rules or policies of NMC resulting in injury to the student, except as noted in I.B. below. It is the intent of this procedure that student complaints should be resolved, if at all possible, informally in the department or unit where they arise.
- B. The Student Grievance Procedure does not apply to complaints coming under the following campus processes, unless those processes specifically refer matters to the Student Grievance Procedure:
 1. Grade Appeals – Board of Regents Policy 8002.10. This procedure is to be used for complaints that grades in courses of instruction are based on the application of non-academic criteria.
 2. NMC Code of Student Conduct. This procedure is to be used for complaints against students or student organizations that have allegedly violated campus student conduct rules.
 3. Drug Free Workplace Smoking Tobacco and Betel Nut Chewing Policy.
- C. The student grievance procedure may be used for complaints of sexual harassment and complaints of failure to provide proper accommodation for the academic needs of students with disabilities.
- D. In the event any other policy at NMC or any other version of this policy conflicts with this official Student Grievance Policy, this official version controls.

Definitions

- A. Complaint Resolution Officer (CRO): The person designated to receive, investigate, mediate, and resolve complaints brought under this procedure. The CRO shall be a member of the NMC instructional faculty, non-instructional faculty, or staff and shall be appointed for a term of one year by the President.
- B. Alternate Complaint Resolution Officer(s) (Alternate CRO(s)): Two persons who may serve as CRO for any specific grievance in the event of a conflict of interest between the complainant and/or respondent and the CRO. The alternate CROs shall be appointed by the President at the same time and for the same term as the CRO.

- C. Student: An individual who (a) is enrolled in or registered with an academic program or class at the college, including as an auditor; (b) has completed the immediately preceding term and is eligible for re-enrollment, including the recess periods between academic terms; (c) is on approved educational leave or other approved leave status, or is on filing-fee status; (d) has ended studies at the college, whether for a degree or otherwise, but has nonetheless filed a grievance within the time limits specified in these procedures.
- D. Respondent: The person against whom a complaint is filed.
- E. Grievance Fairness Committee (GFC): The committee charged with reviewing formal complaints filed by students. The GFC is composed of seven members: three faculty members appointed by the faculty senate, two staff members appointed by the staff senate, and two non-voting students selected by the Associated Students of Northern Marianas College. This is a standing committee that sits for a term of one academic year. The chair shall be elected from among the membership.
- F. Notification: Notification takes place upon the date of receipt of any document, when properly addressed. Written communications to a complainant are properly addressed when sent to the address given in the complaint or the last address given since the filing of the complaint.
- G. Time: All time periods referred to in this procedure refer to days of the work week, including the summer and college recesses, but excluding Saturdays, Sundays, and campus holidays. The time periods designated in this procedure may not be extended for any reason.

Department or Unit Level Resolution Procedures

- A. Informal Process and Exhaustion of Informal Remedy
Before filing a grievance under this policy, a student must attempt to resolve the matter informally with the person alleged to have committed the violation and with the head of the department or unit in which the alleged violation occurred. The student may contact the Office of the Dean of Learning and Student Success for assistance with informal resolution, and any involved party may seek guidance from the relevant dean or division head. Attempts to resolve the matter informally shall be initiated within thirty (30) days from the time the action leading to the grievance occurred. If a student wishes to file a formal grievance, he or she must do so within sixty (60) days from the time the action leading to the grievance occurred regardless of the progress of the informal process.

Formal Campus Resolution Procedures

- A. Filing
If the student is not satisfied with the outcome of the informal process, a student may file a formal student grievance within sixty (60) days from the time at which the action leading to the grievance occurred. Students

must file the formal grievance with the Office of the Dean of Learning and Student Success. The student may file the grievance directly with the Dean of Learning and Student Success, or the Dean of Learning and Student Success may designate another individual in his or her office to receive complaints.

Student grievances must be in writing and signed by the student or the student's designated representative, if any. The Student Grievance Procedure Form must be completed. Grievances must contain the student's address and phone number to the extent available, a detailed statement of the specific action being grieved, the approximate date when the action took place, the resulting injury or harm, the specific law, policy, or rule alleged to have been violated, a description of the evidence supporting the grievance, whether informal procedures were attempted and completed, and the remedy or relief requested. Incomplete grievances will be returned without action. It is the responsibility of the complainant to update the CRO as to the appropriate address to use throughout the grievance process.

If the student is to be assisted by an advisor, their parent(s), or a lawyer licensed to practice in the CNMI, the student must submit the name of this individual. The student also must submit a signed statement authorizing the advisor to receive copies of relevant student records and correspondence regarding the grievance and to accompany the student to any meetings or hearings.

B. Initial Review and Investigation

Upon receipt of a formal student grievance, the CRO shall review the grievance and make an initial determination regarding whether the grievance is complete, timely, within the jurisdiction of the Student Grievance Procedure, and alleges facts that, if true, would constitute a violation of law or college policy. The CRO shall then commence an investigation of the grievance by sending a copy of the written grievance and any supporting documentation to the respondent and asking for a written response. The respondent shall (1) confirm or deny each fact alleged in the grievance; (2) indicate the extent to which the grievance has merit; and (3) indicate acceptance or rejection of any remedy requested by the grievant or outline an alternative proposal for remedy. The CRO will provide the complainant with a copy of the respondent's answer.

A notification to the student will be provided if the grievance filing is incomplete, untimely, or within the jurisdiction of another procedure.

During the course of the investigation, the CRO shall also seek the opinion of the department or division head involved in the informal grievance process. The CRO shall also consult with the relevant dean or division head where the complaint arose. The contents of these discussions shall be included in the CRO's report as outlined below.

The CRO may seek to mediate a resolution or negotiate an informal settlement of the grievance at any time

during the course of the investigation. If a resolution satisfactory to both the grievant and the respondent is reached, the CRO will notify both parties of the voluntary resolution in writing and the formal grievance will be permanently dismissed.

The CRO shall complete the investigation and produce a report within thirty (30) days of the initial receipt of the grievance in the Office of the Dean of Learning and Student Success. The report should contain the CRO's initial determination of the completeness, timeliness, and jurisdictional soundness of the grievance, a summary of the issues presented by the grievance, the CRO's factual findings reached in the investigation, the CRO's opinion as to whether these factual findings constitute a violation of law or college policy, a summary of the CRO's discussions with the relevant department or unit head and dean or division head, and a conclusion regarding the recommended outcome of the grievance, including proposed corrective actions, if any.

C. Consideration by Grievance Fairness Committee

The report shall be given to the Dean of Learning and Student Success, who shall convene the GFC within ten (10) days to review the matter. The Dean of Learning and Student Success shall provide each member of the GFC with a copy of the CRO's report and any other relevant documentation. The complainant and the respondent shall be notified of the time and date of the hearing and given an opportunity to submit written materials to the GFC and to present oral testimony. Both the complainant and the respondent shall be given copies of all materials provided to the GFC, as well as copies of these procedures, and a list of the names of the members of the GFC.

Before the hearing, either the complainant or respondent may request that any member of the GFC remove himself or herself on the grounds of conflict of interest. The member will be immediately informed of this request. If the member does not agree to remove himself or herself, the party requesting their removal make ask that the recusal of the member be considered as the first order of business at the committee hearing. Recusal shall then be determined in confidential deliberations by majority vote before the committee hearing begins.

Any member of the GFC may remove himself or herself on his or her own initiative from a case if he or she believes a conflict of interest exists.

If more than two members of the GFC are removed for a conflict of interest, then temporary alternates must be appointed by the appropriate appointing bodies until a minimum of five members of the committee are able to serve before the case can proceed. In the event that the chair is recused for a conflict of interest, or is otherwise absent, the committee shall elect an acting chair.

The GFC shall meet in closed session and all deliberations and proceedings shall be confidential, unless both parties agree to open the proceedings.

The hearing shall begin with the chair introducing himself

or herself and the other members of the committee. The complainant shall then be asked to make a verbal statement regarding the grievance he or she filed, which must include the events that led to the grievance, the NMC policy or law that was alleged to be violated, and their proposed remedy for the grievance. The respondent will then be asked to reply to the allegations. The CRO will then be asked to speak regarding his or her investigation and what it revealed. Any relevant additional witnesses or parties may be called by the grievant or respondent, provided this decision is made before the hearing. The members of the committee may question the complainant, the respondent, the CRO, and any other witnesses both during and after their respective statements and at the conclusion of all testimony.

During the proceedings, the chair shall preside and shall rule on all matters of procedure. Any decision of the chair may be overturned by the full GFC. The chair shall not vote except in the event of a tie.

Formal rules of evidence shall not apply and the GFC may consider any evidence it considers relevant and reliable.

Upon completion of questioning, the committee will begin deliberations in executive session. No persons other than members of the committee and its legal counsel (if any) may be present for deliberations.

For each allegation made in the complaint, the GFC will make a determination of what actually occurred and whether those facts constitute a violation of law or college policy.

The GFC's decision is final and binding on the parties to the dispute and all NMC personnel and offices. However, while the GFC may recommend discipline be imposed on the respondent (or, in some circumstances, such as if a fraudulent grievance is filed, the complainant), it may not actually impose discipline itself. If the outcome of the grievance involves a recommendation for disciplinary action to be taken against any college employee or student, the GFC shall refer the matter and its recommendation to the appropriate NMC disciplinary channel.

The GFC chair shall issue a yearly report that includes summaries of cases handled by the GFC. These summaries shall be written without reference to any specific persons and in such a way that the identities of the parties involved will not be apparent.

Student Rights Regarding Records

NMC Procedure 4009.1, BOR Policy 4009

Concerning their academic records, NMC students have the right to:

- Review the content of their records (this may include obtaining copies only when the student is not within commuting distance),
- Seek to amend their educational record; and
- "Opt Out" of the release of institutionally identified Directory Information.

Exercising the right to review the content of one's academic records must be done by appointment during regular business hours. Procedures for challenging the contents of one's academic records may be obtained from the Office of the Dean of Learning and Student Success. Students have the right to receive copies of their educational record for their review, without charge, only if they are not within commuting distance.

Students may call or visit the Office of Admissions and Records (OAR) to set an appointment to review the content of their academic records. Student records will be made available for the student's review in the office of the Registrar or the Director of Enrollment Services, but records may not be physically removed from OAR. Students must present a valid photo ID prior to review of their record.

Students may obtain copies of their Enrollment and Degree Certifications, Verifications, and Transcripts at the OAR. Students must present a valid photo ID upon request and pick-up of records. Students must pay all applicable fees.

Students may view the contents of their Student Advising file through appointment with their academic advisor.

Transfer of Credit

NMC Procedure 4016.1

This procedure is intended as a supplemental guide and extension of the 4016 Transfer of Credit Policy for the purposes of identifying the necessary steps, forms, and approvals for the institution to effectively evaluate, approve, and record transfer credit.

It is Northern Marianas College (NMC) policy to transfer college-level courses completed at institutions accredited by a regional or national accrediting organization recognized by the Council for Higher Education Accreditation (CHEA) provided that grades of at least "C" (2.0 GPA) are earned and the course is similar in nature, level, and content to an NMC course and applicable to NMC academic programs. Non-credit continuing education courses, graduate-level courses, and courses that are remedial or doctrinal in nature are not transferable.

NMC reserves the right to deny credit for courses that are not compatible with those offered in its academic programs.

Students seeking to apply transfer credit to certificate or degree requirements must provide the following to the Registrar:

1. A completed/signed Request for Transfer Credit Evaluation form;
2. An official transcript from all colleges attended;
3. A course description/guide, syllabus, or other transfer institution information as needed/requested by the Registrar;
4. A comprehensive, course-by-course evaluation (with GPA) of courses earned at a foreign institution.

Students may submit Request for Transfer Credit Evaluation forms at any time during their enrollment. Allow 6-8 weeks for the Registrar to complete the evaluation of courses earned at other institutions. Courses that are transferable will appear on the student's official NMC transcript with a "P" grade. Grades earned for transferred courses will not be calculated into a student's NMC grade point average.

The Registrar will first search NMC's course records database to determine if courses on a student's transcript were previously evaluated and articulated for NMC credit. Courses previously awarded for transfer credit are generally approved by the Registrar for transfer with the exception of course work that is more than eight years old. Courses not previously evaluated for transfer credit and courses that exceed the eight-year limit are evaluated for transfer approval by the department chair/director of the discipline in which the course resides. The applicability of coursework that is more than eight years old toward the completion of degree requirements remains at the discretion of the student's degree program head as per the College's procedure on the Time Limit for Coursework.

The Departmental Transfer Credit Evaluation & Approval form is prepared by the Registrar and routed to appropriate department chairs for the evaluation of the equivalency of courses listed in a student's transcript. The Registrar provides department chairs with access to course descriptions/guides, syllabi, and relevant institutional information (i.e. grading scale) to aid in the evaluation of courses for transfer credit. Department Chairs utilize the form and supporting documents to either approve or disapprove the acceptance of the evaluated course for either a direct course equivalent or elective credit.

Credit Conversion: quarter credit hours are equated to NMC credits according to the following formula: $.67 \times \text{number of quarter credit hour(s)} = \text{semester credit hour(s)}$, rounded to the nearest whole number. Credit fractions of .5 and above will be rounded up. Transfer credit will be awarded in whole numbers only. If, following conversion from quarter to semester credit hours, the credits awarded for a given course are fewer than the credits for NMC's equivalent course, the student will be considered to have met the course requirement if the difference is 1 credit or less.

Grades: Grades earned for transferred courses will not be calculated into a student's NMC grade point average. A "P" grade will be applied to transfer courses to denote that credit is awarded for the course.

Equivalency vs. Elective Credit: Transfer courses with descriptions that closely match the descriptions of courses taught at NMC will generally transfer as direct course equivalent credits. Transfer courses that do not have direct course equivalent credits will transfer as elective credits to the extent that these credits are necessary for the completion of an NMC degree or certificate program.

Transfer Credit Limit: A maximum of 75% of transfer credits may be applied toward an NMC degree or certificate program. 25% of NMC program requirements must be earned through NMC credits.

Foreign Language Credit: First-year (elementary) or second-year (intermediate) foreign-language credit is not granted either by examination or by course completion in a student's native language. "Native language" is defined as the language spoken in the student's home during the first six years of his or her life and in which he or she received instruction in all subjects through the seventh grade.

Workforce Training: Coursework recommended for academic college credit at the lower or upper division level by the American Council on Education's (ACE) National Guide to College Credit for Workforce Training by reviewed organizations, businesses, and unions to the government and military will be considered for transfer to the extent that the credit is applicable to NMC degree or certificate programs.

Evaluation of Credit from Foreign Institutions: Courses earned at foreign institutions will be evaluated for transfer credit if the institution is recognized by the highest authority for post-secondary institutions or equivalent in that country and a comprehensive, course by course with GPA evaluation is performed by an NMC approved foreign credential evaluation service.

Approved foreign credential evaluators include the following:

1. Center for Applied Research, Evaluations, & Education, Inc. (www.iescaree.com)
2. Education Evaluators International, Inc. (www.educei.com)
3. Education International, Inc. (www.educationinternational.org)
4. Educational Credential Evaluators, Inc. (www.ece.org)

Students who wish to use a foreign credential evaluation service not listed as an approved service provider must obtain prior approval from the Director of Enrollment Services or Registrar.

Students who choose to have courses earned at foreign institutions evaluated for transfer credit are responsible for submitting relevant documents and payment to an approved foreign credential evaluation service. The College will only accept official transcripts or evaluations of such transcripts. Official transcripts and evaluations are official if the documents are in an unopened, sealed envelope and the document bears the original seal and signature of the institution and appropriate authority.

NMC shall establish a procedure to promote transparent and consistent application of transfer credit decisions and establish a process by which students may appeal a decision.

All forms and supporting documents must be submitted to:

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

For more information contact the Office of Admission & Records.

Community Programs & Services

Community Development Institute (CDI)

The Community Development Institute (CDI) is a unique department with three programs providing training and services directly to individual residents, businesses, government agencies, and community organizations in the CNMI. CDI is the venue for all community courses, non-traditional courses, customized training, specialized academic courses, outreach and extended program services, workforce and community based learning.

Through CDI, the following services can be tailored to meet your training needs:

Customized Courses- tailored for personal, professional, and career needs;

- Creative Scheduling-courses are created with your time and date in mind;
- Courses are conducted on Saipan, Tinian, and Rota;
- Access to NMC Courses, Services and Facilities;
- Accelerated NMC Academic and Non-Academic Courses and Certification;
- Bachelor, Masters, or Doctoral Degree Program Facilitation;
- US Army Senior Reserve Officer Training Corps (SROTC);

The services listed above are conducted through CDI's three main programs; Community Service and Personal Enrichment (CSPE) Program, Extended Degrees and University Partnerships (EDUP) Program, and the Workforce Development and Certificate Training (WDCT) Program.

Community Service and Personal Enrichment (CSPE) Program

The CSPE program provides an opportunity for individuals to gradually adjust to classroom setting after being away from school for a period of time. Students do not have to be officially admitted to NMC in order to enroll in these classes. The program is open to anyone interested in life-long learning and personal enrichment. Certificates of participation or attendance are earned upon successful completion of classes.

Some personal enrichment classes include Computer Skills Development, Office Management, Writing, Math, Cultural Enrichment, and Recreational classes such as Ukulele, Lei-making, Arts, and Dancing, etc. Other classes include leadership and supervision, health and wellness, diet and nutrition, pre-vocational preparation, youth leadership development, and many other valuable, life-skills building and enhancing classes. Developmental Language Courses are the most marketable courses provided through CDI. Language course levels range from conversational to advanced College level English. Languages taught include Carolinian, Chamorro, Japanese, Chinese (Mandarin), Korean, Tagalog, English and Russian. Individuals learn the basics of communicating in these languages through conversational, writing, reading, and listening exercises.

Extended Degree and University Partnerships (EDUP) Program

The EDUP program provides opportunities for academic, career education, and training in collaboration with secondary and postsecondary educational institutions, professional organizations, and specific federal programs. Primary activities include the facilitation of baccalaureate and graduate degree programs through collaborative relationships and internships.

Through EDUP, relationships with U.S. accredited institutions of higher learning are continually being explored to provide baccalaureate and advanced degree programs through NMC. Current educational partnerships include:

Framingham State University (FSU) offers a Masters of Education in International Teaching, which is a two-year graduate program that has had eleven (11) cohorts of students (totaling over 200 graduates);

University of Guam (UOG) offers US Army SROTC Military Science Courses at NMC during the first two years of college in the CNMI. This allows full-time students enrolled at NMC to seek a career as a US Army Officer after completing the final two years of the program at UOG; and

University of Hawaii (UH) services the CNMI through two subcontracted grants:

The Pacific Basin University Center for Excellence in Developmental Disabilities (PBUCEDD) in the CNMI through NMC. The NMC's UCEDD is one of sixty-three UCE (University Centers for Excellence) programs throughout the U.S. The UH UCE Pacific Outreach Initiative at NMC and the American Samoa Community College UCEDD Program comprise the PBUCEDD.

Area Health Education Center (AHEC) The CNMI Area Health Education Center is an extended service established by a cooperative agreement between the University of Hawaii and Northern Marianas College. Its mission is to improve the quality of life for Pacific Islanders and all inhabitants of the CNMI by increasing the supply of well-trained and culturally competent healthcare providers working in rural and underserved communities. Services include community-needs assessments, recruitment and outreach, workforce and certification training.

Workforce Development and Certificate Training (WDCT) Program

The WDCT program includes accelerated academic courses, law enforcement academies, customized training, and the Area Health Education Center (AHEC). The WDCT program is industry based and strives to improve workforce training available in the CNMI. CDI provides training and education programs specifically in the fields of Education, Health, Public Safety, Tourism and Hospitality, Business, and workforce industry needs. This program provides certificate of completion (academic and non-academic) and degree programs through an accelerated program arrangement. The WDCT program is designed around the schedule and needs of interested individuals, while maintaining the academic rigor and requirements needed for successful completion of such courses or certification.

CDI will tailor or customize all requested training to accommodate customers. Training programs may be arranged through proposals or Memoranda of Agreement at any time of the year. Training schedules are flexible and can be provided during the day or evening hours, on weekdays or weekends, on campus or at the jobsite; the needs of the client determine the training schedule. Preparatory courses leading to certification such as PRAXIS, NCLEX, SAT, ASVAB, English and Math Placement, and Computer Skill Assessments, etc., can also be arranged and offered under CDI.

Education to Go

In partnership with ed2go, NMC makes it convenient to take high quality, noncredit online courses no matter where students

are located. Hundreds of courses are available on many topics including accounting and finance, business, computer applications, health care and medical, language and arts, law and legal, personal development, teaching and education, technology and writing. Ed2go is a division of Cengage Learning, Inc.

Programs are designed by a team of professionals from each respective field, providing effective web-based learning programs. Instructors/mentors are actively involved in the online learning experience, responding to any questions or concerns, as well as encouraging and motivating students to succeed. Effective lessons, expert online instruction, and interaction with fellow classmates help students gain valuable knowledge at their convenience. They also have the flexibility to complete lessons at their convenience, with enough structure and support to complete a course. Courses may be accessed 24/7 from any location with an Internet connection.

Online career training programs are available to start anytime. The duration of these programs range from three to six months. An extension period is available if necessary. Many programs include an industry certification. Although web-based, expert instructors provide office hours and quick responses to all student questions. Students may get more information and access the ed2go courses through the NMC web site at www.marianas.edu.

University Centers for Excellence in Developmental Disabilities, Research, Education and Service (UCEDD)

Since 1963, UCEDD has been working to accomplish a shared vision that foresees a nation in which all Americans, including Americans with disabilities, participate fully in their communities. Independence, productivity, and community inclusion are key components of this vision. The national network of UCEDDs is authorized under Public Law 106-402 (The Developmental Disabilities Assistance and Bill of Rights Act of 2000 or "DD Act") and their core funding is administered by the Administration on Intellectual and Developmental Disabilities (AIDD).

NMC UCEDD is one of 67 University Centers for Excellence (UCE) programs throughout the U.S. The NMC and the American Samoa Community College UCEDD programs make up the Pacific Basin University Center for Excellence in Developmental Disabilities (PBUCEDD). The program is made possible through the University of Hawaii UCE Pacific Outreach Initiative.

Many issues, such as early intervention, health care, community-based services, inclusive and meaningful education, transition from school to work, employment, housing, assistive technology, and transportation have been directly benefited by the services, research, and training provided by UCEDDs. The NMC UCEDD Program is committed to the development of culturally complementary outcomes while promoting equal opportunity, independence, productivity, self-advocacy and self-determination. NMC UCEDD supports an improved quality of life for people with developmental disabilities in their homes, their villages, the Commonwealth, and the world around us.

Want to Share Your Knowledge?

NMC'S Community Development Institute (CDI) is constantly searching for outstanding community members that are dynamic, highly trained, experienced individuals to share their knowledge,

skills, and expertise in a non-traditional classroom setting. Contact us today to discuss your special skill set, and how you can help NMC improve the quality of life in the CNMI for our people through your teaching. Please call our office: (670) 237-6802-5; email: arthur.deoro@marianas.edu; or visit the Community Development Institute (CDI) Office at NMC's Saipan campus, Building P (next to the Human Resources Office). We want to hear from you!

Adult Basic Education (ABE)

The mission of the Adult Education Program is to ensure that educationally disadvantaged adults of the community have the opportunities to acquire basic skills necessary to function more effectively and productively in order to gain upward mobility by providing opportunities that will enable them to pursue further education in support of the Northern Marianas College mission.

The Northern Marianas College Adult Basic Education Program receives an annual grant from the U.S. Department of Education. The statutory authority for this program is the Workforce Innovation and Opportunity Act (WIOA) of 2014, Title II, Adult Education and Family Literacy.

