

2013-2014 GENERAL CATALOG

NORTHERN MARIANAS COLLEGE



SERVING THE PEOPLE OF THE COMMONWEALTH OF
THE NORTHERN MARIANA ISLANDS

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**Northern Marianas College is accredited by the
Western Association of Schools and Colleges
Northern Marianas College's Associate Degree Programs are accredited by the
Accrediting Commission for Community and Junior Colleges**

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ACCREDITATION

**Northern Marianas College's Baccalaureate Degree Program in Elementary Education is
accredited by the Accrediting Commission for Senior Colleges and Universities**

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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.

This College offers an environment free of alcohol and other drugs.

For additional copies of this catalog:

- Download a free version online at www.nmcnet.edu
- Telephone the Office of Admissions and Records at 234-5498 to receive a free CD version.

Message from the NMC President

Hafa Adai, Tirow Waami, and Greetings!

Accredited by the Western Association of Schools and Colleges, the Northern Marianas College offers excellent educational programs delivered by highly qualified faculty utilizing modern teaching methods and classroom equipment. Committed to student excellence, our support staff is also continuously improving College services designed to make your college experience rich, efficient, and memorable.

To help you reach your education and career objectives, the College offers several degree and certificate programs, including a bachelor of science degree in education (emphasis on elementary education, early childhood education, special education, or rehabilitation and human services), associate degrees in business, business administration (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 members 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, instructional 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.nmcnet.edu.

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



Sharon Y. Hart, Ph.D.
President
Northern Marianas College

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ACADEMIC CALENDAR

The regular academic year at Northern Marianas College extends over ten months. The Fall semester begins in August and ends in December; the Spring semester begins in January and ends in May. The length of summer session courses varies according to the course. All regular academic courses meet for a minimum of 12.5 actual contact/clock hours per credit hour.

FALL 2013 SEMESTER CALENDAR

April 8-26, 2013	Registration for Ongoing Students
July 5, 2013	Fall 2013 Admission Application Deadline for International Students
July 31, 2013	Student Orientation for New and Returning Students
August 5, 2013	Student Orientation for International Students
August 5, 2013	Faculty Return for Fall 2013 Semester
August 6-7, 2013	Professional Development Days
August 8, 2013	Registration and Add/Drop Course(s) Day for DSS Students
August 7-8, 2013	Student Orientation for New and Returning Students
August 9, 2013	Add/Drop Course(s) Day for Ongoing Students
August 12-16, 2013	Registration for New and Returning Students
August 19, 2013	Petition for Spring 2014 Graduation Begins
August 19, 2013	First Day of Classes
August 19-23, 2013	Late Registration
August 19-23, 2013	Add/Drop (100% Refund) and Welcome Week
August 30, 2013	Last Day to Withdraw for 80% Refund
September 2, 2013	HOLIDAY – Labor Day
September 6, 2013	Last Day to Withdraw for 40% Refund
October 4, 2013	Last Day to Withdraw from Course(s)
October 14, 2013	HOLIDAY – Commonwealth Cultural Day
November 4, 2013	HOLIDAY – Citizenship Day
November 11, 2013	HOLIDAY – Veterans Day
November 28, 2013	HOLIDAY – Thanksgiving Day
December 6, 2013	Last Day of Classes

SPRING 2014 SEMESTER CALENDAR

November 2013	Registration for Ongoing Students
December 5, 2013	Spring 2014 Admission Application Deadline for International Students
January 2, 2014	Student Orientation for New and Returning Students
January 6, 2014	Student Orientation for International Students
January 6, 2014	Faculty Return for Spring 2014 Semester
January 8-9, 2014	Student Orientation for New and Returning Students
January 9, 2014	Registration and Add/Drop Course(s) Day for DSS Students
January 10, 2014	Add/Drop Course(s) Day for Ongoing Students
January 13-17, 2014	Registration for New and Returning Students
January 20, 2014	HOLIDAY – Martin Luther King Day
January 21, 2014	First Day of Classes
January 21-24, 2014	Late Registration
January 21-24, 2014	Add/Drop (100% Refund) and Welcome Week
January 31, 2014	Last Day to Withdraw for 80% Refund
February 7, 2014	Last Day to Withdraw for 40% Refund
February 17, 2014	HOLIDAY – Presidents' Day
March 7, 2014	Last Day to Withdraw from Course(s)
March 24, 2014	HOLIDAY – Commonwealth Covenant Day
April 14-19, 2014	SPRING BREAK
April 18, 2014	HOLIDAY – Good Friday
May 10, 2014	Last Day of Classes
May 12-17, 2014	Final Exam Week
May 17, 2014	Grades Due for Graduation Candidates