Goals (Program Learning Outcomes)

- To improve competency levels in language arts and mathematics to empower adult learners to participate more fully in community life.
- To prepare adults, who are parents, to become effective teachers of their children.
- Prepare adult learners who did not complete their high school education to pass the *HiSET* examination or the Adult School Unit Tests.
- For non-native speakers of English to improve their literacy and overall competency in English usage.
- To prepare adults for successful job placement or career performance.

Components of ABE

1. Adult Basic Education (ABE) for individual adults seeking literacy according to basic levels.
2. English as a Second Language (ESL) Program for those with limited English proficiency according to six (6) levels.
3. Adult Secondary Education (ASE) for individuals seeking to earn a high school equivalency diploma either through: The *HiSET* or the Adult School (AS) program

Eligibility for ABE Enrollment

The Workforce Innovation and Opportunity Act (WIOA) of 2014, Title II, the Adult Education and Family Literacy Act, defines Adult Education as services or instruction below the postsecondary level for individuals:

- AT least 16 years of age
- NOT enrolled or REQUIRED to be enrolled in high school under State law
- AND who:

- lack sufficient basic educational skills to enable them to function effectively in society;
- who do not have a high school diploma, GED, *HiSET*, or other equivalent, and have not attained an equivalent level of education;
- OR are unable to speak, read, or write the English
- *Eligibility 16 to 18 years of age*

According to state policy, 16 to 18 year olds may only enroll in the ABE program if they have:

- Withdrawn officially from the public or private school system
- Provide an official letter from their school principal or counselor verifying the exact date on which they withdrew from school. This verification must be maintained in the ABE permanent program file.

For more information, visit the ABE State Office in Building M or call (670) 237-6713.

Cooperative Research Extension and Education Service (CREES)

Agriculture Production Program

The CREES Agriculture Production program supports increasing local food security in the Northern Marianas Islands. Limited resource availability including seeds, supplies, and experienced labor affects agriculture development and sustainable livelihoods in the CNMI. Invasive species and agricultural pests pose serious agricultural threats as well. Our program addresses these overlapping concerns through application of Precision Agriculture and Integrated Pest Management practices. We perform research, extension, and education activities toward improving local crop diversity and suitability while enhancing local plant and animal management systems. As CNMI agricultural capacity improves, our commodities are expected to replace a certain percentage of imported products, providing a gateway for producers to support economic opportunity while addressing farm viability and sustainability. Our success criteria include improving availability of plant genetic resources; developing new and improved plant and animal management systems; and improving integrated pest management systems. Stakeholders range from farmers, ranchers, and other producers to students, recreational gardeners, businesses, and organizations that interact with agricultural commodities or food production. Through these efforts, we endeavor to meet our local needs while supporting island ecosystems and improving quality of life for all.

Family, Community and Youth Development Program (FCYD)

The Family, Community and Youth Development (FCYD) Program aims to build the capacity of the local youth, families and community by establishing a network among governmental and non-governmental organizations to provide a positive environment that promotes volunteerism and teamwork while encouraging the youth, families and community to actively engage in shaping the future of the CNMI. The program provides community-specific and culturally-focused experiential learning

opportunities that encourage personal development and build capacity amongst participants in order to foster a desire to learn, appreciate life, lead, and meet their full potential.

Nutrition and Health Program

Expanded Food & Nutrition Education Program (EFNEP)

EFNEP uses a holistic nutrition educational approach to improve

- Diet quality and physical activity
- Food resource management
- Food safety
- Food security

In the EFNEP model, paraprofessionals (peer educators) deliver a series of hands-on, interactive lessons to program participants. Lessons are evidence-based and tailored to meet the needs of the audience. Paraprofessionals typically live in the communities where they work. They recruit families and receive referrals from current and former participants, neighborhood contacts, and community organizations and agencies. EFNEP paraprofessionals are trained and supervised by professional personnel. Volunteers may assist with program delivery.

Children’s Healthy Living Program (CHL)

The Children’s Healthy Living Program for Remote Underserved Minority Populations in the Pacific Region (CHL) is a partnership among remote Pacific states and other jurisdictions of the US: Alaska, American Samoa, Commonwealth of the Northern Mariana Islands, Guam, Federated States of Micronesia, Hawaii, Republic of Palau, and the Republic of the Marshall Islands. All jurisdictions have US Land Grant Colleges, which have united in the Pacific Land Grant Alliance (PLGA). The goal of CHL is to build social/cultural, physical/built, and political/economic environments that will promote active play and intake of healthy food to prevent young child obesity in the Pacific Region. To do this, CHL engages the community, and focuses on capacity building and sustainable environmental change. CHL strives to serve as a model for other regions with remote underserved Native populations at risk for obesity.

Childhood Obesity Prevention Program (COPP)

COPP leverages relationships with key stakeholders to affect positive change in nutrition and health at the individual, group, and population levels. In short, COPP strives to make “the healthy choice, the easy or default choice” by focusing on access, availability, affordability, and acceptability in the food and built environments. COPP also focuses on improving policies that encourage healthier behavior choices and building data systems to enhance our ability to understand of childhood underweight, overweight, and obesity.

Aquaculture and Natural Resource Program (A&NR)

The Aquaculture & Natural Resources (A&NR) Program at Northern Marianas College’s Cooperative Research, Extension, & Education Service (NMC CREES) is the division responsible for the development of aquaculture in the Commonwealth of the Northern Mariana Islands (CNMI). A&NR is unique within CREES, in that by virtue of CNMI Public Law 15-43, it is also the designated government lead agency for aquaculture development in the territory. As such, A&NR is responsible for conducting

research and providing technical assistance to individuals or groups interested in starting an aquaculture enterprise. The program has successfully helped introduced and established Tilapia, shrimp, and aquaponics farms in the past and is currently working on marine finfish research to develop this sector focused on captive breeding and production of Rabbitfish juveniles for distribution to aquaculture producers. In CREES, A&NR is responsible for non-traditional farming methods such as hydro and aquaponics on top of its primary program focus and mission in aquaculture and mariculture development.

Learning Outcomes

Educational Philosophy and Learning Outcomes

The *Educational Goal* of Northern Marianas College is to offer programs and courses that prepare students for employment, for transfer to other post-secondary institutions, for general self-enrichment lifelong learning, and responsible local and global citizenship. The *Instructional Goal* of the college is to promote learning and teaching for knowledge, skills, creativity, intellect, and the abilities to communicate effectively and analyze new information. The college’s academic programs embody the following *Institutional Learning Outcomes*:

- *Knowledge* – Students will be able to define, describe, demonstrate, and explain knowledge within a field of study.
- *Skills* – Students will be able to apply, as well as, perform, exhibit, or demonstrate skills required of a particular field of study or field of endeavor.
- *Creativity* – Students will be able to plan, design, develop, find, synthesize, and create solutions, strategies, documents, and products.
- *Intellect* – Students will be able to exhibit the capacity for independent thought and critical thinking.
- *Communication* – Students will be able to communicate effectively through writing, speaking, performing, exhibiting, or other forms of expression.
- *Analysis* – Students will be able to acquire, interpret, analyze, assess, and evaluate information.

General Education at NMC

The goal of the college’s General Education Program is for students to acquire important general knowledge, develop basic academic skills, develop critical thinking skills, and be able to integrate their knowledge and skills so as to promote the capacity for lifelong learning. The general education curriculum is designed to:

1. Introduce students to the major content areas of higher education that include mathematics, biological and physical sciences, social and behavioral sciences, the humanities, fine arts, library, technology use, physical exercise and good health practices. Students will receive the necessary breadth and depth of knowledge and develop the academic skills that will enable them to demonstrate their competencies in the various content areas. The knowledge component provides students with essential information about nature, human

societies, and modes of inquiry. The basic academic skills are demonstrated by student competence in communication and problem solving. Communication includes reading, writing, speaking, and listening. Problem solving consists of the ability to use abstract reasoning in order to calculate, analyze, synthesize, and evaluate, and to apply critical thinking skills to a variety of situations, areas of study, or fields of endeavor.

2. Provide students with knowledge and skills to fulfill their educational and occupational goals and to become better prepared to function effectively as citizens in a democratic society. The college's academic degree programs prepare students for employment and for transfer to other post-secondary institutions. The college's academic programs consist of both specialty and general education components. The general education component contributes to the overall development of students, which in turn helps them to succeed in their specialty courses and in their employment after graduation. General education courses also articulate with the institutions and programs to which our students transfer, and therefore provide the necessary

foundation for our students to succeed with their upper division coursework. A general education also develops in students the ability to reflect upon and evaluate information and ideas, which is critical for being an informed and participating citizen in a democracy.

3. Prepare students for lifelong learning, personal development, and successful adaptation in the world's ever-changing and increasingly interdependent local, regional, and global societies. The general education curriculum is designed to develop a student's ability for self-learning that can be applied throughout their lives to acquire new knowledge and skills that will enable them to respond to changing economic conditions and employment opportunities, or to simply enrich themselves. An understanding of the interplay between individual, society, and culture, knowledge of local, regional, and global issues prepare a student for adjusting to the demands of living in an increasingly diverse and complex societies. An appreciation of the richness and diversity of human experience enables students to successfully interact with people from diverse backgrounds.

General Education Outcomes (GEO)

Student Learning Outcomes

GEO 1. Critical Thinking

Upon completion of coursework, a student will be able to:

1. Make connections between two or more areas of knowledge and apply learning to daily life experiences.
2. Use critical and analytical thinking skills to solve a variety of problems.

GEO 2. Humanities

Upon completion of coursework, a student will be able to:

- 2.1 Demonstrate an awareness of the scope and variety of works in the arts and humanities, and articulate the value of aesthetics and creativity.
1. Make decisions in daily life based on creative thought and ethical principles.

GEO 3. Citizenship and Society

Upon completion of coursework, a student will be able to:

- 3.1 Define an individual's civic, political, and social responsibilities as a member of both the local and global community.
1. Recognize stereotyping, bias, and faulty reasoning in the opinions of others.

GEO 4. Technology and Information Literacy

Upon completion of coursework, a student will be able to:

- 4.1 Collect, organize and present information from various sources, including books, periodicals and the Internet.
- 4.2 Use computers to access information effectively and efficiently.

GEO 5. Oral Communication

Upon completion of coursework, a student will be able to:

- 5.1 Demonstrate oral communication proficiency in discussions, debates, and presentations.
- 5.2 Summarize and evaluate the oral communication of others, asking appropriate questions as necessary.

GEO 6. Quantitative and Scientific Reasoning

Upon completion of coursework, a student will be able to:

- 6.1 Analyze mathematical problems, determine the steps necessary to solve problems, calculate solutions, and test for correctness.
- 6.2 Answer questions and explore observations using scientific methodology.

GEO 7. Written Communication

Upon completion of coursework, a student will be able to:

- 7.1 Produce clear well-organized written work, documenting, as appropriate, borrowed sources using a recognized citation method.
- 7.2 Demonstrate mastery of standard English grammar, spelling, and punctuation.

Associate of Arts in Liberal Arts

The Liberal Arts Program is committed to providing students with knowledge, skills, and values in the arts and sciences that promote health and well-being, scientific inquiry, effective communication, and appreciation of arts and culture. NMC's Liberal Arts Program prepares a student to be a productive citizen and a life-long learner.

The Liberal Arts program is designed for students who seek to gain introductory knowledge and skills across a range of educational disciplines. Program requirements consist of general college-level educational courses that:

1. Provide students with a strong educational foundation and preparation for more specialized fields of study;
2. Strengthen communication and analytical and critical thinking skills;
3. Engage students with community issues and civic responsibilities;
4. Allow students the flexibility to explore and develop academic interests and career aspirations; and
5. Prepare students for transfer to a baccalaureate degree program at a four-year college or university.

Program Learning Outcomes:

- LA PLO 1: Demonstrate English language competence in speaking
- LA PLO 2: Demonstrate English language competence in listening

- LA PLO 3: Employ English language competence in writing, including the ability to access and incorporate information to complete a research paper
- LA PLO 4: Demonstrate English language competence in reading
- LA PLO 5: Apply mathematical concepts, principles, and skills in solving practical and theoretical problems, using technology when appropriate
- LA PLO 6: Use the scientific method to gain knowledge and understanding of the natural physical and human social worlds
- LA PLO 7: Integrate ethical standards and principles in making decisions affecting human behaviors and the environment
- LA PLO 8: Demonstrate knowledge and understanding of the dynamics of local and international political, social, and economic systems and issues
- LA PLO 9: Interpret arts, philosophy and literature
- LA PLO 10: Demonstrate knowledge in two of the following areas: history, geography, economics, law, or sociology
- LA PLO 11: Access and use both print and non-print information technology to perform academic and non-academic tasks
- LA PLO 12: Appreciate, promote, and practice the value of good health
- LA PLO 13: Appreciate the uniqueness of and recognize the relationship between different languages and cultures

Associate in Arts in Liberal Arts:

Course ID	Course Title	Credits
Core Requirements		
BE111	College Success	3
EN101	English Composition I	3
MA132+	Intermediate Algebra (or higher)	4
CO210	Fundamentals of Speech Communication	3
HE150+	Personal Health (or higher)	3
SO297	Current Issues in the CNMI	3

General Education Requirements

EN202	English Composition II	3
CS103+	Introduction to Computers (or higher)	3
PS110	Principles of Democratic Institutions	3
PY101	General Psychology	3
	Social Sciences	3
	Performing or Visual Arts	3
	Literature or Philosophy	3
BI101	Biological Science/Lab	4
NS101	Physical Science/Lab	4
	History	3
	Language	3 or 4
	Physical Education	1, 2, or 3
	Elective(s)	3 - 5 +
	Total Credit Hours	60

Education Emphasis

Course ID	Course Title	Credits
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Core Requirements

BE111	College Success	3
EN101	English Composition I	3
MA132+	Intermediate Algebra (or higher)	4
CO210	Fundamentals of Speech Communication	3
HE150+	Personal Health (or higher)	3
SO297	Current Issues in the CNMI	3

General Education Requirements

EN202	English Composition II	3
PS110	Principles of Democratic Institution	3
GE101/201	Geography	3
PY101	General Psychology	3
	Literature	3
BI101	Biological Science/Lab	4
NS101	Physical Science/Lab	4
	History	3
	Language	4
	Fine Arts or Performing Arts	3

Major Requirements

ED211	Introduction to Teaching	4
ED205	Child Development	3
ED282	Multicultural Foundation	3
ED300	Educational Psychology	3
	Total Credit Hours	65

Health and Physical Education Emphasis

Course ID	Course Title	Credits
Core Requirements		
BE111	College Success	3
EN101	English Composition I	3
MA132+	Intermediate Algebra (or higher)	4
CO210	Fundamentals of Speech Communication	3
HE150/200	Personal Health (or higher)	3
SO297	Current Issues in the CNMI	3

General Education Requirements

EN202	English Composition II	3
PY101	General Psychology	3
PY201	Human Growth and Development	3
BI101	Biological Science/Lab	4
CH124	Physical Science/Lab	4
	History	3

Certification in First Aid & CPR must be achieved before taking third semester courses and maintained during the duration of the program

Major Requirements

HE230	Nutrition and Health	3
HE245	Health and Physical Education	3
PE280	Applied Kinesiology	3
PE229	PE Coaching	3
	Individual PE	1
	Group PE	1
BI251	Human Anatomy and Physiology I	4
BI252	Human Anatomy and Physiology II	4
	Total Credit Hours	61

Social Work Emphasis

Course ID	Course Title	Credits
Core Requirements		
BE111	College Success	3
EN101	English Composition I	3
MA132+	Intermediate Algebra (or higher)	4
CO210	Fundamentals of Speech Communication	3
HE150/200	Personal Health (or higher)	3
SO297	Current Issues in the CNMI	3

General Education Requirements

EN202	English Composition II	3
PS110	Principles of Democratic Institution	3
	Sociology or Psychology	3
AR101	Introduction to Art	3
LI150	Introduction to Literature	3
BI101/120	Principles of Biology/Human Biology	4
NS101	Introduction to Physical Science	4
HI121/122	History of World Civilization I or II	3
	Language	4

Program Requirements

SW200	Introduction to Social Work	3
SW103	Ethics, Values and Social Work Practice	3
HI260	Micronesian History	3
SW250	Human Behavior in the Social Environment I	3
	Total Credit Hours	61

Associate of Applied Science in Criminal Justice

The Northern Marianas College Criminal Justice Program prepares students for career employment in criminal justice agencies, including police, courts, corrections, and emerging alternative programs. The program trains citizens and current and future criminal justice professionals to have excellent oral and written communications skills, and excellent cognitive and analytical skills, and an understanding and appreciation of the diversity in society. The program curriculum emphasizes both a theoretical and a practical approach to the major fields of criminal justice.

Graduation Requirements: To be considered for graduation with an Associate's degree, a student in the Criminal Justice Program must have completed all Core Course, General Education, and Program Requirements with a minimum grade of a "C" or better.

Program Learning Outcomes

Upon completion of the program, students will be able to:

- CJ PLO 1: Explain the nature of crime and the operation of the criminal justice system;
- CJ PLO 2: Recognize and explain criminal procedure, and laws and Supreme Court decisions that govern police work;

- CJ PLO 3: In criminal law, classify crimes, identify the elements of a crime, and explain the laws governing arrests;
- CJ PLO 4: Identify the structure and functions of police organization;
- CJ PLO 5: Write a comprehensive, factual, and concise police report;
- CJ PLO 6: Explain the nature of juvenile delinquency and the juvenile justice system;
- CJ PLO 7: Explain the laws, prevention, and treatment of substance abuse;
- CJ PLO 8: Explain the social values and ethics underlying the criminal justice process;
- CJ PLO 9: Access and use both print and non-print information technology to perform academic and non-academic tasks;
- CJ PLO 10: Appreciate, promote, and practice the value of good health; and
- CJ PLO 11: Appreciate the uniqueness of, and recognize the relationship between, different languages and cultures.

Associate in Applied Science in Criminal Justice:

Course ID	Course Title	Credits
Core Requirements		
BE111	College Success	3
CO210	Fundamentals of Speech Communication	3
EN101	English Composition I	3
HE150+	Personal Health (or higher)	3
MA132+	Intermediate Algebra (or higher)	4
SO297	Current Issues in the CNMI	3

General Education Requirements

	Science with Lab (Physical or Biology)	4
PS110	Principles of Democratic Institutions	3
PY101	General Psychology	3
SO101	Sociology	3

Program Requirements

CJ101	Introduction to Criminal Justice	3
CJ103	Juvenile Delinquency	3
CJ104	Dynamics of Substance Abuse	3
CJ113	Report Writing for Law Enforcement	3
CJ150	Constitutional Law	3
CJ200	Criminal Law	3
CJ206	Social Values and the Criminal Justice Process	3
CJ225	Criminal Investigation	3
CJ299	Internship/Fieldwork	4

Suggested Electives *(These electives are for TSA employees)*

CJ133	Introduction to Homeland Security	3
CJ203	Intelligence Analysis and Security Management	3
CJ233	Transportation and Border Security	3
	Total Credit Hours	60

Associate In Science in Fire Science Technology

Course ID	Course Title	Credits
Core Requirements		
BE111	College Success	3
CO210	Fundamentals of Speech Communication	3
EN101	English Composition I	3
HE150+	Personal Health (or higher)	3
MA132+	Intermediate Algebra (or higher)	4
SO297	Current Issues in the CNMI	3

Associate In Science in Fire Science Technology

Course ID	Course Title	Credits
Core Requirements		
BE111	College Success	3
CO210	Fundamentals of Speech Communication	3
EN101	English Composition I	3
HE150+	Personal Health (or higher)	3
MA132+	Intermediate Algebra (or higher)	4
SO297	Current Issues in the CNMI	3

General Education Requirements

	Science with Lab	4
PY101+	General Psychology (or higher)	3

Program Requirements

FS103	Fire Operations I	12
FS104	Fire Operations II	4
FS108	Emergency Vehicle Operator for Ambulance and Fire Apparatus	3
FS125	Hazardous Materials Awareness and Operations	2
FS133	Wildland Firefighter	3
ES180	Emergency Medical Technician	8
CJ113	Report Writing for Police	3
CJ150	Constitutional Law	3
	Total Credit Hours	38

School of Business

The School of Business provides quality education and training that prepares the people of the CNMI for leadership and management careers in the private and public sectors, as well as providing the inspiration and academic foundation for successful entrepreneurship. Students are offered the option of pursuing a Bachelor of Science in Business Management, Bachelor of Science in Business Management with an Accounting Concentration, an Associate of Arts (AA) degree in Business; an Associate in Applied Science (AAS) degree in Business Administration with an Emphasis in either Accounting, Business Management, or Computer Applications, and an Associate of Applied Science (AAS) degree in Hospitality Management. The School also offers Certificates of Completion in Business Management, Small Business Management, Computer Applications, Hospitality Operations, and Casino Management.

Curriculum Guidelines: A minimum grade of “C” is required for all NMC Core courses. A minimum grade of “C” is needed in order for a course to transfer to another institution. ALL 300 Level Courses must be successfully completed before taking any 400 Level Courses, and approval by the Director of the School of Business OR the BSBM Advisor

Admission Requirements: To be admitted to the program, students must: 1) meet Northern Marianas College admission requirements, 2) meet School of Business admission program requirements which includes a completed application form (available at marianas.edu) and two letters of recommendation.

Graduation Requirements: To be considered for graduation with an Associate’s degree, a student in the School of Business must have completed all core coursework with a minimum grade of a “C” or better. To be considered for graduation with a Bachelor’s degree, a student in the School of Business must have completed all coursework with a minimum grade of a “C” or better.

Program Learning Outcomes (PLO):

- 1.0 Oral and written communications
- 2.0 Apply technological applications to the various functional areas in business
- 3.0 Apply quantitative techniques in the operation of a business
- 4.0 Demonstrate current legal, ethical, social, financial, economic, and other environmental factors as they apply to business

- | | | | |
|-----|---|-----|--|
| 5.0 | Work effectively as a member of a team | 7.0 | Apply management theory, functions, and skills to the development and operations of a business |
| 6.0 | Compile, analyze, and synthesize information to solve business problems | 8.0 | Demonstrate the implications of globalization in student assignments for future businesses |

Associate in Arts: Business

Course ID	Course Title	Credits
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Core Requirements

BE111	College Success	3
CO210	Fundamentals of Speech Communication	3
EN101	English Composition I	3
HE150+	Personal Health (or higher)	3
MA132+	Intermediate Algebra (or higher)	4
SO297	Current Issues in the CNMI	3

General Education Requirements

	Arts or Humanities	3
PY101 or SO101	Social Science	3
	Science with Lab	4
EN202	English Composition II	3
	Elective	1

Program Requirements

AC227	Financial Accounting I	3
AC240	Management Accounting	3
CS103	Introduction to Computers	3
EC211	Principles of Macroeconomics	3
EC212	Principles of Microeconomics	3
MG206	Business Communication	3
MG231	Introduction to Business	3
MG234	Introduction to Management	3
MG251	Business Law I	3
	Total Credit Hours	60

Associate in Applied Science in Business Administration:

Accounting Emphasis

Course ID	Course Title	Credits
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Core Requirements

BE111	College Success	3
CO210	Fundamentals of Speech Communication	3
EN101	English Composition I	3
HE150+	Personal Health (or higher)	3
MA132+	Intermediate Algebra (or higher)	4
SO297	Current Issues in the CNMI	3

General Education Requirements

	Arts or Humanities	3
CS103	Introduction to Computers	3
	Science with Lab	4
EC211	Principles of Macroeconomics	3

Program Requirements

AC227	Financial Accounting I	3
AC228	Financial Accounting II	4
AC230	Intermediate Accounting I	3
AC240	Management Accounting	3
MG206	Business Communication	3
MG231	Introduction to Business	3
	Business Elective	3
MG251	Business Law I	3
CE250	Introduction to Cooperative Education	3
	Total Credit Hours	60

Business Management Emphasis

Course ID	Course Title	Credits
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Core Requirements

BE111	College Success	3
CO210	Fundamentals of Speech Communication	3
EN101	English Composition I	3
HE150+	Personal Health (or higher)	3
MA132+	Intermediate Algebra (or higher)	4
SO297	Current Issues in the CNMI	3

General Education Requirements

	Arts or Humanities	3
CS103	Introduction to Computers	3
	Science with Lab	4
EC211	Principles of Macroeconomics	3
	Elective	1

Program Requirements

MG206	Business Communication	3
MG231	Introduction to Business	3
MG232	Introduction to Marketing	3
MG234	Introduction to Management	3
MG251	Business Law I	3
AC227	Financial Accounting I	3
AC240	Management Accounting	3
	Business Program Elective	3
CE250	Introduction to Cooperative Education	3
	Total Credit Hours	60

Computer Applications Emphasis

Course ID	Course Title	Credits
Core Requirements		
BE111	College Success	3
CO210	Fundamentals of Speech Communication	3
EN101	English Composition I	3
HE150+	Personal Health (or higher)	3
MA132+	Intermediate Algebra (or higher)	4
SO297	Current Issues in the CNMI	3

General Education Requirements

	Arts or Humanities	3
CS103	Introduction to Computers	3
	Science with Lab	4
EC211	Principles of Macroeconomics	3

Program Requirements

AC227	Financial Accounting I	3
AC240	Management Accounting	3
CE250	Introduction to Cooperative Education	3
CS140	Database Applications I	3
CS222	Web Design and Programming	4
CS227	Introduction to Programming	3
CS246	Database Applications II	3
MG206	Business Communication	3
MG231	Introduction to Business	3
	Total Credit Hours	60

Associate in Applied Science in Hospitality Management

Course ID	Course Title	Credits
Core Requirements		
BE111	College Success	3
CO210	Fundamentals of Speech Communication	3
EN101	English Composition I	3
HE150+	Personal Health (or higher)	3
MA132+	Intermediate Algebra (or higher)	4
SO297	Current Issues in the CNMI	3

General Education Requirements

	Arts or Humanities	3
HI 255	History of the NMI	3
CS 103	Intro to Computers	3
	Science with Lab	4
	Foreign Language	4

Program Requirements

TS101	Introduction to Travel and Tourism	3
TS103	Introduction to the Hospitality Industry	3
TS185	Introduction to Food & Beverage Management	3
AC227	Financial Accounting I	3
MG206	Business Communication	3
MG231	Introduction to Business	3
MG239	Principles of Customer Service	3
CE250	Introduction to Cooperative Education	3
	Total Credit Hours	60

Bachelor of Science in Business Management:

Course ID	Course Title	Credits
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Core Requirements

BE111	College Success	3
CO210	Fundamentals of Speech Communication	3
EN101	English Composition I	3
HE150+	Personal Health (or higher)	3
MA161	College Algebra (or any college math)	4
SO297	Current Issues in the CNMI	3

General Education Requirements

	Arts or Humanities	3
	Social Science	3
	Science with Lab	4
EN202	English Composition II	3
	Elective	1

Program Requirements

AC227	Financial Accounting I	3
AC240	Management Accounting	3
CS103	Introduction to Computers	3
EC211	Principles of Macroeconomics	3
EC212	Principles of Microeconomics	3
MG206	Business Communication	3
MG231	Introduction to Business	3
MG234	Introduction to Management	3
MG251	Business Law I	3

ALL 300 Level Courses must be successfully completed before taking any 400 Level Courses, and approval by the Director of the School of Business or the BSBM Advisor.

Upper Level Course Requirements

MG303	Business Statistics	3
AC330/400	Business Electives	3

Upper Level General Education Requirements

MG301	Social Psychology in Business Management	3
MG310	Business Writing	3

Program Requirements

CE400	Business Cooperative Education	3
CS300	Information Technology Management	3
EC300	International Economics	3
FM300	Introduction to Financial Management	3
MG300	Business Ethics for the 21st Century	3
MG323	Marketing Management	3
MG400	Business Government & Society	3
MG401	International Business Management	3
MG402	Human Resource Management	3
MG403	Operations Management	3
MG404	Small Business Entrepreneurship	3
MG405	Introduction to Project Management	3
MG406	Business Strategies & Policies	3
MG438	Business Law II	3
MG440	Capstone Major Project	3
OB400	Organizational Theory & Behavior	3
	Total Credit Hours	120

Concentration: Accounting

Course ID	Course Title	Credits
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Core Requirements

BE111	College Success	3
CO210	Fundamentals of Speech Communication	3
EN101	English Composition I	3
HE150+	Personal Health (or higher)	3
MA161	College Algebra (or any college math)	4
SO297	Current Issues in the CNMI	3

General Education Requirements

	Arts or Humanities	3
	Social Science	3
	Science with Lab	4
EN202	English Composition II	3
	Elective	1

Program Requirements

AC227	Financial Accounting I	3
AC240	Management Accounting	3
CS103	Introduction to Computers	3
EC211	Principles of Macroeconomics	3
EC212	Principles of Microeconomics	3
MG206	Business Communication	3
MG231	Introduction to Business	3
MG234	Introduction to Management	3
MG251	Business Law I	3

ALL 300 Level Courses must be successfully completed before taking any 400 Level Courses, and approval by the Director of the School of Business or the BSBM Advisor.

Upper Level Course Requirements

MG303	Business Statistics	3
MG323/400	Business Electives	3

Upper Level General Education Requirements

MG301	Social Psychology in Business Management	3
MG310	Business Writing	3

Program Requirements

AC301	Intermediate Accounting II	3
AC330	Auditing	3
AC400	Federal Taxation II	3
AC430	Advanced Accounting	3
CE400	Business Cooperative Education	3
CS300	Information Technology Management	3
EC300	International Economics	3
FM300	Introduction to Financial Management	3
MG300	Business Ethics in the 21st Century	3
MG401	International Business Management	3
MG403	Operations Management	3
MG405	Introduction to Project Management	3
MG406	Business Strategies and Policies	3
MG438	Business Law II	3
MG440	Capstone Major Project	3
OB400	Organizational Theory & Behavior	3
	Total Credit Hours	120

Nursing Department

Degree Program

The Nursing Department offers an Associate of Science in Nursing (ASN) degree. When new students apply to pursue the ASN degree upon entering the Northern Marianas College (NMC), they are preliminarily placed under the Pre-Nursing degree to identify students who are currently working on completing the General Education and Core Course Requirements as stated on the ASN Individualized Degree Plan (IDP). Once they have completed the prerequisites, they will apply to enter the Nursing Program, which is duration of two years (four semesters) before graduating with the ASN degree.

Extended Statement of Institutional Purpose

The purpose of the Nursing Department is to advocate for locally educated and licensed nurses to work in the various health care provider agencies in the Commonwealth of the Northern Mariana Islands as well as in the Pacific Region by providing career guidance, education and the nursing knowledge and skills necessary to be eligible to take the National Council Licensure Examination and become Registered Nurses in support of the Northern Marianas College mission.

Horizontal and Vertical Threads of the Conceptual Framework

Major concepts	Basic Nursing Concepts Pharmacology – Clinical Math	Medical / Surgical I Maternal Child	Medical / Surgical II Medical/Geriatric/ Psych)	Medical / Surgical III Nursing Issues & Trends
Nursing (role theory, nursing diagnosis)	Health Promotion/prevention	Professional Accountability	Primary nursing of Families	Consumer advocate collaboration
Health (Maslow, Gordons Functional Health)	Wellness / Illness	Nursing Process	Health problems of individuals and families	Acute health problems of individuals and group
Environment	Introduction to consumer environment	Holistic Caring	Practice environment in acute care institution and in the community	Advance practice and technology in acute care institutions and in the community
Humans (developmental Theory, Erikson Lehninger)	Human development and life cycle of the individual	Stress and Adaptation	Development and life cycle of families	Development and life cycle of the consumer with acute health problems
Education Teaching/Learning	Basic theories and skills	Cultural Diversity	Collegiate interactions observations of role models	Self-direction Novice practitioner
		Scientific theories/principles		

Curriculum Guidelines

Our Curriculum Guidelines are based on the Horizontal and Vertical Threads of the Conceptual Framework and are reflective on the course guides for the following courses:

- NU 105 Basic Nursing Concepts and Skills
- NU 107 Medical-Surgical Nursing I
- NU 124 Pharmacology and Clinical Math
- NU 203 Maternal-Child Health Nursing
- NU 207 Medical-Surgical Nursing II
- NU 209 Nursing Issues and Trends
- NU 212 Medical-Surgical Nursing III

Application for Admission into the Nursing Program

New students intending to enter the Nursing Program must contact the Nursing Department for academic and career advisement, and must also apply for admission to the College at the Office of Admissions and Records.

Upon application to the College, potential nursing students must

take the NMC placement tests in English and Mathematics. Based on the scores received on these tests, students will be advised on the prerequisite courses to take, following the approved Nursing Program IDP. Once all core course and general education requirements have been completed and passed with a grade of “C” or better, and a GPA of “2.50 or higher”, student may apply for admission into the program. The Nursing Department Chairperson must approve any variations in these requirements.

Completion of BE 111, EN 101, MA 132, CO 210, HE 230, BI 101, CH 124, BI 225, BI 251, BI 252, PY 101, and PY 201 are required for entry into the Nursing Program for a total of 45 credits (Core Course Req. = 19 cr., General Education Req. = 26 cr.). Once accepted into the program, the nursing student must complete a Cardiopulmonary Resuscitation (CPR) course and have a pre-entrance medical examination. Evidence of completion of these requirements must be on file in the Nursing Department office before the student can enter clinical areas at the hospital. Students are also required to attend all mandatory annual in-service requirements for the Department of Public Health staff of the Commonwealth Healthcare Corporation (CHCC).

An overall GPA of 2.50 covering all courses must be maintained in order to progress. Students whose GPA falls below 2.50 may progress to the next level only after they have restored their GPA to 2.50. The program is currently working on a student handbook. In the absence of a student handbook, students entering the program will receive materials specific to the program and which governs student behavior and progression.

Nursing Program Admissions Exam – “KapTest”

The Northern Marianas College Nursing Department will be implementing an admissions exam for students seeking admission into their Nursing Program beginning the Fall 2020 Semester.

Students who have completed and passed the Core Course and General Education Requirements (as listed on the Associate of Science in Nursing Individualized Degree Plan) with a “C” grade or better and have met/exceeded the required grade point average will be required to take the admissions exam to determine their acceptance into the program.

The Nursing Department uses the Kaplan’s Admissions Test (Standardized Nursing School Entrance Exam), also known as KapTest.

Kaplan’s Admission Test is a tool to determine if students have the academic skills necessary to perform effectively in a nursing program. The admission test is a 91-question, multiple choice test that evaluates the basic reading, math, writing, and science skills of students seeking entry into a nursing program leading to registered nurse licensure. The KapTest is available free of charge to eligible NMC pre-nursing students applying for admission into the Nursing Program.

Applications for admission into the nursing program will be accepted every Spring semester between April to May. The date to take the exam will be scheduled around June. In July, the final decision for admission into the program will be sent out to those students that have applied for the Fall Semester.

Eligible pre-nursing students who want to prepare in taking the KapTest can purchase the Kaplan Nursing School Entrance Exam review book available for the admissions test on Amazon. It is also recommended for students to purchase a SAT review book as well.

Graduation Requirements

Completion of the Core Course Requirements, General Education Requirements, and Program Requirements as listed on the Nursing Program Associate of Science in Nursing (ASN) Degree IDP.

Possible Employment After Graduation

On island: Staff Nurse (RN) at the Commonwealth Healthcare Corporation (CHCC) Hospital and Outpatient Clinics; Staff Nurse (RN) at Private Clinics; Staff Nurse (RN) at Home Health Agencies.

Off island employment titles could be the following:

- Informatics Nurse
- Medical-Surgical Nurse
- Women’s Health Nurse
- Child Health Nurse
- Psychiatric Mental Health Nurse
- Community Health Nurse
- Home Health Nurse
- School Nurse
- Flight Nurse
- Military Nurse
- Administrative Nurse

Program Learning Outcomes aligned with General Education Outcomes

PLO	Program Learning Outcomes	General Education Outcomes
NU PLO 1	Demonstrate knowledge of professional nursing standards and regulatory framework.	GELO 1, 2, 3, 4, 5, 7
NU PLO 2	Assess clients and families comprehensively to include physical, developmental, cultural, and spiritual needs.	GELO 1, 2, 3, 5, 7
NU PLO 3	Apply critical and creative thinking to facilitate problem solving and decision making.	GELO 1, 2, 5, 7
NU PLO 4	Design a nursing care plan for clients and families across the lifespan in various settings.	GELO 1, 4, 7
NU PLO 5	Demonstrate appropriate nursing interventions that meet clients’ and families’ health expectations.	GELO 1, 6, 7
NU PLO 6	Supervise care for groups of clients to promote positive health outcomes.	GELO 1, 2, 3, 5, 6
NU PLO 7	Demonstrate effective communication through the use of oral, written, and technological skills to educate and collaborate with clients, community agencies, and members of the health care team.	GELO 1, 3, 4, 5, 7
NU PLO 8	Demonstrate professionalism, including legal and ethical behaviors.	GELO 1, 2, 3, 5

Associate of Science in Nursing

In order to be accepted into the Associate of Science in Nursing (ASN) degree program, the student must have successfully completed the Core Course and General Education Requirements on the ASN Individualized Degree Plan (IDP), unless an exemption is approved by the Nursing Department Chairperson.

No prerequisite science courses will be accepted in transfer from other colleges that are older than 5 years and/or for which the student received less than a "C" grade.

Associate of Science in Nursing Individualized Degree Plan (IDP)

Core Course Requirements	Course ID	Credits
College Success	BE 111	3
English Composition I	EN 101	3
Intermediate Algebra (or higher)	MA 132+	4
Fundamentals of Speech Communication Personal Health (or higher)	CO 210	3
(Nursing – HE 230)	HE 150+	3
Current Issues in the CNMI	SO 297	3
TOTAL		19

General Education Requirements	Course ID	Credits
Principles of Biology	BI 101	4
Basic Microbiology	BI 225	4
Human Anatomy and Physiology I	BI 251	4
Human Anatomy and Physiology II	BI 252	4
General Chemistry	CH 124	4
General Psychology	PY 101	3
Human Growth and Development	PY 201	3
TOTAL		26

Program Requirements	Course ID	Credits
Basic Nursing Concepts and Skills	NU 105	6
Medical-Surgical Nursing I	NU 107	5
Pharmacology and Clinical Math	NU 124	3
Maternal-Child Health Nursing	NU 203	5
Medical-Surgical Nursing II	NU 207	6
Nursing Issues and Trends	NU 209	2
Medical-Surgical Nursing III	NU 212	6
TOTAL		33

TOTAL CREDIT HOURS 78

PREREQUISITE SEQUENCE

First Semester Prerequisites (Fall)	Second Semester Prerequisites (Spring)	Third Semester Prerequisites (Fall)
BI 101 Principles of Biology	BI 225 Basic Microbiology	BI 252 Human Anatomy and Physiology II
CH 124 General Chemistry	BI 251 Human Anatomy and Physiology I	PY 201 Human Growth and Development
EN 101 English Composition I	PY 101 General Psychology	HE 230 Nutrition and Health
BE 111 College Success	MA 132 Intermediate Algebra (or higher)	CO 210 Fundamentals of Speech Communication

NURSING PROGRAM SEQUENCE

First Semester Nursing Program (Fall)	Second Semester Nursing Program (Spring)
NU 105 Basic Nursing Concepts and Skills	NU 107 Medical-Surgical Nursing I
NU 124 Pharmacology for Nurses and Clinical Math	NU 203 Maternal Child Health Nursing
Third Semester Nursing Program (Fall)	Fourth Semester Nursing Program (Spring)
NU 207 Medical-Surgical Nursing II	NU 212 Medical-Surgical Nursing III
SO 297 Current Issues in the CNMI	NU 209 Nursing Issues and Trends

SUGGESTED GENERAL EDUCATION ELECTIVE COURSES FOR TRANSFER TO BSN PROGRAM

COURSE CATEGORY	*COURSE ID	COURSE CATEGORY	*COURSE ID
Computer Science [CS]	CS 103	Physical/Life Sciences	BI 117, RH 430
Mathematics	MA 151 / MA 161	Arts & Humanities	LI 150, PI 201,
Written Communication	EN 201 / EN 202	[ex. AR, MU, DR, LI, PI]	AR 101, AR 216
Social/Behavioral Sciences [SO, GE, HI, PY]	SO 101, HI 121, HI 225, GE 201, PY 102	Any Languages (1st & 2nd Semesters – same language) [ex. CM, JA, SP]	CM 101/102, JA 101/102, SP 101/102

**Not limited to courses only taken at NMC; but may include courses taken online through Rio Salado College. NMC has MOU with Rio Salado College for our students to take courses online at Rio Salado College.*

CERTIFICATE OF COMPLETION IN NURSING ASSISTANT

The Northern Marianas College Nursing Program, in collaboration with the CNMI Area Health Education Center, offers a Certificate of Completion in Nursing Assistant that is offered every Summer Session and runs for six weeks or a total of 150 credit hours.

This course will prepare entry-level nursing assistants to provide basic nursing care to the elderly, ill, and persons with disabilities in long-term care, hospitals, clinics, schools, and home health settings.

It is designed for any student or individual interested in beginning a career as a nursing assistant, individuals interested in taking a nursing course but still at developmental English and math levels,

and for persons already employed as a nursing assistant but have not completed formal course work.

The course, approved by the Northern Mariana Islands Board of Nursing, will also prepare participants to take the National Nurse Aide Assessment Program Competency Examination.

After successfully completing the course, certified participants will be eligible to take the NNAAP Competency Examination under NMI Board of Nursing, Northern Mariana Islands, be licensed as a certified nursing assistant, be placed on the NMI Board of Nursing registry for nursing assistants, and may practice as a CNA in the Commonwealth of the Northern Mariana Islands, U.S. territories or U.S. mainland.

Associate of Science in Natural Resource Management

Natural Resources Management (NRM) is the study of agriculture, environment, and natural resource sciences with a focus on the sustainable utilization and conservation of our land, water, and air. The Associate in Science Degree in Natural Resources Management is designed to prepare students for entry into the workforce, or for transfer to a baccalaureate degree program at a four-year college or university.

Program Learning Outcomes

Upon completion of the program, students will be able to:

- Describe the importance of natural resources management to human the influence of human culture and settlement on terrestrial, aquatic, and atmospheric systems;
- Demonstrate the methodology of system integration and best practices of conservation management;
- Conduct the performance of field monitoring, data collection, mapping, data analysis, record keeping, and reporting;
- Demonstrate an understanding of the roles of politics and economic development on natural resources management;
- Apply cost-benefit analysis to the management of natural resources;
- Demonstrate an understanding of appropriate land use, planning, and zoning; and
- Demonstrate an understanding of the CNMI, federal, and international environmental laws and regulatory enforcement procedures;

Associate in Science in Natural Resource Management:

Course ID	Course Title	Credits
Core Requirements		
BE111	College Success	3
EN101	English Composition I	3
MA132+	Intermediate Algebra (or higher)	4
CO210	Fundamentals of Speech Communication	3
HE150/200	Personal Health (or higher)	3
SO297	Current Issues in the CNMI	3

General Education Requirements

CS103+	Introduction to Computers (or higher)	3
	Social Science Elective	3
	General Elective	3

Program Requirements

NR150	Introduction to Natural Resource Management	4
NR153	Environmental Conservation	4
NR253	Species and Ecosystem Management	4
NR255	Conservation Politics and Economics	4
NR295	Natural Resources Management Seminar	1
NR298	Natural Resource Management Internship	4
NR290	Special Topics in Natural Resource Management	3
<i>Eight (8) credit hours of a science-related elective must be completed</i>		
	Science Elective	4
	Science Elective	4
	Total Credit Hours	60

School of Education

The Northern Marianas College (NMC) School of Education (SOE) is dedicated to enhancing the quality of education in the Commonwealth of the Northern Mariana Islands (CNMI) by providing a Bachelor of Science (BS) degree in Education with four concentration areas: Early Childhood Education, Elementary Education, Rehabilitation and Human Services, and Special Education, all designed to engage paraprofessionals in a developmental environment of acquiring the knowledge, attitudes, and skills needed to promote educational excellence and equity in the classroom and rehabilitation and human service setting.

The SOE program is designed to engage learners in a developmental process of acquiring the knowledge, skills and disposition necessary to promote educational excellence and equity in the classroom and/or rehabilitation and human service setting, and to collaborate with others in supporting students and families with special needs. The program offers coursework and student teaching field experiences, which is cohesively designed, well-coordinated, and based on sound theoretical principles and best practices.

The teacher preparation program prepares professionals to work directly with learners from diverse ethnic, socioeconomic, linguistic, and cultural backgrounds and to integrate appropriate adaptations to meet the needs of learners with exceptional needs.

SOE's Extended Statement of Institutional Purpose (ESIP)

The purpose of the School of Education is to promote excellence in the art and science of teaching through research-based pedagogy and assessment so as to assist in the improvement of the quality of life within the Commonwealth by providing superior education programs for aspiring and veteran professionals in the fields of Education and Human Services in support of the mission of Northern Marianas College with an understanding of regional and global diversity in a changing world.

Bachelor of Science in Education

The NMC School of Education offers the Bachelor of Science degree in Education. Students take core courses and general education courses in the Arts and Sciences before completing their required education courses, including the 12-credit student teaching/community practicum requirement. Students successfully completing all of the requirements, to include passing PRAXIS I and II, then receive an accredited Baccalaureate of Science degree in Education

Teacher Preparation Program

The NMC School of Education is dedicated to enhancing the quality of education in the CNMI by providing a Bachelor of Science degree in Education with four concentration areas: Early Childhood Education, Elementary Education, Rehabilitation and Human Services and Special Education.

A Curriculum Resource Center (CRC) supports the TPP. The CRC serves as a specialized resource center that is linked to the main NMC library system. Its holdings include texts for educational research and curriculum materials to enhance constructivist-teaching methodology and provide primary resources for education learners, teachers/rehabilitation and

human service providers-in-training, and cooperating teachers/supervisors. Any learner registered for an education course has access to the resources available in the CRC.

The program is designed to engage learners enrolled as education majors in a developmental process of acquiring the knowledge, skills and dispositions necessary to promote educational excellence and equity in the classroom and rehabilitation and human service settings.