FALL 2014 SEMESTER CALENDAR

NORTHERN MARIANAS COLLEGE

April 7-25, 2014	Registration for Ongoing Students
July 5, 2014	Fall 2014 Admission Application Deadline for International Students
July 30, 2014	Student Orientation for New and Returning Students
August 4, 2014	Student Orientation for International Students
August 4, 2014	Faculty Return for Fall 2014 Semester
August 5-6, 2014	Professional Development Days
August 6-7, 2014	Student Orientation for New and Returning Students
August 7, 2014	Registration and Add/Drop Course(s) Day for DSS Students
August 11-15, 2014	Registration for New and Returning Students
August 18, 2014	First Day of Classes
August 18-22, 2014	Late Registration
August 18, 2014	Petition for Spring 2015 Graduation Begins
August 18-22, 2014	Add/Drop (100% Refund) and Welcome Week
August 29, 2014	Last Day to Withdraw for 80% Refund
September 1, 2014	HOLIDAY – Labor Day
September 5, 2014	Last Day to Withdraw for 40% Refund
October 3, 2014	Last Day to Withdraw from Course(s)
October 13, 2014	HOLIDAY – Commonwealth Cultural Day
November 4, 2014	HOLIDAY – Citizenship Day
November 11, 2014	HOLIDAY – Veterans Day
November 27, 2014	HOLIDAY – Thanksgiving Day
December 6, 2014	Last Day of Classes
December 8-13, 2014	Final Exam Week
December 15, 2014	Final Grades Due

SPRING 2015 SEMESTER CALENDAR

November 2014	Registration for Ongoing Students
December 5, 2014	Spring 2015 Admission Application Deadline for International Students
January 5, 2015	Student Orientation for International Students
January 5, 2015	Faculty Return for Spring 2015 Semester
January 6-8, 2015	Student Orientation for New and Returning Students
January 8, 2015	Registration and Add/Drop Course(s) Day for DSS Students
January 12-16, 2015	Registration for New and Returning Students
January 19, 2015	HOLIDAY – Martin Luther King Day
January 20, 2015	First Day of Classes
January 20-23, 2015	Late Registration
January 20-23, 2015	Add/Drop (100% Refund) and Welcome Week
January 30, 2015	Last Day to Withdraw for 80% Refund
February 6, 2015	Last Day to Withdraw for 40% Refund
February 16, 2015	HOLIDAY – Presidents' Day
March 6, 2015	Last Day to Withdraw from Course(s)
March 24, 2015	HOLIDAY – Commonwealth Covenant Day
March 30 - April 4, 2015	SPRING BREAK
April 3, 2015	HOLIDAY – Good Friday
May 9, 2015	Last Day of Classes
May 11-16, 2015	Final Exam Week
May 16, 2015	Grades Due for Graduation Candidates
May 18, 2015	Grades Due for All Other Students
May 19-20, 2015	Professional Development Days
May 23, 2015	Commencement Exercise

FALL 2015 SEMESTER CALENDAR

April 6-24, 2015	Registration for Ongoing Students
July 5, 2015	Fall 2015 Admission Application Deadline for International Students
July 29, 2015	Student Orientation for New and Returning Students
August 3, 2015	Student Orientation for International Students

August 3, 2015	Faculty Return for Fall 2015 Semester
August 4-5, 2015	Professional Development Days
August 5-6, 2015	Student Orientation for New and Returning Students
August 6, 2015	Registration and Add/Drop Course(s) Day for DSS Students
August 10-14, 2015	Registration for New and Returning Students
August 17, 2015	Petition for Spring 2016 Graduation Begins
August 17, 2015	First Day of Classes
August 17-21, 2015	Late Registration
August 17-21, 2015	Add/Drop (100% Refund) and Welcome Week
August 28, 2015	Last Day to Withdraw for 80% Refund
September 4, 2015	Last Day to Withdraw for 40% Refund
September 7, 2015	HOLIDAY – Labor Day
October 2, 2015	Last Day to Withdraw from Course(s)
October 12, 2015	HOLIDAY – Commonwealth Cultural Day
November 4, 2015	HOLIDAY – Citizenship Day
November 11, 2015	HOLIDAY – Veterans Day
November 26, 2015	HOLIDAY – Thanksgiving Day
December 5, 2015	Last Day of Classes
December 7-12, 2015	Final Exam Week
December 14, 2015	Final Grades Due

COLLEGE PROFILE

A BRIEF 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. Article 15, Section 2 of that 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 adopted by the people of the Commonwealth in the general election held in November 1985.