Program Learning Outcomes (PLO)

- SOE PLO 1. Demonstrate knowledge of content & pedagogy
- SOE PLO 2. Design & create coherent resources, instruction, and assessment of student learning
- SOE PLO 3. Demonstrate knowledge of students
- SOE PLO 4. Engage students in learning
- SOE PLO 5. Create an environment of respect and rapport to establish a culture of learning
- SOE PLO 6. Manage the classroom (procedures, student behavior, and space)
- SOE PLO 7. Communicate effectively and provides feedback (questions and discussions)
- SOE PLO 8. Demonstrate professionalism (developing, demonstrating, and reflecting)
- SOE PLO 9. Communicate and build relationships with the community
- SOE PLO 10. Demonstrating Ethics for the Professional Educator

Admission to Teacher Candidacy Status

Application for Teacher Candidacy should take place during the semester the learner completes 40 semester hours of applicable college credits towards the B.S. degree in Education and meets all the specific prerequisite requirements. Applications may be obtained from the SOE administration office, currently located in Building V. The completed application is to be submitted to the School of Education Director or designee prior to the announced deadline. All pre-service teachers should inquire about this process early in the semester. All pre-service teachers wishing to register for School of Education 300 and 400 level classes are required to submit an application for admission to the SOE demonstrating that they have met the following requirements:

- Completion with a grade of "C" or higher in the following courses:
 - EN 101 English Composition I
 - EN 202 English Composition II
 - MA 132 Intermediate Algebra or higher
 - PY 101 General Psychology
 - One history course (any history)
 - CO 210 Fundamentals of Speech Communications
 - ED 211 Introduction to Teaching
 - ED 205 Child Development

- ED 282 Multicultural Foundations
 - ED 300 Educational Psychology
 - ED 290 Educational Technology
 - Additional Documentations:
 - Three letters of recommendation
 - CNMI Police Clearance (within the past 6 months)
 - NMC Health Clearance (within the past 6 months)
 - Statement of Purpose Essay
 - Photo (size: 2x2)
 - PRAXIS I:
 - Core Academic Skills for Educators (CASE test code 5713) Reading score: 156
 - Core Academic Skills for Educators (CASE) Writing (test code 5723): 162
 - Core Academic Skills for Educators (CASE) Math (test code 5733): 150
- *Or a combined score of 468 or higher
- Pre-Professional skills Test (PPST code 710) Reading score: 170
 - Pre-Professional Skills Test (PPST code 720) Writing score: 170
 - Pre-Professional Skills Test (PPST code 730) Math score: 170
- *Or a combined score of 510 or higher
- Grade Point Average (GPA): 2.8 or higher

The PRAXIS I requirement became effective for the spring term 2005.

There may be additional costs for taking PRAXIS I and II tests. Waivers for PRAXIS tests are made available through the Educational Testing Service (ETS) should students meet ETS criteria. More information can be found at https://www.ets.org/praxis/about/fees/fee_waivers/

Additional assistance may be possible through Federal Financial Aid. For more information, please contact NMC's Financial Aid Office.

PRAXIS I and II are requirements for graduation and are the learner's responsibility.

Provisional Admission may be granted for no more than one semester. Applications can be obtained from the SOE administration office, currently in Building V. The completed application is to be submitted to the Director or designee of the School of Education prior to the announced deadline. For provisional acceptance into Teacher Candidacy, please see SOE TC designee.

FIELD EXPERIENCE(S) (Observation, Practicum and Internship Courses)

In recent years the value of experiences in the field has been increasingly recognized and as a result field experiences are a critical component of teacher preparation program. Multiple opportunities are provided for teacher education candidates to be in the field throughout the program. Through fieldwork experiences, teacher education candidates are exposed to a range of diverse learners, cultures and learning environments. Several courses have been identified to provide these multicultural and multi-dimensional experiences.

GRADUATION REQUIREMENTS

Only courses passed with a grade of "C" or better will be accepted for graduation for the baccalaureate degree. All potential graduates must pass all the core courses, general education courses, required education courses listed on the IDP and with passing scores for PRAXIS I and II in respective concentration areas.

It is recommended that graduates seeking CNMI Teacher Certification obtain Teacher Certification requirements from the CNMI Board of Education.

Bachelor of Science in Education:

Course ID	Course Title	Credits
Core Requirements		
BE111	College Success	3
CO210	Fundamentals of Speech Communication	3
EN101	English Composition I	3
MA132+	Mathematics (or higher)	4
SO297	Current Issues in the CNMI	3

General Education Requirements

PS110	Political Science	3
Any 3 Credits	Literature	3
Any 4 Credits	Biological Science	4
Any 4 Credits	Physical Science	4
EN202	English Composition II	3
PY101	Psychology	3
GE101/201	Geography	3
Any 3 Credits	History	3
HI255	Northern Mariana Islands History	3
Any 3 Credits	Fine Arts/Performing Arts	3
Any 4 Credits	Language	4

Program Requirements

ED205	Child Development	3
ED211	Introduction to Teaching	4
ED282	Multicultural Foundations	3
ED290	Educational Technology	3

Requirements for 300-400 Level Courses:

Acceptance into the School of Education and submission of PRAXIS I passing scores

ED300	Educational Psychology	3
ED315	Inclusive Practices for Students with Learning Problems	3
ED351	Instructional Strategies and Classroom Management	3
ED353	Health and PE Methods for Elementary Teachers	4
ED370	Integrated Planning and Programs	3
ED406	Teaching Linguistically Diverse Students	3
ED450	Assessment and Evaluation	3
ED471	Integrated Lessons and Activities (P)	4

Concentration Requirements

ED320	Fine Arts for Teachers*	3
ED321	Literature and Language Arts for Teachers (P)	4
ED432	Teaching Elementary & Middle School Math	3
ED433	Science as Inquiry Methodology*	3
ED434	Social Studies in Action**	3
ED435	Diagnostics & Prescriptive Reading (P)	4

Submission of PRAXIS II passing score is required for concentration PRIOR to registration for ED492/493

ED492	Student Teaching (P)	12
	Total Credit Hours	123

Concentration: Rehabilitation & Human Services

Course ID	Course Title	Credits
Core Requirements		
BE111	College Success	3
CO210	Fundamentals of Speech Communication	3
EN101	English Composition I	3
MA132+	Mathematics (or higher)	4
SO297	Current Issues in the CNMI	3

General Education Requirements

PS110	Political Science	3
Any 3 Credits	Literature	3
Any 4 Credits	Biological Science	4
Any 4 Credits	Physical Science	4
EN202	English Composition II	3
PY101	Psychology	3
GE101/201	Geography	3
Any 3 Credits	History	3
HI255	Northern Mariana Islands History	3
Any 3 Credits	Fine Arts/Performing Arts	3
Any 4 Credits	Language	4

Program Requirements

ED205	Child Development	3
ED211	Introduction to Teaching	4
ED282	Multicultural Foundations	3
ED290	Educational Technology	3

Requirements for 300-400 Level Courses:

Acceptance into the School of Education and submission of PRAXIS I passing scores

ED300	Educational Psychology	3
ED315	Inclusive Practices for Students with Learning Problems	3
ED351	Instructional Strategies and Classroom Management	3
ED353	Health and PE Methods for Elementary Teachers	4
ED370	Integrated Planning and Programs	3
ED406	Teaching Linguistically Diverse Students	3
ED450	Assessment and Evaluation	3
ED471-02	Integrated Lessons and Activities (P)	4

Concentration Requirements

RH215	Introduction to Human Services	3
RH310	Theories & Techniques of Counseling	3
RH330	Fieldwork (P)	4
RH400	Case Management	3
RH420	Human Services Program Management	3
RH430	Medical & Psychosocial Aspects of Disabilities	3

Submission of PRAXIS II passing score is required for concentration PRIOR to registration for ED492/493

ED493	Community Practicum (P)	12
	Total Credit Hours	122

Concentration: Early Childhood Education

Course ID	Course Title	Credits
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Core Requirements

BE111	College Success	3
CO210	Fundamentals of Speech Communication	3
EN101	English Composition I	3
MA132+	Mathematics (or higher)	4
SO297	Current Issues in the CNMI	3

General Education Requirements

PS110	Political Science	3
Any 3 Credits	Literature	3
Any 4 Credits	Biological Science	4
Any 4 Credits	Physical Science	4
EN202	English Composition II	3
PY101	Psychology	3
GE101/201	Geography	3
Any 3 Credits	History	3
HI255	Northern Mariana Islands History	3
Any 3 Credits	Fine Arts/Performing Arts	3
Any 4 Credits	Language	4

Program Requirements

ED205	Child Development	3
ED211	Introduction to Teaching	4
ED282	Multicultural Foundations	3
ED290	Educational Technology	3

Requirements for 300-400 Level Courses:

Acceptance into the School of Education and submission of PRAXIS I passing scores

ED300	Educational Psychology	3
ED315	Inclusive Practices for Students with Learning Problems	3
ED351	Instructional Strategies and Classroom Management	3
ED353	Health and PE Methods for Elementary Teachers	4
ED370	Integrated Planning and Programs	3
ED406	Teaching Linguistically Diverse Students	3
ED450	Assessment and Evaluation	3
ED471	Integrated Lessons and Activities (P)	4

Concentration Requirements

ED341	Curriculum in ECE	3
ED343	Guiding and Nurturing Young Children	3
ED345	Education in Parenthood	3
ED435	Diagnostics and Prescriptive Reading (P)	4
ED451	Integrated Science and Math for Young Children	4

Submission of PRAXIS II passing score is required for concentration PRIOR to registration for ED492/493

ED492	Student Teaching (P)	12
	Total Credit Hours	120

Concentration: Special Education

Course ID	Course Title	Credits
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Concentration Requirements

BE111	College Success	3
CO210	Fundamentals of Speech Communication	3
EN101	English Composition I	3
MA132+	Mathematics (or higher)	4
SO297	Current Issues in the CNMI	3

General Education Requirements

PS110	Political Science	3
Any 3 Credits	Literature	3
Any 4 Credits	Biological Science	4
Any 4 Credits	Physical Science	4
EN202	English Composition II	3
PY101	Psychology	3
GE101/201	Geography	3
Any 3 Credits	History	3
HI255	Northern Mariana Islands History	3
Any 3 Credits	Fine Arts/Performing Arts	3
Any 4 Credits	Language	4

Program Requirements

ED205	Child Development	3
ED211	Introduction to Teaching	4
ED282	Multicultural Foundations	3
ED290	Educational Technology	3

Requirements for 300-400 Level Courses

Acceptance into the School of Education and submission of PRAXIS I passing scores

ED300	Educational Psychology	3
ED315	Inclusive Practices for Students with Learning Problems	3
ED351	Instructional Strategies and Classroom Management	3
ED353	Health and PE Methods for Elementary Teachers	4
ED370	Integrated Planning and Programs	3
ED406	Teaching Linguistically Diverse Students	3
ED450	Assessment and Evaluation	3
ED471	Integrated Lessons and Activities (P)	4

Concentration Requirements

ED397	Current Issues in SPED	3
ED401	Teaching Methods in SPED	3
ED432	Teaching Elementary and Middle School Math	3
ED435	Diagnostics & Prescriptive Reading (P)	4
ED456	SPED Diagnosis & Assessment	3
RH430	Medical & Psychosocial Aspects of Disabilities	3

Submission of PRAXIS II passing score is required for concentration PRIOR to registration for ED492/493

ED492	Student Teaching (P)	12
	Total Credit Hours	122

About Northern Marianas College

History of NMC

Northern Marianas College was established in May 1981 when Governor Carlos S. Camacho created the College as an official governmental entity through Executive Order #25. The Executive Order established the College as one of the divisions within the Commonwealth Department of Education. By mid-summer of 1981 the College was offering training programs for government employees and teachers of the public school system.

In January 1983, Public Law 3-43 established NMC as a public nonprofit corporation having the Board of Education as its governing board. In March of 1985, the passage of CNMI Public Law 4-34 made NMC a public corporation under the general governance of its own Board of Regents, and granted it autonomy in both fiscal and personnel matters. This law stipulated the mission of the college and designated NMC to serve as the land-grant college for the Commonwealth.

In 1985, the Second Constitutional Convention in the CNMI adopted a series of proposed amendments to the CNMI Constitution. Among them was Amendment 38 concerning education in the Commonwealth. The proposed amendment provided for the establishment of Northern Marianas College, and stipulated that the College's Board of Regents should have autonomy in conducting its affairs. This amendment restated the mission of the college and guaranteed annual funding. Amendment 38, among others, was ultimately adopted by the people of the Commonwealth.

In June 1985 the college received its initial accreditation from the Accrediting Commission for Community and Junior Colleges (ACCJC) of the Western Association of Schools and Colleges (WASC). The accreditation was reaffirmed in 1990, 1996, 2001, and 2009. In March 2001, the Accrediting Commission for Senior Colleges and Universities of WASC granted NMC initial accreditation for offering a Bachelor of Science degree in Elementary Education. In 2014, the College moved under the WASC Senior College and University Commission (WSCUC) and was granted approval to offer a Bachelor of Science degree in Business Management.

Since its beginning, NMC has focused on meeting the higher education and vocational training needs of the CNMI. From the times of its first program in teacher education, NMC has developed a comprehensive set of academic programs and services to meet the social, cultural, occupational and economic development needs of its island communities. Today, students are enrolled in various educational programs of study leading to associate's and bachelor's degrees. In addition, there are hundreds of students enrolled in credit and non-credit continuing adult education courses.

Throughout the years, more than 20,000 people have enrolled in regular NMC degree and certificate courses, over 3000 persons have been awarded certificates and/or degrees in programs offered or coordinated by NMC, and more than 12,000 individuals have been served in our community through such programs as Adult Basic Education, Continuing Education, and the Cooperative, Research, Extension, and Education Service.

Mission

Northern Marianas College, through its commitment to student learning, provides high quality, affordable and accessible educational programs and services for the individual and people of the Commonwealth.

Vision

Northern Marianas College will serve as the engine to drive the economic growth and the social and cultural vitality of the Commonwealth.

Philosophy

Respecting the human dignity and unique talents of each person, Northern Marianas College is dedicated to helping its students actualize their potentials for the enhancement of their individual lives as well as for the improvement of the Commonwealth as a whole. The College is committed to an ongoing process of planning, assessment, re-evaluation, and improvement in all aspects of its mission.

Accreditation

Northern Marianas College is accredited by the Senior College and University Commission of the Western Association of Schools and Colleges. In June 1985, NMC received its initial accreditation from the Accrediting Commission for Community and Junior Colleges (ACCJC) of the Western Association of Schools and Colleges (WASC). This accreditation was reaffirmed in 1990, 1996, and again in 2001. In 2001, NMC was given initial accreditation by the Accrediting Commission for Senior Colleges and Universities (ACSCU), now known as WASC Senior College and University Commission (WSCUC), a rare distinction among U.S. community colleges. This accreditation allowed the College to offer its Bachelor of Science degree in Elementary Education.

Northern Marianas College's accreditation was evaluated again in 2006 – 2007 and reaffirmed by the Accrediting Commission for Colleges and Junior Colleges. The institution underwent a six-year comprehensive evaluation in 2012 by ACCJC and WSCUC. The College was placed on Show Cause status in February 2013 and a visit was scheduled for October 2013. All sanctions were lifted and the College's accreditation was reaffirmed in February 2014. Shortly afterward, NMC applied for accreditation fully under WSCUC and was granted Initial Accreditation for a six year period in July 2014.

In the summer of 2014, the College's substantive change proposal to offer a Bachelors of Science in Business Management was approved by WSCUC. In addition to a number of associate-level degrees, the College now offers bachelor degrees in education and business management.

Administrative Organization

NMC is governed by a seven-member Board of Regents appointed by the Governor to four-year terms. The Board of Regents sets policy for the College and appoints the President who is responsible for the operation and general administration of the College.

Board of Regents Members

Charles V. Cepeda, Chair
Elaine H. Orilla, Vice Chair
Michaela U. Sanchez, Treasurer

Michael N. Evangelista, Member

Zenie P. Mafnas, Member
Irene T. Torres, Member
Jesus M. Tudela, Member

Administration

Frankie Eliptico, Interim President

Campus and Facilities

Saipan: The main NMC campus is located in the As Terlaje area of the island of Saipan. Except for Buildings T and V, the facilities of the Saipan campus are renovated buildings formerly used as the Dr. Torres Hospital and as the Trust Territory School of Nursing.

Tinian: NMC has an Instructional Center on the island of Tinian, which lies four miles south of Saipan and has an area of about 39 square miles.

Rota: NMC also has an Instructional Center on the island of Rota, which lies 75 miles south of Tinian and has a land mass of about 33 square miles.

Housing

NMC does not provide student housing. All available housing is located off-campus. Students may inquire with the Dean of Learning and Student Success 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.

Café Proa

Hot breakfast, hot lunches, salad bar, sandwiches, soba, fresh fruit, local treats, other snack items, and beverages are available at the Café Proa on the Saipan campus.

Hours of Operation:

Mon to Thursday 8:00am - 2:50pm
Friday 8:00am - 12:00pm

Cristianos Food Truck

Hot breakfast, hot lunches, sandwiches, tacos, burgers, quesadillas, other snack items, and beverages at the Cristianos Food Truck on the Saipan campus

Hours of Operation: Mon to Fri 8:00am - 9:00pm

Safety and Security

At the As Terlaje Saipan campus, the Safety and Security Office is located in the Administrative Services Office in Building O-1. Security personnel are on campus 24 hours, seven days a week. The Safety and Security Office may be contacted by dialing extension 6800 from any telephone on NMC's system or at 237-5498 extension 6800 from any other telephone on or off campus. For police, fire, and medical emergencies, the CNMI Department of Public Safety (DPS) should be contacted by dialing 911. Escort services to vehicles are provided upon request. To make a request, visit the Safety and Security Office or call extension 6800. Any person or student who witnesses a criminal activity should immediately report it to the Safety and Security Office. Any activity observed that could result in harm to an individual, and any medical emergency or fire should be reported directly to DPS, then to the Safety and Security Office. If you are a witness to a crime, you are encouraged to provide the Safety and Security Office and DPS all information you have that may lead to solving the crime.

For the most recent Annual Security Report, please see our website www.marianas.edu.

Course Information

Accounting

AC 227 Financial Accounting I (3)

This course provides students with basic principles and formats used in creating basic financial statements. Journal entries will be taught so that the student will gain an understanding of the accounting process. Cash Reconciliations and Financial Analysis will enable the student to better understand the importance of accounting in entrepreneurial activities. Prerequisites: CS 103, MA 089. (Offered Fall/Spring)

AC 228 Financial Accounting II (4)

This course provides students with basic principles and transaction formats used in creating the monthly operations of a typical accounting department. The transactions will be selected from the Accounts Receivable, Accounts Payables and Payroll sections of an accounting department. The student will learn how to record these transactions manually on EXCEL spreadsheets and digitally in the Quickbooks software. Prerequisite: AC 227. (Offered Fall)

AC 230 Intermediate Accounting I (3)

This course provides students with a high level of acumen in the preparation of generally accepted accounting statements. It includes a survey of accounting's conceptual framework; the course will highlight controversial issues in the presentation of financial statements of a public company. Complex treatments of cash, accounts receivable, inventory and fixed assets are presented. Multinational income statements and related statements of cash flow are prepared and examined in the course. Time value of money, which includes present value and future value, used in capital budgeting, is covered in the course. Prerequisite: AC 240. (Offered Spring)

AC 240 Management Accounting (3)

This course provides students with basic principles and formats used in manufacturing and service businesses. Breakeven analysis and variance analysis will enable the students to evaluate the efficiency of various business enterprises. Students will also learn Master and Flexible Budgeting, Standard Costs, and Capital Budgeting. Prerequisites: AC 227, MA 089. (Offered Fall/Spring)

AC 301 Intermediate Accounting II (3)

This course continues the study of accounting theories and components of financial statements. It includes utilization and retirement of noncurrent assets, liabilities, owners' equity, and the application of generally accepted accounting principles. It also includes the study of special problems in income determination and other dimensions of financial reporting. Prerequisite: EC 212. (Offered Spring).

AC 330 Auditing (3)

This course introduces the student to the auditing standards and procedures used by external and internal auditors. Information technology, internal control, audit evidence, professional responsibilities and legal liabilities are also presented to the student. Fraud discovery as required by the Sarbanes-Oxley Act is also introduced to the student. Prerequisite: AC 301. (Offered Fall)

AC 400 Federal Taxation (3)

Federal income taxation of businesses and individuals is covered in the course. Gross income, deductions, and tax credits are used in the preparation of sample tax returns. The computation of the taxes due by individual and the corporation is presented in both Federal and CNMI formats. Prerequisite: EC 212. (Offered Spring)

AC 430 Advanced Accounting (3)

This course is a comprehensive review of all types of business combinations. The procedures and techniques for preparing consolidated financial statements by the majority owner are presented to the student. The consolidated statement is also presented from the viewpoint of the minority investor. Translation of foreign currencies, presentation of derivatives, governmental accounting, partnerships, and nonprofits are also introduced to the student. Prerequisite: AC 400. (Offered Fall)

Anthropology

AN 105 Cultural Anthropology (3)

Cultural anthropology is the study of people in terms of their culture, learned and shared ideas and practices held in common with others. Based on participation and observation, anthropological methods have helped humankind to understand the few features of culture are universal. This course will be offered every Spring semester. Additionally, through the examination of anthropological case studies and/or ethnographies taken from a wide variety of cultural groups, comparative analysis will be used to highlight the fundamental differences and similarities among cultural groups. This course will also cover the origins and development of human culture and the study of contemporary societies and their ways of life. Students will study range of topics and issues dealt with by anthropologists through instructional mediums such as stories, interviews, film (both ethnographical

and otherwise) and art, etc. In addition, anthropological research helps humankind understand the conflicts and injustice in the modern world and shed some light in those controversies closer to home in the CNMI, Through studying how cultures relate to each other and organize themselves as groups, the student will gain insight into the inner light of his or her own culture. English Placement Level: EN 101. Math Placement Level: MA 091. (Offered Fall and Spring)

Art

AR 101 Introduction to Art (3)

This course covers major art trends and their place in history. The content includes art media, techniques, elements and principles of design, art criticism, and aesthetics. Prerequisite: EN 085. (Offered Fall and Spring).

AR 103 Drawing (3)

This course covers basic drawing concepts with studio investigation of line, shape, value, form, and space. Various drawing media are introduced, and student work will be matted and presented in an art exhibit. Prerequisite: EN 071. (Offered as needed)

AR 105 Digital Media Design (3)

This course focuses on the students' understanding of the elements and principles of design using digital media. Students are exposed to the use of visual, graphic, and animation design through the use of the exciting mediums of computer imagery and multimedia. Students will work in teams collaboratively in order to discover the various practical applications of digital media design. In addition, the students will gain an appreciation and understanding of the arts, practice in creative problem solving, and the development of a leisure activity for personal satisfaction. Prerequisite: EN 085. (Offered Fall and Spring)

AR 107

Introduction to Black and White Photography
(INACTIVE) (3)

This course introduces the student to the basic elements and principles of black and white photography. Technical aspects of the medium, composition, equipment, film development, and printing are covered. Darkroom laboratory is a required course activity. NOTE: Since darkroom equipment and space is limited, the maximum enrollment for any section of this course is 10 students. Prerequisite: a "C" grade or better in AR 101, AR 103, or AR 135 or instructor's permission. English Placement Level: EN 093/09 Math Placement Level: None.

AR 135 Studio for Non-Majors (3)

This is an introductory studio art course designed to give students a basic understanding of the creative process, exposure to art works of professionally and historically relevant artists, and the experience of working in a variety of art media. This course is of value to students, such as elementary school teachers, who need knowledge of a diverse range of art forms. This course also contributes to a well-rounded education that includes understanding and appreciation of the arts, practice in creative problem solving, and the development of a leisure activity for personal satisfaction. Prerequisite: EN 085. (Offered Fall and Spring)

AR 207

Intermediate Black and White Photography

(INACTIVE) (4)

This course builds upon the basic principles taught in the introductory course. Additional technical skills such as on-camera flash, studio lighting, and the zone system are introduced. Darkroom laboratory work is a required course activity. NOTE: Since darkroom equipment and space are extremely limited, the maximum enrollment for any section of this course is 10 students. Prerequisite: Completion of AR 107 with a grade of “B” or better, or permission of the instructor. English Placement Level: EN 093/094. Math Placement Level: None.

AR 214 Painting (3)

This is a studio course exploring various painting media and basic techniques. Prerequisite: AR 103 or AR 135, or instructor’s permission.

AR 214 FS Painting (3)

This course offers the student the opportunity to continue skill building that was introduced in the beginning painting course. Students are required to complete a total of four works and demonstrate a high level of skill, confidence in the medium, and progression. Prerequisite: AR 214 and the instructor’s permission.

AR 216 Ceramics (3)

This course introduces the student to the various techniques of ceramics production (pinch, slab, coil, and wheel throwing) for creating functional and decorative objects. Prerequisite: EN071. (Offered Fall and Spring)

AR 216 FS Ceramics (3)

This course offers students the opportunity to continue skill building that was introduced in the beginning ceramics course, and concentrate the focus of their study in a specialized direction as discussed with and determined by the instructor. Focused study may include wheel thrown forms and ceramic sculpture, and developing the student’s ability to successfully operate electric and combustion kilns. Prerequisite: AR 216 and the instructor’s permission. (Offered Fall and Spring)

Biological Science

BI 101 Principles of Biology (4)

This introductory course covers the principles of general biology and such topics as cell biology, genetics, evolution, diversity, and ecology. Laboratory exercises and field trips are required. Prerequisites: EN 095, MA 089. (Offered Fall and Spring)

BI 103 Marine Biology (4)

This course focuses on marine organisms, the sea as a habitat, and relationships between the organisms and the physical/chemical properties of their environments, and their adaptations to those environments and human relationship with marine ecosystem. Students will study marine organisms, elements of biological, chemical and physical oceanography, field sampling methods with associated statistics and laboratory techniques. Adaptations to diverse marine environments and marine microbiology will also be emphasized. The class will study physical features of marine waters, nutrients, biological productivity and regional topics in marine science. Specific biological concepts covered include cell structure and chemistry; growth, reproduction, genetics, evolution, and anatomy/physiology of a variety of

marine organisms including micro invertebrates and vertebrates. Prerequisites: EN 095, MA 089. (Offered Fall and Spring)

BI 106 Agricultural Science (3)

This course provides an overview of agriculture as a science and its practical application. We will examine the historical background and functions of agriculture as they affect human society and the environment. Topics will include domesticating plants; animal and aquaculture production; pest management; forestry and grassland management; soil science; nutrient control and chemical use; seasonal and climate changes; restoration and conservation practices; and advances including precision, biotechnology, and biofuels. Prerequisite: BI 101 or Instructor and Department Chair Approval).

BI 117 Food Science (4)

This course introduces food science and systems. The course will examine a variety of food looking at aspects of sustainability, chemistry, composition, harvesting, processing, and preservation techniques. The course provides information to become more informed consumers and safer food handlers. Prerequisites: HE150, MA 089. (Offered Fall and Spring)

BI 141 Plant Science (4)

This course introduces students to the study of living plants to illustrate the fundamental principles of plant ecology. Topics will cover cellular organization, photosynthesis, respiration, growth and development, reproduction, mineral nutrition and water absorption. Laboratory and field trips are required. Prerequisite: EN 085, MA 089.

BI 201 Natural History of the Mariana Islands (4)

This is a natural history survey course covering geology, ecology, and flora and fauna of the Mariana Islands. Laboratory and field trips are required. As part of the field trips, swimming or hiking may be required. Prerequisite: EN 085, MA 089.

BI 225 Basic Microbiology (4)

This is a survey course covering the major groups of microorganisms in relation to their classification, characteristics, and medical importance; and introduces students to related topics in immunology and epidemiology. It is intended for students entering the fields of professional health care, although other students may wish to enroll in the course. Laboratory and field trips are required. Prerequisites: C or higher in BI 101.

BI 251 Human Anatomy and Physiology I (4)

This is the first part of a two-semester course covering human anatomy and physiology at the biochemical, cellular, microscopic, tissue and organism levels. In this course, all body systems are presented, discussed and integrated with one another. This course is designed for those entering the professional health care field although enrollment is open to all students. Laboratory and field trips may be required. Prerequisites: BI 101 and CH 124 with a C or better, EN 101 (Offered Fall and Spring)

BI 252 Human Anatomy and Physiology II (4)

This is the second part of a two-semester sequence covering human anatomy and physiology at the biochemical, cellular, microscopic, tissue, and organ levels. This course is designed for those entering professional health care fields, although enrollment is open to all students. Laboratory and field trips are required. Prerequisite: BI 251. (Offered Fall and Spring)

Casino Management - pending WSCUC approval

NOTE: Casino Management courses may be offered depending on the availability of instructors and students needs. Students considering a certificate in Casino Management should work closely with their advisor in planning a suitable course of study.

GM 101 Introduction to Gaming Management (3)

This course will provide students with an overview of the casino industry; topics include the economics of the casino, its interface with hotels and organizations, and gaming terminology. (Offered Fall and Spring).

GM 106 Supervision of Casino Games (3)

The Supervision of Casino Games course offers basic casino managerial techniques with an emphasis on the protection of casino games, staffing, labor/management relations, floor, pit and shift supervision, credit and marker control, cash and chip control, and internal control forms. (Offered Fall/Spring).

GM 108 Slots Management I (3)

This course provides students with the knowledge of basic slots management techniques with an emphasis in supervision of slot shift managers, mechanics, floor persons, change persons, booth cashiers, carousel attendants, coin room managers, count room, jackpot, fills and credit. (Offered Fall/Spring).

GM 207 Table Games Management (3)

This course provides students with the knowledge in Advanced table games management techniques with an emphasis on game productivity, gaming mathematics, table games marketing and promotions, advanced game protection strategies, customer service, table games human capital management, and an in-depth analysis of table games profitability factors. (Offered Fall/Spring).

GM 235 Gaming Laws and Regulations (3)

This course provides a survey of the laws and regulations related to the gaming industry, with specific emphasis on the industry and development of CNMI gaming laws, regulations, and compliance requirements of gaming licensees. (Offered Fall/Spring).

GM 295 Work Experience in the Casino Industry (3)

In addition to the academic requirements, the Business Department requires a minimum of 150 hours of acceptable employment in the gaming and casino industry. This work experience will be measured qualitatively as well as quantitatively. (Offered Fall/Spring).

College Skills

BE 111 College Success (3)

This course is designed to assist students in making a successful transition to college life and adult life beyond college as a result of becoming knowledgeable through exposure to four key instructional areas associated with academic and adult life success. First, the course will assist with helping students' identify/create an individual student success life plan. Second, students will then be educated regarding the process of navigating the college experience which entails learning all about campus and local community resources available to help students succeed in

college and adult life. Third, this course will focus upon teaching students classroom behavioral strategies such as learning how to learn certain subjects, how to study, how to apply critical thinking skills, etc. in order to help students realize learning success inside and outside the classroom. Fourth, this course will focus upon those behavioral processes students should implement in order to realize and maintain personal well-being in five areas of being such as: spiritually, physicality, social relationships, psychological being and vocational actualization. This course replaces BE 110 College Life Skills. Prerequisite: EN073/074. (Offered Fall and Spring)

BE 200

Prior Learning Assessment Portfolio Development (3)

Through the Prior Learning Assessment Portfolio Development course, a student is able to fulfill one of the requirements necessary in the Northern Marianas College PLA Process. The course provides a tool in evaluating experiential learning for academic recognition for undergraduate level learning acquired outside the traditional college classroom. The portfolio development will collect and submit materials that documents experiential learning as evidence of what has been learned through work, training, academic and other life experiences. Any credit earned in ID200 may not apply towards the 30 credit limit. Grade for ID200 is a Pass/Fail. (Offered Fall, Spring, Summer)

Computer Applications

CS 103

Introduction to Computers (3)

This course will cover basic knowledge on the personal computer (PC) hardware including the system unit, local networks and the Internet; provides students with practical skills on using the Windows operating system; provides students with practical skills on using commonly used PC application programs, including a word processor, a spreadsheet, a presentation, and a database program. This course will also give students skills on using the Internet for communication and research and introduce them to creating Web pages. This course emphasizes using the PC as a multiple applications tool. Prerequisites or concurrent enrollment: A high school computer course(s) or demonstrated ability to type 35 words per minute. Prerequisite: EN 085. (Offered Fall/Spring)

CS 111 Microsoft Word: Word Processing (3)

This is a comprehensive course in word processing application that extends the knowledge and skills introduced in CS103 Introduction to Computers. This course covers document presentation, collaboration and research, document productivity, desktop publishing and graphic design, time saving tools, document automation, and Word and internet. This course will use Microsoft Word 2010 Comprehensive. EN 095. (Offered Fall/Spring).

CS 112 Microsoft PowerPoint Presentation (3)

This is a comprehensive course that uses Microsoft PowerPoint 2010 to create an electronic slide show presentation which extends the knowledge and skills introduced in CS103 Introduction to Computers. This course covers presentation development, presentation design, PowerPoint rich media tools, infographics, interactivity and advanced animation, customization, and collaboration and distribution. Course Prerequisite: EN 095. (Offered Fall/Spring).

CS 140 Database Applications I (3)

This course introduces students to the field of data management and database systems. It introduces database terms and concepts and provides students with knowledge and skills to successfully create a database and create database applications. This course focuses on database implementation and creating applications. It covers basic Structured Query Language (SQL) and Query by Example using MS Access 2007. Prerequisites: CS 103, MA 091. (Offered Fall)

CS 150 Spreadsheet Applications (3)

This is an intermediate to advanced course in spreadsheet applications that builds on the knowledge and skills introduced in CS 103 Introduction to Computers. This course covers entering different types of data into worksheets, performing calculations with formulas, making what-if decisions, managing a list or a dataset, summarizing data into tables and charts, and creating reports for print and the Web. Course Prerequisite: CS 103. EN 095. (Offered Fall/Spring)

CS 222 Web Design and Programming (4)

This course introduces the topic of Website Design with the focus being computer coding methodologies to include HTML, XHTML, and CSS3. XHTML will be presented as a document structure language, and CSS will be presented as the presentation (format) description language. Students will create and manipulate computer images to create web graphics for use on their web site. Fundamental computer networking concepts will be covered so that students understand how the Internet works. Students will host their website on a web server. Prerequisites: CS 103, MA 091. (Offered Fall)

CS 227 Introduction to Programming (3)

This course introduces computer programming with emphasis on program design, coding, debugging, testing, documentation, and algorithm design. This course presents such fundamentals of programming as data types, operators, control structures, arrays, strings, and functions. This course prepares students to develop applications using the Java programming language. Students will be able to build useful programs using Java constructs while learning the basics of structured and object-oriented programming language and techniques. They will also be introduced to GUI and Web-based programming in Java. The course includes advanced coverage of arrays, inheritance, and GUI concepts. Prerequisite: CS 222. (Offered Spring)

CS 246 Database Applications II (3)

This is the second course in data management and database systems. The focus of this course is on database design. This course provides a historical perspective of the data management field and covers data models and abstracts; the relational data model; design concepts, principles, methods, and practices; database design software; and Structured Query Language (SQL). Prerequisite: CS 140. (Offered Spring)

CS 300 Information Technology Management (3)

This course introduces students to information technology functions necessary to analyze business problems and identify and define the information technology requirements appropriate to their solutions, with a focus on how to design, implement,

and evaluate a computer-based information system, process, component, or program to meet desired needs. Provides an integrating experience that enables a student to demonstrate the capacity to synthesize and apply knowledge from an organizational perspective. Included are the uses of information technology to grow, expand, and efficiently and profitably manage an organization. Prerequisites: EC 212 and approval of the BSBM Advisor. (Offered Fall)

Cooperative Education

CE 250 Introduction to Cooperative Education (3)

This course focuses on career exploration, career decision-making, resume writing, effective job interviews, effective communication skills in the world of work, self-concepts in relation to job, and on-the-job training that is related to the student's career and educational goals. Prerequisite: MG 206, EC 211. (Offered Fall/Spring)

CE 400 Business Cooperative Education (3)

This three credit experiential cooperative education course provides students with an opportunity to work as a team on real business problems with local business organizations selected by the institution. BSBM students will work as a consulting team with a client and an advisor in a business environment to develop solutions that will be put to use by the client. Student teams develop their analyses and recommendations over the semester and complete the project with the delivery of a final project and presentation to the client senior management and their advisor. Prerequisite: MG 438, OB 400. (Offered Fall and Spring)

Criminal Justice

CJ 101 Introduction to Criminal Justice (3)

This entry-level course is an overview that examines the nature of crime and the criminal justice system to reveal significant history, facts, and trends. Prerequisite: EN 095. (Offered Fall and Spring)

CJ 103 Juvenile Delinquency (3)

This course examines the nature, causes, and consequences of juvenile delinquency in society. It explores four broad areas: the definition and measurement of delinquency, the various explanations for delinquency, the social and institutional context in which delinquency occurs, and the juvenile justice system. The course addresses specific topics, such as incidence and prevalence of delinquency, social control theories, violent youth crime, illegal drug use, female delinquency, gangs, the police, and juvenile courts, in local and global contexts. Prerequisite: EN 095 or concurrent enrollment with CJ 101. (Offered Fall and Spring)

CJ 104 Dynamics of Substance Abuse (3)

This course examines the history and legislation of drug abuse, the neurology of drug abuse, drug classification, and the sociological and psychological effects of drug abuse. Emphasis is also placed on examining drug abuse prevention and treatment programs, the business of drugs, drug laws, enforcement, and policies. This course also explores the debate surrounding drug maintenance, decriminalization, and harm reduction. Prerequisite: EN 095. (Offered Spring)

CJ 113 Report Writing for Law Enforcement (3)

This course emphasizes principles and techniques of law enforcement report writing. It focuses on the procedures for gathering information efficiently, and for using that information to develop reports that are clear, complete, concisely written, and understandable to others in law enforcement and justice. New trends in report writing will also be discussed, along with updated computer templates. Students will increase their proficiency in organization, sentence development, and clarity of content. Prerequisite: EN 101. (Offered Spring)

CJ 150 Constitutional Law for Police (3)

This course acquaints present and future law enforcement personnel with various aspects of criminal procedure. It also includes a study of laws that govern police work which have their basis primarily in the U.S. Constitution, the decisions of the U.S. Supreme Court, and the statutes passed by the local government. Prerequisite: EN 101, CJ 101. (Offered Fall)

CJ 200 Criminal Law (3)

This course is a study of the historical development and philosophy of criminal law. Topics include legal definitions, constitutional provisions, and classifications of crimes, which are then applied to the administration of justice. Particular attention is directed to the elements of crime, intent, attempts, and the laws of arrest. This course also addresses the relationship of criminal law to the working police officer and the rights and duties of both citizens and police officers. Prerequisite: EN 101, CJ 101. (Offered Fall)

CJ 206 Social Values and the Criminal Justice Process (3)

This course is an in-depth exploration of the social values and ethics that are the basic principles of a sound criminal justice process. This course also examines the roles of the participants in the administration of justice in relation to the public they serve. Prerequisite: EN 101, CJ 101. (Offered Fall and Spring)

CJ 225 Criminal Investigations (3)

This course covers the fundamentals of reconstructing a chronological sequence of events as to if, when, and how a crime was committed. This includes searching for, collecting, preserving, evaluating, and cross-comparing physical and oral evidence within the framework of accepted procedural and constitutional requirements and standards. Also included in the course are procedures using proven scientific methods and analyses to meet the ideal standards of an investigation to resolve the issue, identify the offender(s), and professionally present the findings in court. Prerequisites: EN 101, CJ 101. (Offered Spring)

CJ 299 Internship/Fieldwork 4, 6, or 12)

This course offers Criminal Justice majors the opportunity to undergo a practical, on-the-job working environment within the CNMI Criminal Justice system. Specific agencies are collaborating with NMC to ensure a cooperative and educational experience. Students may elect to take this course for 4, 6, or 12 credit hours. This flexibility in credit hours is necessary to meet both student and agency needs. This course is open to Criminal Justice Degree students only. Prerequisites: EN 101, CJ 150, CJ 200. (Offered Fall and Spring)

Drama

DR 101 Introduction to Drama and Theater (3)

This course is an introduction to dramatic literature and theatrical performance. Students will read examples of various types of plays and learn about the technical, design, and performance aspects of theater. Class projects will give students broad exposure to theatrical experience. Prerequisite: EN 082/085. (Offered as needed)

DR 120 Drama in Education (3)

This is an introductory course in drama. Emphasis is on drama in education and will prepare a student to “stand and deliver” the CNMI Standards and Benchmarks in Drama, and to show how drama can be used as a teaching medium. Prerequisite: EN 072/073/074. (Offered Fall and Spring)

DR 202 Acting (3)

This is an introductory course in acting which covers both improvisation and method acting techniques. Acting exercises, theater games, and scene studies are required class projects. Participation in NMC theater productions is by competitive audition and is an optional course activity. Prerequisite: 085 (Offered as needed)

Economics

EC 211 Principles of Macroeconomics (3)

This is the first of the two Principles of Economics courses. This course covers the economizing problem, the market system, and other core topics in economics as a discipline. This course focuses on laws, principles, theories, problems, and policies which are macroeconomic in nature, including total production in the economy; total resources allocation; economic growth; national income accounting; aggregate demand, aggregate supply, and market equilibrium analysis; employment and unemployment; inflation; money and banking; and international economics. Prerequisites: EN 101, MA 091. (Offered Fall)

EC 212 Principles of Microeconomics (3)

This is the second principles of economics course which follows the principles of macroeconomics course (EC 211). The focus of this course is on the laws, principles, policies and issues which are microeconomics in nature. Topics will include the extension of demand and supply analysis; the theory of consumer behavior; the theory of the firm; the different market structures; technology, research & development; resource pricing; resources allocation efficiency; market externalities, etc. Prerequisite: EC 211. (Offered Spring)

EC 300 International Economics (3)

This course provides an analysis of the economic relationships between countries, covering both trade and monetary issues. The first part of the course focuses on international trade theory and policy. The second half of the course considers international macroeconomics issues. This part of the course starts out with an overview of the balance of payment accounts and open economy income identities. The course then focuses on some of the key issues in open economy macroeconomics. Prerequisite: EC 212. (Offered Fall)

Education

ED 102 Introduction to Research and Scholarship (2)

Introduction to Research and Scholarship will provide an introduction to clinical and translational research knowledge and skills required for pathways to research careers. The short course draws from multiple disciplines and is aimed at learners early in their research. Prerequisites: BE 111, EN 085, MA 091. (Offered Fall and Spring).

ED 205 Child Development (3)

This course provides students with the knowledge and understanding of the steps and processes of development from birth to adolescence. It examines the cognitive, physical/motor, language/literacy, social/emotional stages of growth. It explores the roots of child development and examines theories in early childhood and childhood development study. Prerequisites: PY 101, ED 211. (Offered Fall and Spring)

ED 211 Introduction to Teaching (4)

This course is designed to introduce students to the fundamental theories and practices of teaching and learning. Students will examine a variety of teaching strategies, and learn how to utilize effective strategies to support teaching and learning. In addition, pre-service students will be expected to complete 30 hours of classroom observations in a variety of classroom settings. The observations allow pre-service teachers to view what goes on in the classrooms. Prerequisite: EN 095. (Offered Fall and Spring)

ED 282 Multicultural Foundations

The course introduces pre-service teachers to the educational aspects of a multicultural environment. It provides an overview of the historical foundations, relevant theories, and social and political aspects that have influenced education. It shall enhance pre-service teachers understanding of the influence that culture has on the educational process and of cultural influences on behavior. This course creates awareness, respect, and appreciation of the various cultures. Prerequisite: ED 211. (Offered: Fall and Spring)

ED 290 Educational Technology (3)

This course is designed to prepare potential educators to integrate technology for engaging and effective student learning across the content areas. Digital tools and resources, software applications, digital citizenship and responsible use guidelines, and assessment are examined. Topics include technology projects using audio, video, communications, and interactive multimedia. Prerequisites: EN 095, concurrent enrollment in ED 211 highly recommended. (Offered Fall and Spring)

ED 300 Educational Psychology (3)

Educational Psychology is a required course for all education majors. The course presents an analysis of the complex factors involved in learning, multiple intelligences, motivation for learning, individual differences in learning, the psychology of leadership, and social-cultural factors as they affect education of children and youth. Prerequisites: Teacher Candidacy, ED 205, ED 282, SO 297, MA 132, or SOE Director Approval. (Offered Fall and Spring)

ED 315

Inclusive Practices for Students with Learning Needs (3)

This course provides a detailed review of legal provisions, characteristics of, and classroom strategies for students who are considered (1) at-risk for failure, (2) gifted and talented, (3) linguistically or culturally diverse, and (4) having a disability. The Individual with Disabilities Act (IDEA) requires the inclusion of all students with a disability in the least restrictive environment. This course provides a framework for collaboration and the team approach. It teaches skills general education teachers should possess to adapt instruction, manage behavior, promote social acceptance, and use assistive technology. And, it defines several categories of students with disabilities and teaches methods and strategies for educating students in the four (4) categories listed above. Prerequisite: ED 300. (Fall and Spring)

ED 320 Fine Arts for Elementary Teachers (3)

This course provides students with the fundamental content in art history and art production needed to teach art and art appreciation and production at the K-8 level. Visual Arts, Dance, and Music make any curriculum more human as they represent an important symbol of culture, connect all forms of knowledge, and entice learning styles. A curriculum with a strong arts component allows students to personally interpret, articulate, and relate all of the various subject areas they encounter. In order to use the arts effectively, elementary teachers must be familiar with a variety of methods to teach fine arts. Prerequisites: ED 300, AR 135 or AR 101. (Offered Fall)

ED 321

Literature and Language Arts for Elementary Teachers (5)

This is a language arts methods course that focuses on the ways that children learn to listen, speak, read, and write. Students learn approaches to teaching the language arts, including process approaches, phonetic integration, and whole language methodologies. This course provides students with theories, methods, and activities appropriate for integrating the language arts into thematic classroom units. Students learn detailed procedures for implementing exciting and effective language arts curricula in elementary classrooms. Prerequisites: ED 315, ED 351, ED 370, ED 450. (Offered Fall and Spring)

ED 341 Curriculum in Early Childhood Education (3)

This course is designed to introduce students to the fundamental theories, information, purpose, and the content of curriculums developed to support early childhood education. Prerequisite: ED 300. (Offered Fall and Spring)

ED 343 Guiding and Nurturing Young Children (3)

This course provides the practical knowledge necessary for guiding and nurturing young children in early childhood education. This course offers early childhood professionals basic knowledge and understanding using a developmentally appropriate approach to guidance and nurturing in all early childhood settings. This course offers a comprehensive treatment that prepares students for working with young children. Prerequisite: ED 300. (Offered Fall and Spring)

ED 345 Education for Parenthood (3)

This course provides a research-based overview of Parent, Family and Community Partnerships & Engagement in Early Childhood Education. This course provides the students with a clear understanding of the different types of values and cultural views with parent(s), families and the community as the major support system in Early Childhood Education. This course will also provide an introduction to early childhood leadership skills and responsibilities. Prerequisite: ED 300. (Offered Fall and Spring)

ED 351 Instructional Strategies & Classroom Management

This course provides pre-service teachers with theories, approaches, methods, and activities essential for developing a cohesive and cooperative classroom. Pre-service teachers will discuss various ways to accommodate alternative learning styles and discuss strategic interventions and discipline techniques to enhance instructional focus. Requirement: ED 300. (Offered: Fall & Spring)

ED 353 Health and Physical Education Methods for Elementary Teachers (4)

This course gives teachers-in-training the content, skills, and curriculum they will be using in their future elementary classrooms. This course includes the following PSS approved curricula: Reducing the Risks (RTR), Growing Healthy, and Sports Play and Active Recreation for Kids (SPARKS). The last component of this course includes how to work with special needs students in the regular P.E. program (Adaptive PE). Prerequisites: ED 300, ED 370, Permission of Director. (Offered Fall and Spring)

ED 370 Integrated Planning and Programs (3)

This course provides a comprehensive examination of the rationale and methods for curriculum planning including integrating curriculum content through the use of thematic approaches. It investigates the Interdisciplinary Thematic Unit (ITU) model and the concepts of yearlong units. It also examines current research on brain-based learning. Prerequisites: ED 315. (Offered Fall and Spring)

ED 397 Current Issues in Special Education (3)

This course provides opportunity for practical application of social, legal, and ethical issues in the field of special education. The topics covered include the history of special education and the laws that have shaped it, IEPs and other issues dealing with assessment, identification; instructional design, delivery, classroom environments and placements, and issues of ethical decision making for students with disabilities. Students will also have an opportunity to explore the provision of accommodations for students with disabilities, early intervention, instructional intervention, behavior interventions and legal issues, transition and assistive technology. Students will be responsible for searching and presenting on a critical issue in the field of special education, presenting material regarding the social, ethical, or legal issues, and reflecting on both their personal philosophy of special education and the portrayal of individuals with disabilities in society through film and other medium. Prerequisites: ED 401. (Offered in Fall)

ED 401 Teaching Methods in Special Education (3)

This course provides an overview of methods to educate students in special education while meeting their academic and social needs. Includes methods of teaching students in a special education resource room and the general education inclusive classroom. Methods of collaboration with general education teachers and parents discussed. Setting up the classroom for optimal management of the learning environment and student success. Also methods to construct and carry out an effective lesson plan and develop an Individualized Education Plan (IEP). Prerequisites: ED 370, EN 202. (Offered Fall)

ED 406 Teaching Linguistically Diverse Students (3)

This course provides theories, methodology, approaches and practices for effective teaching within a culturally diverse setting with an emphasis on understanding of second language learners and second language acquisition. Prerequisites: ED 370, EN 202. (Offered Fall and Spring).