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. This marked the first time in history of WASC that a two-year community college offered a four-year degree.

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 Certificates of Completion, Associate Degrees, and the Bachelor of Science in Elementary Education. 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 the Adult Basic Education, Continuing Education, and the Cooperative, Research, Extension, and Education Service.

MISSION

As stated in the CNMI Constitution, "The mission of Northern Marianas College shall be to provide the best quality and meaningful postsecondary and adult educational opportunities for the purpose of improving the quality of life for the individual and for the Commonwealth as a whole. The College shall be responsible for providing education in the areas of adult and continuing education, postsecondary and adult vocational education and professional development for the people 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 on-going process of planning, assessment, re-evaluation, and improvement in all aspects of its mission.

ADMINISTRATIVE ORGANIZATION

NMC is governed by a seven-member Board of Regents appointed by the Governor to four-year terms with the advice and consent of the Senate. 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

Juan T. Lizama, Chair

Elaine Hocog Orilla, Vice-Chair

Frank M. Rabauliman, Treasurer

Andrew L. Orsini, Member

Maria (Malua) T. Peter, Member

William S. Torres, Member

Administration

Sharon Y. Hart, *NMC President*

ACCREDITATION

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), a rare distinction among U.S. community colleges. This accreditation allows the College to offer its Bachelor of Science degree in Elementary Education.

Northern Marianas College's accreditation was evaluated in 2006 – 2007 and reaffirmed by the Accrediting Commission for Colleges and Junior Colleges. The institution is scheduled to undergo its six year comprehensive evaluation in 2012 – 2013.

Baccalaureate Program. The School of Education (SOE) provides a Teacher Preparation Program. The School is dedicated to enhancing the quality of education in the CNMI by providing the baccalaureate degree in Elementary Education. In addition, the SOE offers and is developing courses and certificate and endorsement programs in the areas of Elementary Education, Early Childhood Education, Special Education, Related Services, Early Intervention, Bilingual Education, Physical Education, Library Science, Reading, and Instructional Technology.

NMC now offers a Bachelor of Science degree in Elementary Education. The College was granted accreditation by the Senior Commission of the Western Association of Schools and Colleges (WASC) in Spring 2001, and the 2001–2002 Academic Year was our first to offer this four-year degree. Thirty students completed their baccalaureate degree and graduated from the program in Spring 2002.

The Teacher Preparation Program is supported by a Curriculum Resource Center (CRC). The CRC is used by mentors, master teachers, and teachers-in-training to examine, experiment with, and evaluate the latest in program-related curricular materials: books, videos, software, and manipulatives.

CAMPUS AND FACILITIES

Saipan. The main NMC campus is located in the As Terlaje area of the island of Saipan. Except for the Business and the Vocational Education building, the facilities of the Saipan campus are renovated buildings formerly used as the Dr. Torres Hospital and as the Trust Territory School of Nursing. The population of Saipan is approximately 48, 220.

Tinian. NMC has an Instructional Site on the island of Tinian, which lies four miles south of Saipan and has an area of approximately 39 square miles. The population of Tinian is about 3,136.

Rota. The College also has an Instructional Site on the island of Rota, which lies 75 miles south of Tinian and has a land mass of about 33 square miles. The population of Rota is approximately 2,527.

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 1911 from any telephone on NMC's system or at 234-5498 extension 1911 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 1911. 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. It is your civic duty to report crimes.

COURSE AVAILABILITY

At present the full range of academic courses offered by the College is available only on Saipan. Classes are offered at the As Terlaje campus Monday through Saturday during daytime hours and in the evenings. Also on the Saipan campus, personal interest and self-improvement classes are offered in the evenings and on Saturdays through the College's Community Development Institute.

On Tinian and Rota, the College provides Adult Basic Education, and selected courses coordinated by the Community Development Institute. Some of the courses and educational workshops are made available to the sites via video teleconference. The College's agricultural researchers also conduct experiments in crop production and offer advice and assistance to local farmers on both Tinian and Rota. NMC's Expanded Food and Nutrition Education Program and the Home Economics Program also provide services on these two neighboring islands.

STUDENT SERVICES

LIBRARY SERVICES

The mission of the Library Services and Programs at the Northern Marianas College is “to provide both resources and an environment that enhances and encourages the college’s academic and community-based programs.”

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

At present, Library Services and Programs houses four distinct collections all located in Buidling O on the Saipan Campus.. The libraries on the Saipan Campus are the Olympio T. Borja Memorial Library, the Pacific Collection, the Commonwealth of the Northern Mariana Islands (CNMI) Archives, and the Curriculum Resource Center (CRC), an education library held in concert with the School of Education.

OLYMPIO T. BORJA MEMORIAL LIBRARY

Campus Location: Building O
Phone: 237-6799

The Borja Memorial Library serves as NMC’s main library center in that it is responsible for collection development, and the acquisition and cataloguing of all materials for the Borja library and its branches. NMC’s total library holdings boast nearly 40,000 items, including books, periodicals, and AV materials.

NMC Libraries provide online access to over 7,000 full-text periodicals via the Pacific Resources for Learning and Education (PREL) subscription to *EBSCO*’s suite of 26 research databases.

Library Key services:

- Reference Services
- Collection lending
- Access to regional archival material
- Electronic access to scholarly material
- E-book lending
- Information Literacy Instruction

THE PACIFIC COLLECTION

The Pacific Collection is a special collection with a regional focus on Micronesia and the Pacific that consists of approximately 7,500 monographs, a digitized photograph collection, over 350 serial holdings, academic journals with a Pacific regional focus, as well as local and regional newspapers both in print and microform, and an expansive video collection.

It also contains valuable artifacts from the pre-European Contact, Spanish, German, Japanese, World War II, and Trust Territory periods of the Northern Mariana Islands. In addition, it also contains cartographic materials of both current and antiquarian interest, and memorabilia.

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

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

CNMI ARCHIVES

Campus Location: Building O

Phone: 237-6796

The CNMI Archives is dedicated to promoting the archival mission of preserving historical, political and cultural records, texts, AV materials and artifacts of enduring value for the people of the Commonwealth of the Northern Mariana Islands and the Micronesia region.

It is mandated through Public Law Nos. 8-18, *Postsecondary Education Act* and 8-41, *Open Government Act*, to “maintain publications funded by the CNMI Government, or by regional association or agency receiving local or federal funds for the region, minutes of all meetings held by Commonwealth boards, commissions or agencies, official actions of the legislature, any other official record of the Commonwealth deemed by the archivist to have permanent historical, legal or political significance, any other materials relating to the CNMI or region that have research or historical value.” Today, there are over 500 reels of microfilm pertaining to the CNMI Constitution, the Covenant Negotiations, and Public Laws from the CNMI Legislature from 1978 – 2007.

The archival collection also 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.

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

CURRICULUM RESOURCE CENTER (CRC)

Campus Location: Building O

Phone: 237-6798

NORTHERN MARIANAS COLLEGE

The Curriculum Resource Center's primary role is to provide materials and support for NMC's only Bachelor of Arts program in Education. Additionally, students and faculty of the School of Education (SOE) can find teaching journals, texts, curriculum materials, and other research-based, scholarly texts that are supported by the main library's collection.

Student Learning Outcomes/Administrative Unit Outcomes for Library Programs & Services

- To provide professional and student-friendly services to library patrons. (AUO)
- Provide online access to more library materials. (AUO)
- Increase the availability and use of technology in the library. (AUO)
- Main Library, CRC and Archives collections all searchable online through the web OPAC. (AUO)
- Develop partnerships with various local and regional entities such as CAALM, Council of Humanities, JKPL, PIALA, and MANGO. (AUO)
- Increase CNMI Archives holdings of archival quality material. (AUO)
- Based on a research topic, students will be able to locate and retrieve a variety of print resources from the library. (Gen Ed SLO 4.1)
- Students will become familiarized with the library and its resources and services. (SLO)
- Students will demonstrate effective use of the Library of Congress System of Classification. (SLO)
- Students will display the information literacy skill of accurately evaluating an information source. (SLO)
- Students will be able to access the Online Public Access Catalog (OPAC). (SLO)
- Students will be able to effectively search the online databases. (SLO)

COUNSELING PROGRAMS & SERVICES

Campus Location: Building I

Phone: 237-6782

Counseling Programs and Services (CPS) offers a variety of high-quality services to help students develop and achieve their personal, educational, and career goals. Through one-on-one counseling, academic advising, and educational workshops, students who visit with a counselor are engaged in a holistic approach to learning and personal development beyond the classroom.

Counselors empower students to imagine, pursue, and achieve educational goals while assisting each in overcoming life's challenges that may hinder academic success.