ED 432 Teaching Elementary & Middle School Mathematics (3)

This course provides teachers-in-training with an examination of fundamental principles of mathematics. It provides the students with methodology, activities, and techniques for teaching elementary and middle school mathematics. It also examines current elementary mathematics standards and the modern mathematics curriculum. This is a required course for the Bachelor of Science degree in Elementary Education. Prerequisites: ED 370, ED 450, EN 202. (Offered Fall)

ED 433 Science as Inquiry Methodology (3)

This course provides the skills, concepts, and content needed to teach science to elementary school children in ways that make science personally relevant. It provides the teacher-in-training with experience in planning, developing and conducting interdisciplinary science investigations. Concepts covered include project planning, presentation of strategies, group management, and the inquiry process. Prerequisites: ED 351, ED 370, ED 450. (Offered Fall)

ED 434 Social Studies in Action: A Methodology Course (3)

This course puts theory into practice by providing pre-service teachers with the necessary methodology, strategies and techniques for fostering and encouraging a standard-based, performance driven developmental process across the social studies curriculum. The course also assists students in learning research techniques, including modern technology and how to organize subject-matter principles based upon social studies curriculum standards. Prerequisites: ED 370, ED 450, EN 202. (Offered Spring)

ED 435 Diagnostic and Prescriptive Reading (4)

This course provides the strategies, skills, and techniques necessary to assess and recognize reading levels, diagnose reading difficulties, and determine and carry out actions to address those problems. This course will utilize observations and hands-on practices to provide teachers-in-training with both theoretical and practical experience in enhancing student reading abilities. Prerequisites: ED 321, EN 202, MA 132. (Offered Fall and Spring)

ED 450 Assessment and Evaluation (3)

The purpose of this course is to provide students with a practical knowledge of evaluation tools and to provide them the ability to measure the effectiveness and to make adjustments to their own planning and instruction. This course also covers giving and interpreting norm-referenced tests, as well as, formative and summative tests such as: standardized tests, classroom tests, pre-assessment in content areas, learning styles, special education tests, and developmental screening. The course also covers the translation of assessment into letter grades. Prerequisite: ED 300. (Offered in Fall and Spring)

ED 451 Integrating Math and Science
in Early Childhood (4)

This course provides students with new perspectives on the approach to spatial literacy in Early Childhood Education using planned, research-based, and practical life in Science and Math. It is designed to give pre-service and current teachers the necessary tools to gain knowledge and practical/hands-on experiences, and the application of methods in the integration of Science and Math. This will prepare them to serve young children in the family child care, child care centers, pre-school, and early-primary school setting. Prerequisite: ED 351. (Offered Fall and Spring)

ED 456 Special Education Diagnosis
and Assessment (3)

This course presents an overview of the assessment process in today's educational environment, reflecting the current emphasis on inclusion and accountability in education for all children. It will prepare special education teachers to augment problem-solving strategies, intervention strategies, and informal screening and assessment of students, with the ability to administer and/or interpret certain formal assessment instruments. ED 456 will give the teacher-in-training the necessary background in assessment, interpretation and limitations of formal and informal assessments, laws and policies regarding referral and placement, and implementation of assessment results. Note: Taking this course will not qualify the teacher-in training to administer all formal evaluations, some of which require advanced degrees and/or specialized training beyond the BS experience. Prerequisites: ED 401, ED 450. (Offered Spring)

ED 471 Integrated Lessons and Activities (4)

This course provides a comprehensive examination of the rationale and methods for use of integrated curriculum content and differentiated instruction of content, process, and product to meet the needs of a diverse population of students. It investigates the processes needed to select and organize units of study, to gather appropriate resources and materials, to write effective and efficient plans using worthwhile activities and projects, to differentiate instruction based on need, to implement a unit of study, and to plan and apply appropriate assessment methods. This course is to be taken on the last semester prior to ED 492 or ED 493. Prior to exiting the course, students will be required to take Praxis II, Elementary Education: Content Knowledge, Test 0014. Prerequisites: ED 406, Instructor or Director Approval. (Offered Fall and Spring)

ED 492 Student Teaching (12)

Student teaching is the opportunity for teacher education

candidates to participate in an experiential learning setting where they can begin to utilize the skills, strategies, and knowledge they learned during their teacher preparation program. Students enrolled in this course experience first-hand all the many facets of teaching in an elementary or middle school setting. Prerequisites: Passed PRAXIS I and II, complete IDP requirements or Director Approval.

Cooperating teachers, supervisors, and faculty at Northern Marianas College School of Education collaborate to guide and support learners in developing proficiencies in the following four goal areas:

1. Methods and materials;
2. Models for instruction, technology, classroom management and discipline;
3. Interpersonal communication skills; and
4. Professional attitudes and conduct.

The student teaching experience is the culminating experience in the School of Education Program at NMC. The experience provides a sturdy bridge connecting educational theory with practice. It is NOT a traditional class, but the beginning of professional development. This experience is designed for individual learners.

ED 493 Community Education Practicum (12)

This course provides the education student who does not intend on teaching in an elementary or middle school setting an alternative to student teaching that best serves their career goals by completing a 640-hour practicum in human services related field. Prerequisites: Passed PRAXIS I and II, complete IDP requirements or Director Approval. (Offered: Fall and Spring)

Cooperating teachers, supervisors, and faculty at Northern Marianas College School of Education collaborate to guide and support learners in developing proficiencies in the following four goal areas:

1. Methods and materials;
2. Models for instruction, technology, classroom management and discipline;
3. Interpersonal communication skills; and
4. Professional attitudes and conduct.

The community practicum experience is the culminating experience in the School of Education Program at NMC. The experience provides a sturdy bridge connecting educational theory with practice. It is NOT a traditional class, but the beginning of professional development. This experience is designed for individual learners.

ED 495 Student Teaching Internship (12)

This course provides a full-time practice teaching experience for teachers at all levels that already have a baccalaureate or high degree in areas outside of education, who are already working full time in a regular classroom and who need a practicum course for certification or to enhance their teaching abilities, methods and strategies. Prerequisite: Baccalaureate or higher degree or Director Approval. (Offered Fall and Spring)

The Student Teaching internship provides a full-time practice teaching experience for teachers who are already working full-time in a regular education classroom and needs a practicum

course for certification and/or to enhance their teaching abilities, methods or strategies.

The teacher internship prepares professionals to work directly with their students from diverse ethnic, socioeconomic, linguistic, and cultural backgrounds and to integrate appropriate modifications to meet the needs of students with exceptional needs. The student teachers will self-evaluate their teaching skills using a rubric and an individual educational plan (IEP) will be written and supervised by an NMC faculty supervisor.

Emergency Medical Services

ES 101 Basic Life Support for Healthcare Providers (1)

This course presents the information and skills needed for adult, child, and infant cardiopulmonary resuscitation; the skills needed to treat cardiac arrest with an automated external defibrillator; and the algorithms that dictate the appropriate procedures to treating the unresponsive victim. (English Placement Level: EN 093/094 or permission of instructor)

ES 102 First Responder (3)

This course presents theory and practice related to general and advanced first aid techniques, one-person and two-person CPR, and infant resuscitation. Students who complete this course will have the skills necessary to begin assessing and caring for people at the scene of injury or illness. Prerequisites: None. English Placement Level: EN 101. Math Placement Level: None.

ES 180 Emergency Medical Technician (8)

This course present the required skills and activities of an emergency medical technician including patient assessment, emergency care, safe response to the scene, transportation to the hospital, and roles in community health initiatives. Prerequisites: Currently employed or a cadet with the Department of Fire and Emergency Medical Services. English Placement Level: EN 101. Math Placement Level: None.

English Language Institute (ELI)

EN 071 Beginning English: Reading and Writing (6 NDU)

This is an intensive, beginning-level ESL course for students with very limited proficiency in English reading and writing. Supplemental laboratory work in the English Learning Lab is required and is assigned by the instructor. Prerequisites: None. English Placement: Below 38 on the Reading Section (Section 3) of the NMC English Placement Test. It is recommended that students whose aggregate scores on the NMC English Placement Test fall below 380 take this course along with EN 070. Prerequisite: Placement below 3 on the NMC Placement Essay. (Offered Fall and Spring)

EN 072 Speaking and Listening Development I (6 NDU)

This course offers intensive listening and speaking practice for students with high-beginning/low-intermediate level English language skills. It is the first in a three-course listening and speaking sequence. The course includes supplemental lab work which is assigned by the instructor. Prerequisite: EN 070 or dependent on NMC Placement Test. (Offered Fall and Spring)

EN 073 Reading and Vocabulary Development I (6 NDU)

This is an intensive, low-level English as a Second Language (ESL)

reading course designed to improve reading comprehension and to expand and enrich each student's reading vocabulary. Supplemental laboratory work in the English Learning Lab is required and is assigned by the instructor. Prerequisite: EN 071 or or dependent on NMC Placement Test. (Offered Fall and Spring)

EN 074 Writing and Grammar Study I (6 NDU)

This course provides intensive instruction for ESL learners at a low to intermediate level. Emphasis is on writing grammatical sentences, punctuating properly, and spelling correctly. Supplemental laboratory work in the English Learning Lab is required and is assigned by the instructor. Prerequisite: EN 071 or dependent on NMC Placement Test. (Offered Fall and Spring)

EN 082 Speaking and Listening Development II (4 NDU)

This course offers listening and speaking practice for students of English as a second language (ESL). It is the second course in the 3-course listening and speaking sequence. Note: this course is not intended for students who completed their primary and secondary education in English-medium schools (in the CNMI, other islands of the Pacific, or the Philippines). Prerequisite: EN 072 or dependent on NMC Placement Test.

EN 085 Integrated Reading and Writing I (4 NDU)

This is the first of two courses designed to develop critical reading and academic writing skills of students. The course will introduce students to critical reading skills and academic writing skills required at the college level. The course will accomplish this by using reading to support writing and writing to support reading. Work in the English Language Laboratory is required. This course will prepare students for EN95. Prerequisite: English Placement Test.

EN 092 Speaking and Listening Development II (4 NDU)

This course offers listening and speaking practice for students of English as a second language (ESL). It is the third course in the 3-course listening and speaking sequence. Note: this course is not intended for students who completed their primary and secondary education in English-medium schools (in the CNMI, other islands of the Pacific, or the Philippines). Prerequisite: EN 082.

EN 095 Integrated Reading and Writing II (4 NDU)

This is a second of two courses designed to develop the critical reading and academic writing skills of developmental students. The course will complete the development of critical reading skills and academic writing skills required at the college level. The course will accomplish this by having students engage in extensive reading and writing practices that combine the two skills. Work in the English Language Laboratory is required. This course will prepare students for EN 101. Prerequisite: EN 085.

College English

EN 101 English Composition I (3)

This is a core course required for all NMC degrees. This course is the NMC freshman composition course. This course introduces students to the characteristics of formal written discourse and to rhetorical conventions associated with exposition. The objective is to help develop the student's ability to express ideas in short,

formal compositions (300 to 500 words) which are unified, coherent, and concise. This course also provides practice in the skills needed to write academic research papers. This course covers methods of generating, supporting, and organizing ideas; of analyzing primary and secondary sources of evidence; and of presenting arguments in convincing, logical prose in a five-to seven-page research paper, with sources properly cited. Prerequisite: English Placement Level. (Offered Fall and Spring)

EN 201 Creative Writing (3)

This is a course in imaginative writing. Major elements of creative writing are studied, including character development, point of view, conflict, and setting. The major genres of creative writing (creative nonfiction, drama, fiction, and poetry) are presented through lectures, models, class discussion, regular reading and writing assignments, and both peer and instructor feedback. The course can also serve those who teach or plan to teach creative writing. Prerequisite: EN 101. (Offered Spring)

EN 202 English Composition II (3)

This course completes the sequence of skill instruction begun in English 101 to prepare students for the demands of academic and professional writing. Students will consolidate their abilities (1) to use the composing process (prewriting, drafting, and revising) as a recursive process for developing clear, precise and accurate prose; (2) to effectively employ and combine academic writing forms to serve a variety of academic writing purposes through the composition of three to six shorter academic papers (3) to construct analytical, rigorous, and source-supported arguments; and (4) to employ research techniques, including locating, critically reading, synthesizing, and documenting sources with MLA or APA formatting, in planning and writing a substantial academic research paper of 10-12 pages. Prerequisite: EN 101. (Offered Spring, Summer, and Fall)

Fire

FS 103 Fire Operations I (12)

Covers basic tools, procedures, techniques and safety precautions utilized by firefighters, during fire operations. Includes comprehensive training in individual firefighting skills.

FS 104 Fire Operations II (4)

Covers tools, procedures, techniques and safety precautions utilized by firefighters, during fire ground operations. Includes comprehensive training in firefighting skills. Involves the practical application of the theories, techniques, and methods of basic firefighting learning in FS 103.

FS 108 Emergency Vehicle Operator for Ambulance & Fire Apparatus (3)

This course presents the information and skills that ambulance and fire apparatus drivers need to operate their vehicle, so that vehicle, equipment, crew, and/or patients will be delivered safely and efficiently.

FS 125 Hazardous Materials Awareness & Operations (2)

This course presents the information and training needed by participants who are likely to be first responders to hazardous materials events. These first responders will develop the necessary

skills to respond in a safe and competent manner.

FS 133 Wildland Firefighter (3)

Covers the basic skills required for wildland fire fighting. Includes wildland fire behavior, fire control tactics, human factors on the fireline, standards for firefighter safety and survival, and an introduction to the incident command system.

FS 155 Firefighter (8)

This course is designed to provide the firefighter with the information needed to meet the fire-related performance objectives in National Fire Prevention Association 1002 Levels I and II. (English Placement Level: EN 093/094 or permission of instructor).

FS 165 Fire Operations (3)

This course is designed to provide the firefighter with the information needed to meet the fire-related performance objectives in National Fire Prevention Association in 1002 Levels I and II.

FS 165 continues with material begun in FS 155. (English Placement Level: EN 093/094 or permission of instructor).

Geography

GE 101 Introduction to Geography (3)
Moved to inactive effective Fall 2009

This is an introduction to the field of geography. Emphasis is placed in the processes that give rise to geographic patterns of various physical and cultural phenomena, including landforms, climate, population, and economic development.

GE 201 World Regional Geography (3)

This course is a survey of the major populated geographic regions of the world. Emphasis is placed on how globalization affects the unique nature of regions, the interrelationships of cultures and the landscapes they occupy, and contemporary patterns and problems of economic and social development, environmental issues, and political and religious conflicts. English Placement Level: EN 095. Math Placement Level: None. (Offered Fall and Spring)

Health

HE 150 Personal Health (3)

This course introduces the fundamental aspects of human health issues, such as nutrition, alcohol abuse, health-related physical fitness, stress management and self-esteem maintenance, through classroom discussion and health related projects. The course provides information and practical suggestions for achieving a suitable level of health. Prerequisites: EN 085. (Offered Fall and Spring)

HE 230 Nutrition and Health (3)

This course covers the basic elements and principles of nutrition including nutrients, food sources of nutrients, and the essentials of a balanced diet. Although basic scientific principles of nutrition will be the primary focus of the course, practical applications for nutrition will also be emphasized. In addition to learning how the body handles food, students will learn to analyze personal eating

habits, develop a personal nutrition plan, distinguish between nutrition fact and fiction, identify relationships between nutrition and disease, and finally, integrate nutrition information into their daily lives. Prerequisites: EN 095. (Offered Fall and Spring)

HE 245 Health and Physical Education –
Recreation and Leisure (3)

This course will introduce students to the national education standards set by the National Health Education Standards (NHES) and the National Association of Sport and Physical Education (NASPE) and the need/importance for teaching and/or incorporating health, nutrition, and physical education in one's daily life. In addition, this course will provide a broad view of one of the top industries of the 21st century – Recreation and Leisure. Recreation and Leisure programs can serve all people 24/7/365 and are part of a global economy. Good health is a major community asset in that it leads to a reduced financial burden on the community. An overview of this diverse profession will be covered and will allow each to explore the many facets of recreation and gain an understanding of recreation and leisure and its impact on the world's economies. Prerequisites: HE 150, HE 230. (Offered Spring)

History

HI 101 The American Nation I (3)

This is an introductory course in American History from the pre-Columbian era to the end of the civil war. Emphasis is on the political, economic, and social development of the North American continent, from the earliest European migrations through the rise of the United States as an American nation to the end of the Civil War. Prerequisites: EN 085. (Offered Fall)

HI 102 The American Nation II (3)

This is an introductory survey course in American history from the post-Civil War Reconstruction era to the present. Emphasis is on the political, economic, and social developments and changes in the United States and the role the United States has played in major world events since the late 19th century, with special reference to Pacific and Asian issues in American foreign affairs and national development. Prerequisites: EN 085. (Offered Spring)

HI 121 History of World Civilizations I (3)

This course is the first half of a comprehensive two-course sequence. This course provides students with a general overview of world history from the Paleolithic Period (the Old Stone Age) and the origins of civilizations (agriculture and the first cities) in the Neolithic Period (the New Stone Age) to the Renaissance, the Protestant Reformation in the 16th century, and the age of European exploration and colonization in the 15th, 16th, and 17th centuries. This course seeks to contribute to a well-rounded education by tracing changes in technologies, social and governmental structures, and ideologies and religions. Prerequisite: EN 085. (Offered Fall)

HI 122 History of World Civilizations II (3)

This course is the second half of a comprehensive two-semester sequence. This course presents a survey of the history of world civilizations from about 1650 to the present. Among the topics discussed in this course are the age of absolute monarchies

in Europe in the 16th, 17th, and 18th centuries, the Scientific and Industrial Revolutions in Europe, European nationalism and imperialism in the 19th century, the rise of modern Japan, rebellions and revolutions in China, World War I, World War II, the Cold War, the emergence of independent nations in the Third World, and the collapse of the Soviet Union and communism in Europe at the end of the Cold War. Prerequisites: EN 085. (Offered Spring)

HI 202 Issues in the American Nation (3)

This course provides an advanced survey of American history from the post Civil War Reconstruction era to the present. Emphasis is on assessing eras, analyzing cause and effect of events, and evaluating issues in the United States through reading primary sources documents, and writing on these issues. Prerequisites: GPA 3.5 or higher; completion of HI 101 and 102; or concurrent enrollment in HI 102. (Offered Spring)

HI 215 Modern Chinese History: Culture, Economics,
& the Globalization of Modern China (3)

This course explores the historical transformations that have led to the development of modern China. This course opens with an examination of the late Ming dynasty, to the last Qing major dynasty in Chinese history and then explores the internal and external cultural, political, and economic facts driving China toward a major domestic and global social revolution in the twentieth century. Prerequisite: EN 085. (Offered Spring)

HI 235 Introduction to Japanese
History and Culture (3)

This course offers an overview of Japanese History and culture in its global context from prehistoric times up to modern times. The emphasis is placed on those factors that gave Japan its unique identity and the political, social, and cultural forces that transformed it into a major economic power and global player today. Prerequisites: EN 085. (Offered Spring)

HI 238 Foundations of East Asia (3)

This course offers a survey of the foundations of East Asian civilization from its beginnings to the 21st century. The focus is on the political, economic, philosophical, and religious historical experiences of China, Japan, and Korea. Emphasis is also placed on the significant role these countries play in the light of globalization and their historic and economic connection to the USA and the Commonwealth of the Northern Mariana Islands. Prerequisites: EN 085. (Offered Spring)

HI 240 Sports & Society (3)

This course takes a comprehensive look at the impact of sport on American Society since 1789; with an emphasis on the 20th century. A decade-by-decade examination of individual athletes, teams, and events. In addition, the role of American culture in shaping athletic competition and the participants. English Prerequisite: EN 095. (Offered Fall and Spring)

HI 255 History of the Northern Mariana Islands (3)

This course offers an overview of Northern Mariana History in its global context from prehistoric times up to the Covenant and the Constitution establishing the CNMI. Prerequisites: EN 085. (Offered Fall and Spring)

Languages

CM 101 Elementary Chamorro I (4)

This is a beginning course with emphasis on oral-aural competency in the Chamorro language. Basic grammatical structures are covered as students learn how to use the language correctly in everyday conversational contexts. Spelling, pronunciation, and reading/writing in Chamorro are also covered. Prerequisites: EN 085. (Offered Fall and Spring)

CM 102 Elementary Chamorro II (4)

This course is the second course of a two-course sequence, with primary emphasis on reading-writing competency and secondary emphasis on oral-aural proficiency. Students extend their study of Chamorro grammar, syntax, vocabulary, and idiomatic expressions as they develop skills in conversation and oral discourse, and in reading and writing for personal and professional purposes. Prerequisite: CM 101

CN 101 Elementary Chinese I (4)

This course is designed for students who want to learn basic Chinese. It emphasizes the spoken Chinese language. Listening, speaking, reading, and writing skills are developed with emphasis on active use of these skills. Basic Chinese characters are introduced. Prerequisite: EN 085

JA 101 Elementary Japanese I (4)

This course is designed for students who want to learn basic Japanese through Hiragana, Katakana, and a selected number of Kanji. Equal emphasis is placed on listening, speaking, reading, and writing. Prerequisite: EN 095. (Offered Fall and Spring)

JA 102 Elementary Japanese II (4)

This course is designed to expand the communicative use of Japanese and to increase the students' awareness of Japanese culture. The practice of reading and writing Hiragana, Katakana, and Kanji are continued and expanded. Prerequisite: JA 101. (Offered Fall and Spring)

KR 101 Elementary Korean I (4)

This course is for students who want to learn basic Korean. Students will learn practical skills that can be applied within a basic set of everyday life situations. The course will develop listening, speaking, reading, and writing skills. Prerequisite: EN 095. (Offered Fall and Spring)

Literature

LI 150 Introduction to Literature (3)

This introductory course examines the characteristics of the major literary forms: the novel, short story, poetry, and drama. Emphasis is on comparing literary forms as a means to enhance understanding and appreciation of literature. Prerequisite: EN 095. (Offered Fall and Spring)

LI 250 Literature of the Pacific (3)

This course familiarizes the students with the oral and written literary expressions of Pacific Island cultures. Emphasis is on understanding how the literature of the major Pacific cultural areas reflects the values, history, and geography of each area.