The NMC Counseling Center offers a variety of programs and services to meet the needs of an increasingly diverse student population.

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

Early Intervention NMC counselors and instructors work collaboratively to identify and assist students who are at risk of either performing poorly academically or dropping out of school. The counseling 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 reach out to students on probation or suspension to review options for continued enrollment and identify resources to support academic success.

Disability Support Services The mission of the Disability Support Services is to provide a rewarding learning experience for students with disabilities at the Northern Marianas College (NMC). Disability Support Services (DSS) Program functions as the focal point for coordination of services and auxiliary aids for students with disabilities in compliance with Title II on the 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, closed captioning, alternative keyboards, etc.); alternative testing services (quiet testing location, additional time, use of computers, scribes, and/or other testing modifications); classroom relocations; accessible chairs/tables; instructional materials in alternative print format (audio, enlarged print, etc.); early/priority registration; sign language interpreters; note-taking; readers; and tutors.

Prospective and current students who have a documented and verifiable disability and are interested in receiving more information regarding services for students with disabilities are encouraged to contact Disability Support Services at 237-6782, located in Building I adjacent to the NMC Snack Bar. Students with disabilities are encouraged to contact Disability Support Services upon or prior to enrollment to ensure that they receive “reasonable accommodations” in a timely manner.

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

Student Success Series The counseling center staff offer educational workshops for students throughout the year to enhance learning and address student needs and issues. The following workshops are offered regularly as part of the Center's Student Success Series:

- Study Skills and Time Management
- Feeling Down? We Can Help!
- Time Management – Have Time For It All!
- Managing Stress for Success!
- Choosing a Major and Career
- Transfer Admissions Planning

CAREER SERVICES

Campus Location: Building I

Phone: 237-6759

Career Services staff and staff assistants assist ongoing and potential students in understanding and linking their educational and career goals. Career Staff Assistants also support students find prospective employment by providing them with working tools and resources and on-site training experiences. Services and programs provided by Career Services are designed to complement the College's academic programs by helping meet student career development and employment needs before and after graduation. Career Services provides opportunities for students to explore and pursue their career goals by offering the following services:

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

Kuder

Career Services administers the Kuder Career Planning System, a web-based tool, that students have access to throughout their enrollment and beyond graduation. 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.

For College Students and Adults: Kuder Journey is a one-of-a-kind solution to help you plan for the right career! Based on your specific needs, Journey provides reliable tools to assess

your interests, suggest education and career options, prepare you for the job search, and connect you to today's jobs. [www.kuderjourney.com]

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

TESTING SERVICES

Campus Location: Building I

Phone: 237-6774

Fax: 235-9542

The Colleges Testing Center is a licensed authorized testing center for nationally and internationally recognized tests and assessments. These include the Educational Testing Services (PRAXIS, SAT, GRE, TEOFL), the Law School Admission Council (LSAT), the Professional Assessment Network (PAN-Testing), and the American College Testing (ACT, COMPASS). The Test Center also offers other assessments and exams for professional certification or licensure on request.

Placement Tests

The Test Center is also the College's Placement Testing Center. Certificate and degree seeking students are required to take the English and the Math Placement Test before registering for courses. NMC placement testing is designed to help prospective students build a sound academic foundation for career education at the college level. Placement tests are used to determine appropriate English and math levels for students to enroll in. Since most NMC courses require a minimum English Placement Level and some minimum Math Placement Level, students will not be allowed to register for classes without placement scores. Former NMC students who are returning after an absence of a year or more, and who had not reached the EN 101 and/or MA 132 levels during their previous enrollment, are strongly encouraged to retake the placement tests in the event that their skill levels have improved. In any case, their best placement scores will be used. The placement tests are given before each term and are given on a seat-available basis. Reservations are required. There is no "passing level" on the placement tests and the results are used to help advisors place students in appropriate courses.

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

English Placement Test

The English Placement Test has four main parts. The first three are done via computer on a program called Accuplacer. The three components of test via computer are the Listening, the Grammar, and the Language test. The final component of the English placement is the Essay portion which is handwritten. In the Essay portion of the test, you are asked to write an essay on one topic from a list of six pre-approved topics. Essays are evaluated by a faculty member prior to final English course placement levels are determined.

Math Placement Test

The Math Placement Test is a multiple-choice test that evaluates students' ability levels in terms of basic skills such as performing a sequence of basic operations, application skills such as applying sequences of basic operations to novel settings or in complex ways, and analysis skills such as demonstrating conceptual understanding of principles and relationships for mathematical operations. The Math Placement Test offers up to four subject areas:

- Pre-Algebra
- Algebra
- College Algebra
- Trigonometry

Students may use calculators that comply with ACT specifications when taking the COMPASS math tests.