This course also surveys both historical and contemporary Pacific writers, both indigenous and Western. Students read, analyze, and write a variety of literary forms. Prerequisite: EN 101. (Offered Fall and Spring)

Management

FM 300 Introduction to Financial Management (3)

The basic concepts of financial resource management and financial analysis techniques for practical business decisions are introduced. The use of financial ratios to evaluate the past performance of the firm, financial planning techniques, the effect of leverage on profitability and risk, the time value of money, and contemporary approaches to working capital management and capital budgeting are included. Computational skills are emphasized as students compute financial ratios, construct pro forma financial statements, conduct break-even analysis, and compute present and future values of funds. Prerequisite: EC 212. (Offered Spring)

MG 206 Business Communication (3)

This course emphasizes the development of both oral and written skills for effective business communication. This course covers intercultural communication; workplace ethics and etiquette; planning, writing, and editing business messages; email etiquette; and delivering speeches and oral presentations. This course also covers practical skills when communicating in teams; dealing with supervisors, peers, and subordinates in an office environment; resume writing; and interviewing skills. Prerequisites: MG 231, CS 103. (Offered Fall/Spring)

MG 210 Principles of Entrepreneurship (3)

This course introduces various aspects of new business creation. Special emphasis will be given to new opportunity discovery and business plan drafting. The course is about how to start a new venture through creativity, innovation, and intelligence. Other aspects of entrepreneurship such as entrepreneurial financing and team building will be addressed. EN 095, and MA 089. (Offered Fall/Spring)

MG 231 Introduction to Business (3)

This course introduces the fundamentals of business organizations, their natures, and opportunities. Case analysis and reviews of current international and local business issues provide an understanding of and appreciation for the "real" world of business. Prerequisite: EN 095. (Offered Fall/Spring)

MG 232 Introduction to Marketing (3)

This course covers the principles, practices, and concepts involved in the performance of business activities which direct the transfer of goods and the acquisition of services from producer to consumer or user, including the study of marketing functions and institutions, activities having to do with effecting change in ownership and possession of goods and services, and the study of applied economics relating to the creation of time, place, and possession utility. Prerequisite: MG 231. (Offered Spring)

MG 234 Introduction to Management (3)

This course is an overview of management theory that introduces students to various management styles, models, and concepts, and helps them to understand the roles and duties of managers

in today's businesses. Contemporary concepts of streamlined organizations, teamwork, and employee empowerment are emphasized, as well as more traditional hierarchical management methods and organizations. Prerequisites: MG 231, CS 103. (Offered Fall)

MG 239 Principles of Customer Service (3)

This course provides students with the basic concepts, techniques, and current trends in the customer service industry. Special areas of emphasis include problem solving, motivation, leadership, development of a customer service culture and strategy, creating customer service systems, coping with challenging customers, new customer service technologies, customer retention, and measuring customer satisfaction. Prerequisite: MG 206. (Offered Fall)

MG 251 Business Law I (3)

This is an introductory course covering legal systems, risk management, torts, contracts, agency, and consumer protection as applied to business professions and transactions. Critical thinking and practical application to the conduct of business in the CNMI and US are emphasized. Prerequisite: MG 231. (Offered Spring).

MG 300 Business Ethics for the 21st Century (3)

This course will emphasize the individual as decision-maker and focus upon ethical issues and dilemmas facing managers in most business organizations. The specific objectives of the course are to raise students' general awareness of ethical dilemmas at work, to place ethical issues within a management context subject to analysis and decision-making action, and to enhance and improve the ability of students to reason toward a satisfactory resolution of an ethical dilemma. Prerequisite: EC 212. (Offered Spring).

MG 301 Social Psychology in Business Management (3)

This course is being initiated to afford students the opportunity to understand the corollary relationship between sociology, psychology, management and business. This course integrates four academic disciplines and offers theoretical analysis for understanding practical issues and methods associated with the management of a business. This course is also a required course for the completion of a four-year business degree offered at Northern Marianas College. Prerequisite: SO 101, PY 101, or PY 201. (Offered Fall)

MG 303 Business Statistics (3)

This course is designed to introduce the student to the principles of descriptive and business statistics, as well as the basic probability theory needed for an understanding of statistical distributions, estimation, hypothesis testing, and linear regression. The course provides the student with the basic skills necessary to succeed in further courses in business statistics, as well as an appreciation of the critical interpretation of statistical data, the ranges of application of statistics and an introduction to the use of technology in the effective processing and analysis of information. Prerequisite: EC 212. (Offered Spring)

MG 310 Business Writing (3)

This course is designed to prepare you to write in your professional career by exposing you to the different genres and mediums of communication utilized by business professionals in an increasingly digital world. To that end, this course will require you to produce documents that address a wide range of target

audiences, and understand the process of rhetorical decision making that allows a writer to perform successfully in a given writing situation. Prerequisite: EN 202, MA 132. (Offered Fall)

MG 323 Marketing Management (3)

An upper level course in the management of the marketing functions. The course will include an appraisal of the key issues in the management of the marketing function with major emphasis on the development, formulation, implementation and control of the firm's marketing plan. Emphasis is also placed on the problems and opportunities of marketing in foreign environments. It will focus on the cultural, economic, and geographical problems encountered in managing the marketing function from a manager's perspective. Prerequisite: EC 212. (Offered Fall)

MG 400 Business, Government and Society (3)

This Business, Government, and Society course examines how business, government, and society are responding to the changing organizational environment and explore the options that leaders now face, from rethinking business models to changing notions of governance. It focuses on the drivers for and obstacles to change, the different roles played by companies, governments, civil society, institutional investors and social entrepreneurs in shaping current approaches, and a sense of what the future may hold. Prerequisite: MG 300. (Offered Fall/Spring)

MG 401 International Business Management (3)

This course seeks to provide student with the skills, knowledge and sensitivity required to successfully conduct business within the global environment. Following an overview of the key issues in global business, the first part of the course will focus on the business environment, dealing with topics such as national differences in political economy and culture and the global monetary system. The students will also pay attention to trade theories and government involvement in international trade. The second part of the course will focus more on the individual firm and will include topics such as international expansion strategies, market entry strategies, and business operations adopted by successful multinationals. Prerequisite: MG 300. (Offered Fall/Spring)

MG 402 Human Resources Management (3)

This course provides students with the skills needed to manage people in the workplace. The course includes a review of academic, theoretical and research components which represent new knowledge evidence, and viewpoints in the field of HR. In addition, this course offers simulation through work environment through role playing, identifying and solving HR problems. The professional focus will help students in preparation for certification in the HR profession. Prerequisite: MG 300. (Offered Fall)

MG 403 Operations Management (3)

This course provides students in the BSBM program with the concepts, techniques, and tools needed to design, analyze, and improve core operational capabilities. Students will apply these concepts to a broad range of application domains and industries. The course emphasizes the effect of uncertainty in decision-making, as well as the interplay between high-level financial objectives and operational capabilities. Topics covered include production control, supply chain management, risk pooling, quality management, process design and revenue management. Prerequisite: MG 300. (Offered Fall/Spring)

MG 404 Small Business Management
& Entrepreneurship (3)

This course enables students in the BSBM program to understand the theory and practices relating to starting, and managing a small firm, as well as the importance of an effective new venture business plan. Students will also be sensitized about the unique challenges of managing a small business operation. Students will develop an appreciation of the opportunities that exist for establishing small businesses as well as the importance of managing the finances and the marketing efforts in the small business. Prerequisite: MG 323. (Offered Spring)

MG 405 Introduction to Project Management (3)

The building of large-scale projects has been going on for decades, but only recently has the management problems associated with these projects been studied by project researchers. The purpose of this course, therefore, is to introduce students to the basic elements of Project Management. The focus will be on setting, assessing, defining project goals, developing the parts of a project, and assessing project resources. Prerequisite: MG 303. (Offered Fall)

MG 406 Business Strategies & Policies (3)

Participants will develop an appreciation of the importance for strategic management for effective and successful management as well as clear, motivating strategic vision. Students will be given an understanding of the range of analysis that is required for strategic formulation and how to formulate a strategy for an organization. Students will appreciate the importance of aligning company strategy with both industry and competitive conditions and company resource capabilities. As such, students will know how to implement a strategy as well as differentiate between winning and mediocre strategies. Prerequisite: MG 303. (Offered Spring)

MG 438 Business Law II (3)

This course introduces students to more advanced concepts of the law primarily relating to business organizations and transactions. Topics discussed include sales and commercial paper, employment, business organizations, and property law, with a view towards providing students with a functional familiarity with major legal principles affecting business professions and transactions. Prerequisite: MG 300, MG 400. (Offered Fall)

MG 440 Capstone Major Project (3)

This three credit Capstone course utilizes business simulation software which will enable students to make decisions for fictional company. The Business Capstone Experience is designed to measure how well students can integrate and use the knowledge and skills gained from the Bachelor in Business Management core courses. Students under the guidance of the instructor will develop strategies, develop products, and make decisions in areas such as research and development, marketing, production, human resources, and finance. Students manage a fictional company in their final semester in a risk-free environment and observe how decisions affect the company. The lectures and stimulation bring together knowledge taught in different courses, challenging students to integrate what they have learned and help them practice applying the learning. The student's experiences how different issues interact with each other to produce outcomes.

Competition among students internationally helps enhance the course effectiveness and engaging qualities. Prerequisite: CE 400 with a letter grade of "C" or better. (Offered Fall/ Spring)

OB 400 Organizational Theory & Behavior (3)

This course emphasizes that organizations are the medium through which work in business occurs. Thus, in order for students to become effective managers, they must gain a fundamental understanding of the nature of organizations and the various factors that influence human behavior with them. Students will examine classical and contemporary readings on organizational theory to introduce them to the various perspectives on the structure and behavior of the organizations that they inhabit daily. The course will provide students with the basic foundation for the development of their knowledge of the structure, design, managerial challenges, and processes of the environment in today's organization. Prerequisite: MG 401. (Offered Spring)

Mathematics

NOTE: MA 087, MA 089 and MA 091 are preparatory courses in mathematics and do not carry college degree credits. (These are Non-degree Units (NDU) courses.)

MA 087 Fundamentals of Mathematics (3 NDU)

Note: MA 087, MA 089, and MA 091 are preparatory courses in mathematics and do not carry college degree credit (i.e., NDU = non-degree units).

This course covers basic concepts of arithmetic, including integers, fractions, decimals, and exponents. This course is designed to assist students who need to upgrade their basic math skills so that they can be successful in subsequent mathematics courses. Prerequisites: BE 111, EN 085. (Offered Fall, Spring, and Summer)

MA 089 Pre-Algebra (3 NDU)

Note: MA 087, MA 089, and MA 091 are preparatory courses in mathematics and do not carry college degree credit (i.e., NDU = non-degree units).

This pre-algebra course covers variables and expressions with variables; monomials, binomials, and polynomials; exponents; first-degree equations with one variable and with two variables; the metric system and the U.S. system of measurement; ratios, rates, proportions, and percents; and basic geometry. This course is designed to assist those students who need to upgrade their basic math skills so that they can be successful in subsequent mathematics courses. Prerequisites: BE 111, EN 085, MA 087. (Offered Fall, Spring, and Summer)

MA 091 Beginning Algebra (4 NDU)

Note: MA 087, MA 089, and MA 091 are preparatory courses in mathematics and do not carry college degree credit (i.e. NDU= non degree units.)

This course further develops the fundamental math and basic algebraic concepts covered in MA 087 and MA 089. This course introduces students to the general concepts of algebra, including solving equations in one and two variables, problem solving, graphing linear equations and inequalities, and solving real-life problems using algebra. A TI-83, or higher graphic calculator is required. Prerequisites: BE 111, EN 085, MA 089. (Offered Fall, Spring, and Summer)

MA 132 Intermediate Algebra (4)

This course is designed to enable students to develop proficiency in algebra and to show students how algebra may be used as a model for solving real-life problems. Topics covered include the concepts of elementary algebra, equations, graphs, and algebraic functions. A graphic approach to problem solving is emphasized throughout. Students are required to do assignments using a TI-82/83/89 graphing calculator. Prerequisites: EN 085, MA 091.

MA 141 Contemporary Mathematics (4)

This course is designed to help develop mathematical modeling and critical thinking skills for students who are pursuing degrees in elementary education, liberal arts, or the life sciences. Students will be engaged in logic, reasoning, mathematical modeling, and critical thinking, and will learn how and why mathematical models are the tool of choice for solving many complex problems in contemporary society. This course includes elements of mathematics-related topics such as networking and circuits, planning and scheduling, linear programming, producing and exploring data, game theory, probability and statistics, apportionment and voting systems, growth and form, symmetry and patterns, consumer finance, and economics of resources. A TI-83, or higher, graphing calculator is required. Prerequisites: EN 095, MA 132. (Offered Fall and Spring)

MA 151 Introduction to Statistics (3)

This course is designed to introduce the students to the basic principles of descriptive and inferential statistics, as well as the basic probability theory needed for an understanding of statistical distributions, estimation, and linear regression. The course provides the student with the basic skills necessary to succeed in further courses in applied statistics, as well as an appreciation of the critical interpretation of statistical data, the ranges of application of statistics, and an introduction to the use of technology in the effective processing and analysis of information. Prerequisites: EN 095, MA 132. (Offered Fall and Spring)

MA 161 College Algebra (4)

This course focuses on the theories and applications of algebraic, exponential, and logarithmic functions. Numerical, algebraic, and graphical techniques are emphasized throughout, both in the presentation of concepts and in solving problems. Prerequisite: C or higher in MA 132. (Offered Fall, Spring, and Summer)

MA 162 College Trigonometry (4)

This course is designed to extend student proficiency to the full range of elementary mathematical functions and their applications. Topics covered include complex numbers, polar coordinates, and the graphs and inverses of trigonometric functions. Problem solving and the use of new technologies for the discovery of mathematical relationships are emphasized throughout. This course, in conjunction with MA 161, is intended to provide a solid foundation for those who wish to continue into higher mathematics. Prerequisite: C or higher in MA 161. (Offered Fall)

MA 192 Mathematics/Science Tutoring (3)

This course provides students with training in one-on-one and small group. The primary students seeking mathematics tutoring will be enrollees in MA 087 Fundamentals of Mathematics,

MA 089 Pre-Algebra, MA 091 Beginning Algebra, and MA 132 Intermediate Algebra. Strategies of applying the scientific method will also be explored. Required fieldwork consists of math tutoring service in the community and/or the college. Prerequisites: EN 101, MA 161 with an "A" grade, completion of one science course with an "A" grade, and instructor's permission, a score of 55 or above on Section 1 (Listening) of the NMC English Placement Test. (Offered Fall and Spring)

MA 203 Basic Calculus (5)

This course introduces students to the basic theory and applications of calculus. Topics covered include a review of pre-calculus, limits, infinity, continuity, differentiation, and integration, and the application of these concepts to the mathematical analysis of space and time. Problem solving and the use of graphing utilities are emphasized throughout. Prerequisites: EN 095 and MA 162. (Offered Spring)

Music

MU 106 Introduction to Music (3)

This is an introductory course in music appreciation. Emphasis is on general music history and theory, perceptive listening to music by various composers and performers, and styles of Western music from ancient Greece to the present day. Prerequisite: EN 073/074. (Offered Fall and Spring)

MU 107 Methods for Teaching Elementary General Music (3)

This course is a preparation and examination of curriculum materials, resources and pedagogical methods for teaching music in Kindergarten and elementary classes. Also, students will demonstrate functional keyboard and recorder techniques as part of this course. Prerequisite: EN 073/074. (Offered Spring)

MU 109 Basic Ukulele (3)

This course introduces students to the Hawaiian musical instrument known as the ukulele. Thus ukulele course will take students who have had little or no previous experience in playing a musical instrument, and give them the ability and confidence to play basic chords and several songs on the ukulele. Students will learn the history, development, styles, parts, tuning, care and maintenance of the ukulele, as timing, and chord families. This practical, hands-on course will focus on strumming various ukulele chords and singing songs while playing. Students will also gain knowledge and skills to continue their learning path on their own after completing this course, Prerequisite: EN 071. (Offered Fall and Spring)

Natural Resources Management

NR 150 Introduction to Natural Resource Management (4)

Introduces students to the basic ecological and scientific principles required to understand resource and environmental issues. Natural resources are discussed with respect to their value to humans and other species, their use and degradation, restoration, and sustainable management; three hours of lecture with field trips required. Prerequisite: None. English Placement Level: EN 093/094. Math Placement Level: MA 091; or consent of the instructor.

NR 153 Environmental Conservation (4)

This course continues the study of human impact on the use, degradation, restoration, and long-term sustainable management of land, sea, water, and air. Topics may include, but are not limited to the following: assessment, methodology for conservation, sustainable management, public health and sanitation, solid waste, water and air pollution, farmlands and rangelands, and alternative technology. Students will participate in discussions and conduct hands-on laboratory including field investigations. Prerequisite: NR 150. English Placement Level: EN 093/094. Math Placement Level: MA 091.

NR 253 Species and Ecosystem Management (4)

This course examines the species and ecosystems of coral reefs, forests, savannas, and wetlands. Topics include relationships between organisms, between organisms and their environment, endangered species, and the wise use of resources. Global and regional aspects are stressed; three hours of lecture with laboratory/field trips required. Prerequisite: NR 153. English Placement Level: EN 101. Math Placement Level: MA 132; or permission/consent of instructor (COI).

NR 255 Conservation Politics and Economics (4)

This course examines the role of government in resource management, valuing in the absence of prices, and economic externalities. Topics include politics and economic development, cost/benefit analysis, public goods and externalities, land use planning and zoning, and federal and international environmental laws. Laboratory work and field trips are required. Prerequisite: NR 253. English Placement Level: EN 101. Math Placement Level: MA 132.

NR 290 Special Topics in Natural Resources Management (3)

This course provides specialized, directed study in a topic to be chosen by the student and the instructor. Course content will be varied, provided that a different topic is studied. English Placement Level: EN 101. Math Placement Level: MA 161; or consent of instructor.

NR 295 Natural Resources Management Seminar (1)

This course presents seminar presentations of topics in the agricultural, environmental, and natural resources sciences by faculty, enrolled students, and invited speakers. NR 295 is a required course for majors designed to familiarize the students with topics of research, special interest, or current relevance in the discipline. Prerequisite: NR 150. English Placement Level: EN 101, or permission of course coordinator.

NR 298 Natural Resources Management Internship (4)

This is a required course for majors designed to provide the students with integration and application of academic knowledge and critical thinking skills, emphasizing professional development. The students are placed with a cooperating institution, governmental agency or private employer in the agriculture, environmental, or natural resources sciences. Successful completion of the internship is required for completion of the degree program. Course entry is by instructor or coordinator's permission. (Offered Summer and Fall)

Nursing

NU 095 Nursing Assistant (6 NDU)

This course prepares entry-level nursing assistants to provide basic nursing care to elderly, ill, and disabled persons in long-term care, hospital, clinic and home health settings. The training includes theory, skills demonstration in a supervised laboratory setting and care of patients in the hospital and clinic settings. The course provides the knowledge base for understanding the role and responsibilities of a nursing assistant, the legal aspects of patient or client care, basic medical terminology, the study of concepts of basic human needs, the health/illness continuum, basic nursing care/personal care skills including safety, communication, infection control and emergency procedures. Prerequisites: High School Graduate or GED Equivalent. EN 095 and MA 091. (Offer Summer)

NU 105 Basic Nursing Concepts and Skills (6)

This course focuses both on identifying the basic needs of the person who is experiencing illness and assisting clients who require a minimum of adaptation to meet those needs. This course introduces students to nursing history and nursing roles, utilizing the nursing process and basic nursing skills with an assessment of cultural and bio-psychosocial needs, and therapeutic communication techniques. Once these skills are demonstrated satisfactorily in the lab, the student will be able to apply these skills in the clinical setting. Prerequisites: Acceptance into the Nursing Program or approval of the Nursing Department Chair. Concurrent Enrollment: NU 124. (Offered Fall)

NU 107 Medical-Surgical Nursing I (5)

This course introduces the theory and clinical concepts of caring for the client throughout the lifespan. This course utilizes the nursing process to assist medical-surgical clients requiring maximal adaptation to meet basic physiological and psychosocial needs. This course provides a brief review of basic client care skills and explores more complex skills. Once these skills are demonstrated satisfactory in laboratory, the student will be able to apply these skills in the clinical setting. Prerequisites: A "C" grade or higher in NU 105 and NU 124, or approval of the Nursing Department Chair. Concurrent Enrollment: NU 203. (Offered Spring)

NU 124 Pharmacology for Nurses and Clinical Math (3)

This course outlines the concepts used in administering medications and in monitoring clients for the effects of medication administration. This course includes the study of drug classifications, types, actions, contraindications, precautions, side effects, dosages, and nursing implications. It also covers dosage calculations and measurement systems, reading medication labels, using syringes, intravenous (IV) fluid calculations, and calculations in specialty units. Prerequisites: Acceptance into the Nursing Program or approval of the Nursing Department Chair. Concurrent Enrollment: NU 105. (Offered Fall)

NU 20 Maternal and Child Health Nursing (5)

This course prepares the students to provide basic nursing care to maternity and pediatric clients and their families in both hospital and clinic settings. This course covers concepts of growth and development of newborns, infants, children, adolescents, and the childbearing woman. Family development and care are included.

as are health education and promotion. Prerequisites: A “C” grade or higher in NU 105 and NU 124 or approval of the Nursing Department Chair. Concurrent Enrollment: NU 107. (Offered Spring)

NU 207 Medical-Surgical Nursing II (6)

This course introduces the theory and clinical concepts of caring for the client throughout the lifespan. This course utilizes the nursing process to assist medical-surgical clients requiring maximal adaptation to meet basic physiological and psychosocial needs. This course provides a brief review of basic client care skills and explores more complex skills. Once these skills are demonstrated satisfactory in laboratory, the student will be able to apply these skills in the clinical setting. Prerequisites: A “C” grade or higher in NU 107 and NU 203 or approval of the Nursing Department Chair. (Offered Fall).

NU 209 Nursing Issues and Trends (2)

This course explores legal and ethical issues, decision-making processes, trends in nursing practice, careers in nursing, and preparation for the job market. It also explores the leadership role of the nurse in the healthcare team. Prerequisites: A grade of “C” or higher in NU 207, or approval of the Nursing Department Chair. Concurrent Enrollment: NU 212. (Offered Spring)

NU 212 Medical-Surgical Nursing III (6)

This course is the final nursing course for the Associate of Science in Nursing (ASN) degree. While the course theory content focuses on advanced nursing skills and concepts required in caring for the medical-surgical client, the clinical component requires the demonstration of cumulative nursing skills from all the nursing courses. The course utilizes the nursing process, with emphasis on management and teaching of the complex medical-surgical client. In addition, leadership skills are developed to assist the student in transition from a student role to that of a graduate nurse. This course covers laboratory practice of advanced nursing/critical care skills. After satisfactory demonstration of those skills, the student will be able to apply them in the clinical setting. Prerequisites: A “C” grade or higher in NU 207, or approval of the Nursing Department Chair. Concurrent Enrollment: NU 209. (Offered Spring)

Philosophy

PI 201 Introduction to Philosophy (3)

This course provides an introduction to world philosophy, studying the works of great thinkers. Readings and discussions show how globally and historically people are looking for answers to the same philosophical questions: Who am I? Where did the world come from? Is there a God? How do I know what truth is? What is the right thing to do? English Placement Level: EN 101. Math Placement Level: None. (Offered Fall and Spring)

Physical Education

PE 102 Beginning Golf (INACTIVE) (1)

This course introduces students to the basic skills, rules, and strategies of golf, including the fundamentals of putting, chipping, and driving, and course etiquette, through drills and

competition. The students are tested on rules and the various techniques taught. Prerequisite: EN 071.