To ensure fairness for all test takers, avoid disturbances in the testing room, and protect the security of the testing materials and process, the following types of calculators are not permitted:

- Texas Instruments: All model numbers that begin with TI-89 or TI-92 and the TI-Nspire CAS—Note: The TI-Nspire (non-CAS) is permitted.
- Hewlett-Packard: HP 48GII and all model numbers that begin with HP 40G, HP 49G, or HP 50G
- Casio: Algebra fx 2.0, ClassPad 300 and ClassPad 330, and all model numbers that begin with CFX-9970G
- handheld, tablet, or laptop computers, including PDAs
- electronic writing pads or pen-input devices—Note: The Sharp EL 9600 is permitted.
- calculators built into cell phones or any other electronic communication devices
- calculators with a typewriter keypad (letter keys in QWERTY format)—

The following types of calculators are permitted, but only after they are modified as noted:

- calculators with paper tape—Remove the tape.
- calculators that make noise—Turn off the sound.
- calculators with an infrared data port—Completely cover the infrared data port with heavy opaque material such as duct tape or electrician's tape (includes Hewlett-Packard HP 38G series, HP 39G series, and HP 48G).
- calculators that have power cords—Remove all power/electrical cords.

Steps to Taking the Placement Tests

Step 1: Go to the Office of Admission & Records (OAR); get a Placement/PC ID Request Form.

Step 2: Fill out the information request on the form. (Note: One form should be sufficient for both Math and English Placement, please mark appropriately)

Step 3: After form is filled out, proceed to cashier window for payment.

Step 4: After payment is made, proceed back to OAR and submit the form and retain your yellow copy.

Step 5: Report to the Testing Center with your yellow copy of the placement/pc id request form and a valid Id on scheduled test date and time.

STUDENT IDENTIFICATION CARDS

NMC students are required to purchase and carry an NMC identification card as proof of student enrollment. I.D. cards are issued to new students during their registration period for a one-time fee of \$5.

Students must pay at the Finance Office and obtain a receipt for all new student ID. Students are required to show proof of enrollment by bringing their registration forms and a valid photo I.D. upon new or renewal for student ID. There is a \$5 replacement fee for lost I.D. cards. Student I.D. cards are issued at the NMC Student Center in building J.

Students must obtain an enrollment validation sticker from the NMC Student Center in building J upon enrollment each term to avail of services on campus. Validation stickers are free of charge. NMC students may qualify for discounts on airfare and purchases at local business upon presentation of their student I.D.s

COLLEGE ACCESS CHALLENGE GRANT

Campus Location: Building I
Phone: 670.234.5498, ext. 1346

The mission of the CNMI College Access Challenge Grant (CACG) is to promote the value of higher education and prepare low-income, Pacific Islander students for admission to College and success through their first-year of enrollment. CACG is committed to building meaningful working relationships with its CNMI partner agencies to deliver programming, resources and direct services to increase access to higher education among underrepresented students. CACG provides the following services:

- College information sessions for students and families about higher education and financing options;
- Financial aid and FAFSA form completion workshops;
- Professional development for system-wide guidance counselors and student support personnel;
- Career and College fairs;
- Academic Tutoring and Peer Mentoring;
- College Exposure Tours;
- Need-based Financial Aid;
- Outreach activities for at-risk students;
- Enrichment courses in Math, English, and others;
- Annual Summer Academy for High School Students

INTERNATIONAL STUDENT SERVICES

Campus Location: Building I
Phone: 670.234.5498, ext. 1311

Mission Statement

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

International Student Orientation

The International Student Service introduce immigration regulations and policies, academic requirement, student service, registration process, and work study opportunities to the new international students. The orientation is designed to guide students to know their responsibilities and duties of a student as well as additional responsibilities and duties concurring to their immigration regulation.

Early Intervention

International Student Advisor works collaboratively with NMC instructional faculty to insure the success of the international student. The early intervention assists to deter students from doing poorly in academics. Early intervention identifies the assistance that is needed for each individual. The International Student Advisor reach out to students referred by the instructors, and assist them with all information, data, resource, and services available to succeed in the coursework. International Student Advisor closely monitors the attendance of the international students to deter possible violation of immigration regulation that may negatively affect the immigration status of the student.

Bilingual Tutoring

International Student Services provides unique bilingual tutoring service on NMC campus. This service is recommended for students who are new to the English Language or have difficult time understanding the theories and principles of a coursework. The bilingual tutoring service insures students to have lucid understanding of friendly and productive environment where students can also share cultural values throughout the learning.

Immigration Advising

International Student Service provide immigration consulting for international students who will be traveling , transferring, or changing their field of studies. The International Student Advisor acts as a liaison for the international students when contacting federal government agencies such

as Office of Homeland Security, United States Citizenship and Immigration Services, and US Immigration and Customs Enforcement.

International Student Advising

The International Student Advisor consults international students on various aspects of academics, financial, and personal issues. Most academic advising is done for new international students who are in need of special guidance with registration process, who especially are new to the system. Some international student faces financial difficulties due to a devastating, traumatic, or personal issues that arises around them or their family members who are supporting them financially. In time like this, the International Student Advisor consults the students of some options the student may take and allow the student to continue their educational career despite their financial difficulties and personal issues.

Curricular Practical Training and Optional Practical Training

The International Student Advisor assists students who apply for Curricular Practical Training and Optional Practical Training. Curricular Practical Training is a temporary employment authorization for F-1 visa students who are required to take academic courses that require internship. Optional Practical Training is an temporary employment authorization for F-1 Visa students who wants to work in the United States after graduating in an undergraduate program or graduate degree. The International Student Advisor can assist students with information, procedures, and guidance when applying for the Curricular Practical Training and Optional Practical Training.

Academic Advising Resources

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

Academic Advisement is mandatory for all degree and non-degree seeking students. The signature of a designated advisor is required to complete the registration process. The following are four categories of undergraduate students and their designated advisors:

- Students on English restriction: Languages and Humanities Department faculty.
- Liberal Arts majors: Liberal Arts faculty and Counselors.
- Undeclared majors, Early Admissions, and Northern Marianas Academy: Counselors.
- All declared majors not covered by any of the above: Academic major faculty.

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

As a requirement for graduation, academic evaluation must be requested from the Office of Admissions and Records (OAR) once the 60 credits or approximately one-half of the required credits for graduation have been completed. Evaluations will be done through OAR in conference with the academic advisor and/or program chairperson. Should the students or

their advisors discover that their records are incomplete; the Registrar will assist the advisor in bringing the academic records up-to-date.

Every degree-seeking student at NMC is assigned an academic advisor who works with the student throughout his/her college career. Students accepted into the programs in elementary education, nursing, natural resources management, business, and criminal justice are assigned to academic advisors who are instructors in those programs. Students in the Liberal Arts program have an initial advisor upon entering into the program, specifically the Liberal Arts Program Coordinator. The Program Coordinator will then assign students to their respective advisor. Transferring Liberal Arts and Undecided students will be assigned an advisor from the Counseling Center or a faculty member who teaches in a department offering Liberal Arts courses. The Office of Admissions and Records, with advice from the Director of Counseling Programs and Services and Department Chairs, assigns all other students to academic advisors.

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

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

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

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

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

FINANCIAL AID INFORMATION

The Financial Aid Office at NMC assists those students who can benefit from higher education but who may have difficulty attending NMC without financial help. All financial aid is administered in accordance with Federal and State policies and procedures. It is our belief that the family has the primary responsibility for assisting the student in meeting their educational costs, and financial assistance is available to fill the gap between the family and/or student's contribution and the student's costs of education.

Several types of financial aid are available to NMC students including grants, scholarships, and campus-based programs such as the Federal College Work Study Program. For information and assistance on how to apply for financial aid, visit the Financial Aid Office in Building N. room 1-1.

FEDERAL FINANCIAL AID

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

Federal Pell Grant is a federally funded program providing \$574 – \$5,645 (2013-2014 award year) to students with financial need and is the first source of assistance to the students. Generally, Pell Grant awards are given to undergraduate students pursuing an associate or bachelor's degree. The amount of money you are awarded will depend on your Expected Family Contribution (EFC), cost of attendance, enrollment status and whether you attend school for a full academic year or less.

TEACH Grant is The Teacher Education Assistance for College and Higher Education (TEACH) Grant Program provides grants of up to \$4,000 per year to students who agree to teach for four years at an elementary school, secondary school, or educational service agency that serves students from low-income families and to meet other requirements. The terms and conditions of this teaching service obligation are explained in the TEACH Grant Agreement to Serve that you must sign before you receive a TEACH Grant. Students do not necessarily have to have a financial need to receive a TEACH grant.