PE 107 Beginning Tennis (INACTIVE) (1)

This course introduces students to the rules and strategies of tennis, including fundamentals of forehand and backhand strokes, serves, volley, basic strategy, footwork, and court etiquette, through drills and competition. The students are tested on rules and the various skills taught. The students participate in singles and doubles tournaments. Prerequisite: EN 071.

PE 111 Tae Kwon Do (1)

This course is designed to introduce the student to the philosophy of the martial arts and the basic techniques of Tae Kwon Do. Proper physical and mental conditioning will be taught in conjunction with learning the self-defense techniques of Tae Kwon Do. Prerequisite: EN 071.

PE 115 Tai Chi (1)

Tai Chi is an Ancient Chinese martial art that consists of working through a series of structured positions. Its practice consists of slow, deliberate, sequential choreographed movements called forms. By practicing these forms, students develop agility, balance, and flexibility. Mental focus and concentration are needed to work through a form in precise order. Anecdotal evidence regarding martial arts pilot programs in schools suggests that students develop better attitudes toward school and learning as reflected by improved grades and decreased absenteeism. Moreover, students take the positive skills learned in Tai Chi and apply them in a constructive manner when dealing with peers. Students will come away with a greater feeling of self-worth and confidence because of their participation in an activity emphasizing commitment to disciplined growth and a healthy lifestyle. Prerequisite: EN 071. (Offered Fall and Spring)

PE 125 Beginning Basketball (1)

This course introduces students to the rules and strategies of basketball, including fundamental skills learned through drills and competition. Testing covers the rules and the various skills taught. Students participate in a free-throw contest and in 3-on-3 half court and 5-on-5 full-court tournaments. Prerequisite: EN 071. (Offered Fall)

PE 126 Beginning Volleyball (1)

This course introduces students to the fundamental strategies and skills of volleyball, including setting, passing, spiking, blocking, and serving. The students take part in team and tournament play. The class will participate in 6-on-6 and 4-on-4 tournaments. Prerequisite: EN 071. (Offered Fall)

PE 127 Beach Volleyball (1)

This course introduces students to the fundamental strategies and skills of beach volleyball, including but not limited to: bumping, setting, spiking, and serving. Students will take part in team play. Prerequisite: EN 071. (Offered Spring)

PE 128 Baseball/Softball Skills (1)

This course introduces students to baseball and softball basic skills, rules and regulations, fundamentals and strategies, batting and fielding and stretching for softball and baseball. The students will also participate and practice in all related drills, lead-up games, and field/diamond type situations. Prerequisite: EN 071.

PE 129 Indoor Soccer (1)

Moved to inactive effective Fall 2006

This course is designed to teach basic soccer skills. The course content includes instruction in passing, dribbling, trapping, kicking, defending, heading, and offensive teamwork. Prerequisite: EN 071.

PE 133 Beginning SCUBA Diving (3)

This course introduces students to the theory, methods, and applications of the major field of SCUBA recreational diving. This course incorporates instructional materials from the National Association of Underwater Instructors (NAUI) USA, and covers the knowledge and skills a SCUBA diver needs to participate in skin and SCUBA diving. On successful completion of this course, students are considered competent to engage in open water activities approximating those in which they were trained. Prerequisite: EN 071. (Offered Fall and Spring)

PE 134 Advanced SCUBA Diving (3)

This course expands on the theory, methods, and applications of SCUBA diving introduced in PE 133. Prerequisite: PE 133. (Offered Fall and Spring)

PE 140 Physical Fitness (1)

The course content emphasizes physical fitness development, especially cardiovascular fitness, flexibility, body mass composition, and muscular strength and endurance. Information on proper nutritional habits is also presented. Students are introduced to basic principles of beginning weight training, stretching, and aerobic fitness activities. Individual needs and fitness programming are evaluated by a physical fitness test at the beginning and the end of the course. Prerequisite: EN 071. (Offered Fall and Spring)

PE 142 Aerobic Dance (2)

This course allows students to develop the fundamental techniques of dance and exercise to music to increase cardiovascular efficiency, flexibility, and coordination. Prerequisite: EN 071.

PE 143 High-Intensity Aerobic Dance
(INACTIVE) (2)

This course allows students to develop the fundamental techniques of dance and exercise to music so as to increase cardiovascular efficiency, flexibility, and coordination. Prerequisite: EN 071.

PE 146 Beginning Weight Training **(INACTIVE)** (1)

The course content is designed to emphasize physical fitness with special emphasis on muscular strength and endurance. Students are introduced to the basic principles of beginning weight training. Evaluation of individual needs and fitness programming is included. Prerequisite: EN 071.

PE 149 Walk-Jog-Run (1)

This course introduces students to the concepts and benefits of walking, jogging, and/or running. Pre- and post-testing is administered to determine improvement in the areas of cardiovascular fitness, distance covered, work-out duration and intensity, flexibility, and body mass composition. Prerequisite: EN 071. (Offered Fall and Spring)

PE 160 Outrigger Canoeing **(INACTIVE)** (1)

This course instructs students in the sport and culture of outrigger canoeing. This course includes extensive participation and physical training as well as development of nautical skills, swim/drown proofing, canoe safety, racing techniques, and a historic overview of the development of the outrigger canoe in the Pacific region. This course enhances students' physical development and provides motivation through the application and understanding of this indigenous sport. Prerequisite: EN 071. (Offered Fall and Spring)

PE 203 Intermediate Golf **(INACTIVE)** (1)

This course introduces students to intermediate skills, and rules and strategies of golf, including the fundamentals of pitching, sand shots, and trouble shots. This course also teaches course etiquette through drills and competition. The students are tested on rules and the various techniques taught. Prerequisite: PE 102 or instructor's permission. Prerequisite: EN 071.

PE 207 Intermediate Tennis **(INACTIVE)** (1)

This course introduces students to the strategies and strokes of intermediate-level tennis, including the fundamentals of net play, the lob, overhead smash, spin serves, footwork, and court coverage, through drills and competition. The students participate in singles and doubles tournaments. Prerequisite: EN 071.

PE 225 Intermediate Basketball (1)

This course gives intermediate basketball students the opportunity to improve their basketball skills. Rules, strategies, and skill practice in passing, dribbling, shooting, defending, and teamwork are included. The students are introduced to basic offensive and defensive systems of play. The students participate in 3-on-3 and 5-on-5 tournaments. Prerequisite: EN 071. (Offered Spring)

PE 226 Intermediate Volleyball (1)

This course is designed to give intermediate volleyball students the opportunity to improve their volleyball skills. Rules, strategies, and skill practicing in passing, setting, hitting, serving, and blocking are included. The students are introduced to basic offensive and defensive systems of play. The students participate in 6-on-6 and 4-on-4 tournaments. Prerequisite: EN 071. (Offered Spring)

PE 228 Basketball Level 1 Coaching (2)

This course is designed to provide an understanding of basic principles and concepts related to the sport of basketball. The course will introduce proper basic individual skills, team skills and strategies in regards to basketball and coaching. The main objective of this course is to improve the knowledge of coaches within the sport and therefore bring coaches to a higher standard in the CNMI as basketball becomes a very popular sport both abroad and the CNMI. People of all ages are playing the game either as a recreational activity or at a competitive level. Prerequisite: EN 085. (Offered Fall and Spring)

PE 229 Introduction to Coaching (3)

This course is designed to provide a comprehensive introduction to the coaching profession. The Course will develop and enhance knowledge and understanding of concepts and techniques of coaching. This course combines sport science theory and research with hands-on experience in the community observing these actions put into practice. Students will explore methods in the five essential categories of coaching: principles of coaching, behavior, teaching, physical training, and management. Prerequisite: MA 089, HE 150. (Offered Spring Semester)

PE 280 Applied Kinesiology (3)

This course is designed to introduce students to the discipline of kinesiology and kinesiology professions. Kinesiology is the scientific study of body movements. This course will provide an analysis of basic principles and concepts related to motor behavior, sports and exercise psychology, biomechanics, public health, and exercise physiology. Prerequisite: EN 095. (Offered Fall)

Physical Sciences

CH 124 General Chemistry (4)

This is a rigorous introductory course covering the principles of chemistry and the application of these principles to technological society. Included are the principles of inorganic chemistry, with emphasis on nomenclature, stoichiometry, mathematical calculations and solution chemistry. A weekly laboratory is required. CH 124 is a required course in the Nursing degree program. Prerequisites: EN 095, MA 091. (Offered Fall and Spring)

CH 141 Survey of Organic and Biochemistry (4)

This course is an introduction to organic and biological chemistry, nomenclature, common functional groups, their chemical properties and reactions, with an emphasis on understanding the basic molecules that make up cells and the biochemical reactions that allow cells to function. A weekly laboratory is required. Prerequisite: CH 124.

NS 101 Introduction to Physical Science (4)

This is a survey course covering the fundamental concepts and methods of physical science such as the scientific method, measurement, motion, force, energy, heat, waves, electricity and magnetism, chemistry, geology and astronomy. Laboratory and field trips are required. A TI-83/89, or equivalent, graphics calculator is recommended. Prerequisite: EN 095, MA 091. (Offered Fall and Spring)

NS 140 Earth and Environmental Science (3)

This course is designed to be an introductory tour of the Earth, its physical environment, and its place in the Universe. This course will cover the foundations of geology, geophysics, oceanography, planetary science, and meteorology. This course will investigate the origins, physical properties, and dynamics of the Earth as an integrated system. The students will participate in class discussions and conduct hands-on investigations in the laboratory. This course replaces NS 100 Earth Science. Prerequisites: EN 095, MA 091. (Offered Fall and Spring)

Political Science

PS 110 Principles of Democratic Institutions (3)

This is an introductory course designed to familiarize students with the principles and processes of democratic government as developed and practiced in the United States. Emphasis is on the concepts and procedures relating to the development of public policy. Attention is given to current issues at the national, state, and local government levels in the U.S. as well as to issues of specific concern to the CNMI. Prerequisites: CO 210, MA 089. (Offered Fall and Spring)

Psychology

PY 101 General Psychology (3)

This introductory course provides an overview of the field of psychology and of its fundamental concepts, theories, methods, history, and scope of study. This course covers introductory behavioral research methods; basic brain anatomy, brain chemistry, and the interrelationships of the human brain, the human body, and behavior; learning principles; memory; personality and theories of personality; abnormal behavior, personality disorders, and addictions; and standard treatments for common psychological and neurological disorders. Prerequisite: EN 095. (Offered Fall and Spring)

PY 102 Abnormal Psychology (3)

This introductory course will explore abnormal psychology within historical, social, and cultural contexts, along with an overview of general psychological themes and principles. Each major disorder, its symptoms, and preferred treatment strategy will be examined, giving students an appreciation of the complexities in human behavior. Prerequisites: EN 095. (Offered Fall and Spring)

PY 201 Human Growth and Development (3)

This course is an introduction to normal human development over the life span. Concepts, issues, and theories of human growth and development are explored within the context of a multi-disciplinary systems approach. The focus is on the interrelation of physical, cognitive, and socioemotional changes in the individual over the life span. Prerequisite: PY 101. (Offered Spring)

PY 202 Spirit, Mind, and Body (3)

This course is a 200 level overview of spirituality, human growth and development and physiology across the lifespan. Concepts, issues, and theories of spiritual growth, physical development and mental alertness are explored within the context of multidisciplinary systems approach. The focus is on the interrelation of physical, cognitive, personal development, spiritual congruence, self-concept and physical changes in the individual over the life span. Prerequisite: EN 085. (Offered every semester)

Rehabilitation and Human Services

RH 215 Introduction to Human Services (3)

This course introduces students to human services as a profession and the generalist human services professional. This course illustrates a variety of consumers and the interaction between helper and consumer, and emphasizes the history of helping,

the human services movement, models of service delivery, and ethical considerations. Prerequisite: EN 095. (Offered Fall and Spring)

RH 310 Theories and Techniques of Counseling (3)

This course meshes theory and practice of communication and counseling skills with a focus on the foundations of the helping relationship. Ethical, legal, and social counselor responsibilities will be addressed. Skills in counseling assessment, research, and evaluation are developed. Prerequisites: RH 215, SO 297. (Offered Fall and Spring)

RH 330 Human Services Fieldwork Experience I (4)

This course provides an opportunity for students to mesh theory and practice via actual supervised work experience in a rehabilitation and/or human services agency. Experiences are discussed and integrated with academic work in weekly seminars. Students complete 60 hours of service at the cooperating agency and an in-class weekly seminar. Prerequisite: RH 310. (Offered Fall and Spring)

RH 400 Case Management (3)

This course provides students with the knowledge and skills needed to perform each step of the case management process, from intake through termination. This course emphasizes case management techniques, ethical decision-making, consultation strategies, and the expansion of counseling skills. Prerequisites: RH 310, EN 202. (Offered Fall and Spring)

RH 420 Human Services Program Management (3)

This course examines the essential elements and principles involved in the development, organization, supervision, promotion, assessment, and evaluation of various types of community programs. Emphasis is placed on student acquisition of knowledge and skills needed to successfully work as a team member in various human service settings. Prerequisites: RH 330, EN 202. (Offered Fall and Spring)

RH 430 Medical and Psychosocial Aspects of Disability (3)

This course provides students with a working knowledge of the medical and psychosocial aspects of disability and chronic illness, and provides them with the knowledge and understanding that are necessary to function and serve effectively in a human services setting. Prerequisites: ED 315, RH 330 or Instructor approval. (Offered Fall and Spring)

Sociology

SO 101 Introduction to Sociology (3)

This is an introductory course covering the basic concepts, methods, and theories of sociology. This course explores, in local and global contexts, elements of social life, including history, culture, socialization, various social structural contexts, social stratification variables such as status, prestige, race and ethnicity, gender, education, etc., economic and political institutions, explanations for criminal deviance and other deviant behavior, social control, and social change. Prerequisite: EN 085. (Offered Fall and Spring)

SO 210 Sociology of Love, Marriage, and Family Relationships (3)

This course introduces the sociological study of love relationships, marriages, and family relationships through various analytical sociological methods such as the primary areas of social reality, structural functionalism, and social conflict theory. Primary topics examined include the definition and meaning of love; dating and courtship behavior; behavior in marriage unions; positive and negative interpersonal communication; human sexual behavior in relationships; parenting; stake issues in love relationships and families; economic needs and divisions of labor in love relationships, marriages, and families; divorce; and remarriage. In addition, this course will examine various types of sociological experiences that affect love relationships, marriages, and families such as historical experiences, types of social structures, power implementation in relationships, deviant behavior, social status and prestige issues, health care issues, and access to technology. Prerequisite: EN 085. (Offered Fall and Spring)

SO 218 Social Problems (3)

This course utilizes the seven primary areas that define social reality as the central theoretical tool of analysis for understanding the origins and development of both micro and macro social problems in the CNMI and in US mainland society. Students will also learn how governments and human services professionals analyze and attempt to alleviate social problems through particular legislative remedies based upon specific philosophies, ideologies, and beliefs, and methods of treatment. Prerequisite: SO 101. (Offered Spring)

SO 222 Sociology of Motion Picture Film (3)

This course sociologically examines various motion picture films for the purpose of identifying comprehensive themes throughout human history and for utilizing sociology as a critical tool for analyzing motion picture films for understanding human historical and behavioral experiences. Also, the sociological analysis applied toward motion picture films serves to underscore the value of motion picture film as serving a valuable artistic value in reference to its commentary on social life. Offered Spring

SO 224 Sociology of Music (3)

This course sociologically examines various music lyrics and music videos for the purpose of identifying comprehensive themes throughout human history and for utilizing sociology as a critical tool for analyzing music lyrics and music videos for understanding human historical and behavioral experiences. Also, the sociological analysis applied toward music lyrics and music videos serves to underscore the value of music lyrics and music videos as serving a valuable artistic value in reference to its commentary on social life. (Offered Fall)

SO 228 Sociology of Visual Arts (3)

This course sociologically examines various visual art genres (ceramics, drawing, painting, sculpture, graphic designs, etc.) for the purpose of identifying comprehensive themes throughout human history and for utilizing sociology as a critical tool for analyzing these visual art forms for understanding human historical and behavioral experiences. Also, the sociological analysis applied toward visual art forms serves to underscore the value of visual art as serving a valuable artistic tool in reference

to its commentary on social life. Prerequisite: None. English Placement Level: EN 085. Math Placement Level: None. (Offered Spring)

SO 230 Social Psychology (3)

The course Social Psychology examines the corollary relationship between sociology and psychology. It examines certain sociological and psychological historical theories and models for understanding human behavior in various social and physical environments; specifically family environments, work-related environments, institutional environments, and geophysical physical environments, work-related environments, institutional environments, and geophysical physical environments. In addition, this course will examine how certain sociological realities influence individual psychological experiences and/or fixation throughout the lifecycle. This course will also examine how sociological realities influence individual behaviors that are culturally identified as problematic or deviant in Western societies such as: type of mental illnesses; pornography addiction; child abuse; certain criminal behaviors; racism, xenophobia, road rage and substance abuse addiction. Prerequisite: EN 085. (Offered Spring)

SO 235 Sociology of Politics (3)

This course will examine the corollary relationship between sociology and political behavior. It will also critically examine how the seven primary areas that define social reality are correlated with influencing political behavior in reference to social policies, laws and programs associated with fostering social change and social maintenance. This course will closely examine other key components associated with the political process such as: social structural relations; status criteria; institutions; stake issues; methods of power; deviance and social change. (Offered Spring) Prerequisite: None. English Placement Level: EN 085. Math Placement Level: None.

SO 297 Current Issues in the CNMI (3)

This is a core course required for all NMC degrees. This is a capstone course for all associate degrees, and thus it is to be taken in the last semester or the next to the last semester. For Elementary Education majors, it is to be taken in the second semester of a student's sophomore year or in the first semester of a student's junior year. So 297 is a seminar-format course designed to assist students to become active, competent, and effective citizens of the CNMI. The course familiarizes students with current and future political, economic, social, cultural, and environmental issues and problems in the CNMI, which are then discussed and analyzed, and possible solutions are explored. Prerequisites: CO 210 or concurrent enrollment and MA 089. (Offered Fall and Spring)

Social Work

SW 103 Ethics, Values and Social Work Practice (3)

Building from the introduction to social work courses (SW 203) this course expands the student's awareness of the professional nature and meaning of generalist social work practice. It examines the National Association of Social Work Code of Ethics in relationship to practice, and provides an introduction to interpersonal communication with an emphasis on development on one-to-one interviewing and documentation. (Offered Fall)

SW 203 Introduction to Social Work (3)

This course introduces students to the definition of social work and its history. It also introduces students to those theories that are applied for understanding human behavior and social problems and offers students a view to understand the issues and opportunities available in the social work field. Lastly, this course reviews the types of organizations and institutions that employ social workers and reviews the future of the social welfare state in America and the global community. The course also offers the opportunity for students to complete 20 hours of volunteer service in the community. Prerequisite: EN 085. (Offered Fall and Spring)

SW 212 Introduction to Social Welfare (3)

This course introduces students to the definition of social welfare and poverty. It also highlights social problems in modern industrial and post-industrialized societies. The course will introduce students to also learn about the history, philosophies, issues and opportunities related to social welfare and comprehend the goals it applies in organizations, institutions, starts and/or nations. The course will also focus on how social welfare laws, policies and programs are developed. Prerequisite(s): SW 203. English Placement Level: EN 085. Math Placement Level: None. (Offered Fall and Spring)

SW 250 Human Behavior and the Social Environment I

This course explores the reciprocal relationship between human behavior and social environment and deals with the impact of the social environment on the development of the individual throughout the entire life course, from birth to death, including physical, emotional and intellectual changes, with emphasis on Micronesia cultural influences and values. This course content includes but is not limited to the following: 1) Empirical and evidence based practice, indigenous knowledge, and practice wisdom, 2) Individual development and human behavior across the lifespan, 3) Biological, psychological, and sociological systems related to human behavior, 4) System theories, 5) The ecological perspective, 6) Person in environment, 7) Multiple systems and levels of care, 8) Organizational design theories, 9) Social worker roles, 10) Change theories, 11) Systems impact model, 12) Indigenous systems and perspectives regarding human development and behavior, 13) Human diversity and cultural competence, and 14) Social Work Ethics. English placement level is EN 095. Math placement level is MA 091. (Offered Fall)

SW 251 Human Behavior and the Social Environment II (3)

This course explores the reciprocal relationships between human behavior and social environments. Students will learn to deal with the impact of the social environment on the development of the individual throughout the entire life course - from birth to death - including physical, emotional and intellectual changes, with an emphasis on Micronesian cultural influences and values. The particular emphasis of this course is on adulthood and old age. Prerequisite(s): SW 203, SW 250. English Placement Level: EN 085. Math Placement Level: None. (Offered Fall and Spring)

Speech

CO 210 Fundamentals of Speech Communication (3)

Required for all degrees, this is designed to help students develop oral communication skills necessary in personal and professional life. Emphasis will be placed on the principles and skills of effective communication in personal interviews, small-group discussions, and public speeches, as well as on the use of standard US pronunciation. Prerequisite: EN 101. (Offered Fall and Spring)

CO 296 Media Ethics (3)

This three credit course will provide students with an in depth study of the principles and practices that impact ethical reasoning and decision making in the media industry for journalists, the media houses themselves and the public. The areas considered are the distinction between ethics and the law; theoretical considerations on ethics that drive decision making; the significance of ethical codes of conduct and the implications of decisions taken without ethical considerations. In a region where there is a relatively strong media presence – print, audio and television – and the influence of social media is as palpable as it is pervasive, it is prudent for students to be exposed to the ethical dynamics of the industry. (Offered Spring ONLY)

Tourism and Hospitality

NOTE: Tourism and Hospitality courses may be offered depending on the availability of instructors and student needs. Students considering a degree program in Hospitality Management should work closely with their advisor in planning a suitable course of study.

TS 101 Introduction to the Travel and Tourism Industry (3)

This course is designed to introduce students to the nature, scope and significance of the travel and tourism industry. It overviews the historical development of travel and tourism, major industry components, economic, socio-cultural and other forces that impact the industry. Students are exposed to current issues in regional and global travel. Major developments and challenges experienced by the CNMI tourism industry are emphasized throughout the course. The course serves to develop students' critical thinking in analyzing the various facets in a guest-host relation at tourism communities. Prerequisite: EN 085. (Offered Fall)

TS 103 Introduction to the Hospitality Industry (3)

This course takes a management perspective in introducing students to the organization, structure, and general operation of hotels, restaurants, clubs, cruise ships, and casino hotels. Topics include franchising, management contracts, business ethics, and areas of management responsibility such as human resources, marketing and sales, and advertising. Students are also exposed to various career opportunities in the hospitality industry, and the knowledge and technical skills needed to effectively manage hospitality operations. Prerequisite: EN 085. (Offered Fall)

TS 182 Courtesy and Guest Relations (3)

This course addresses the importance of service in the hospitality and tourism and gaming industries, and places strong emphasis on the guest experience. It familiarizes students with the

hospitality skills and techniques necessary to provide exceptional guest experiences. Course prerequisite/concurrent enrollment is TS 103 Introduction the Hospitality Industry or GM 101 Introduction to Gaming Management. Concurrent enrollment is at the discretion of the Director of the School of Business. EN 095. (Offered Fall/Spring).

TS 185 Introduction to Food and Beverage Management (3)

This is a survey course to introduce students to the management of food and beverage service establishments in the tourism industry. This course is designed to develop students' understanding of the scope and impact of food and beverage in hospitality businesses and human society in general. In particular, the course emphasizes the role of food and beverage services and facilities in the Northern Marianas Islands. Prerequisite: TS 103. (Offered Spring)

Professional Staff and Faculty

HR please input staff and faculty directory here