Federal Supplemental Educational Opportunity Grant (FSEOG) is a federally funded program that provides grants to undergraduates who demonstrate exceptional financial need. This aid is intended to supplement the Pell Grant. Awards are made on a limited basis to students with exceptional financial need.

Federal College Work Study (FCWS) is a program designed for students enrolled at least half-time and who demonstrate financial need. Your total award depends on your cost of attendance, your level of need, and the funding level of the school. Job placement is done through the Financial Aid Office under the auspices of the Division of Student Services.

U.S. Army Reserve Tuition Assistance Numerous branches of the U.S. Armed Forces provide financial assistance to their personnel and their dependents, as well as to Reservists. One of these programs is the U.S. Army Reserve Tuition Assistance which pays up to 100% of the tuition and fee costs for an Associate, Bachelor's, or Master's degree. It also applies to vocational or technical certificate programs from an accredited educational institution. Not all military services provide the same benefits though. You must contact your Branch Educational Officer for more information.

Veterans Educational Assistance Benefits Program (i.e. GI Bill) The college is approved for veterans' benefits. A wide range of educational benefits is available to those who have served in the U.S. military, and some of these benefits may be extended to their dependents. Counseling regarding eligibility is available either at the Financial Aid Office or at the Veteran's Administration Office on Saipan. Veterans must comply with established Office of Admissions and Records and Financial Aid Office policies in order to receive benefits, and must meet established standards of academic progress. The Financial Aid Office has information about the application forms for specific benefits available to veterans and their dependents.

College Access Challenge Grant (CACG) Scholarship is a federally funded program that provides scholarships to students who demonstrate financial need based on their FAFSA information and is awarded to high school juniors, seniors and first-year college students who have been accepted into the CACG Program. The purpose of the CACG Scholarship is to assist recipients with the costs associated with college enrollment.

OTHER SCHOLARSHIPS

In addition to the Pell Grant, the Financial Aid Office announces scholarships that various governments (such as the CNMI), organizations, countries, and schools send to our office. To inquire about the most recent scholarship announcements, please call the FAO at 234-5498 ext. 1525/1526 or visit our office in Bldg. N. Scholarship announcements are posted in front of FAO as well as around campus, announced in the PROA (NMC newsletter), posted on the NMC website, and/or announced via email to NMC faculty, staff, and students.

CNMI Scholarship

The CNMI Scholarship is a state financial assistance made available to eligible students. For more information and to apply, contact the CNMI Scholarship Office at telephone (670) 664-4750/2, or you may visit their website at www.cnmischolarshipoffice.com.

Saipan Higher Education Financial Assistance (SHEFA) Scholarship

SHEFA is a local financial assistance offered by the Municipality of Saipan, Office of the Mayor. This assistance is available to qualified residents of Saipan (inclusive of the Northern Islands) through a supplementary financial assistance, upon availability of funds. For more information and to apply, contact the SHEFA office at (670) 233-5995, or you may visit their website at www.saipanshefa.com.

Micronesian Region of Different Island State's Scholarship

There are state scholarships available or offered through each of the various government entities of the Freely Associated States of Micronesia, Republic of Belau, and Republic of the Marshall Islands. However, the Financial Aid Office does not process these aids. Interested students from these areas

may pick up an application at the Financial Aid Office, but must mail their applications directly to the address indicated on the form.

Tan SIU Lin Scholarship

The Tan Siu Lin Scholarship is awarded to students to (1) promote higher education by providing financial assistance for college students in their pursuit of professional careers; (2) to help alleviate the critical current and future shortage of skilled and trained workforce for the CNMI; (3) to provide current public and private sector employees with opportunities to improve their knowledge and skills, and enhance their career and professional development. Interested students may pick up an application at the Financial Aid Office.

Businesswoman of the Year Scholarship

The Businesswoman of the Year Scholarship is intended to promote higher education by providing financial assistance for college students in their pursuit of professional careers. “The Businesswoman of the Year Scholarship Program” will award scholarships to deserving full-time or part-time University of Guam (UOG), Guam Community College (GCC), and Northern Marianas College (NMC) students each semester applied for and registered. The scholarships will be awarded based on merit, eligibility, the written essay, and financial need. Interested students may pick up an application at the Financial Aid Office.

Government Employees Professional Development Assistance Program (GEPDAP)

The GEPDAP program is geared to provide professional development for qualified government employees who could receive up to 50% off of their tuition. Fees, books, and supplies are not discounted. Program benefits are applicable to regular NMC courses only. Benefits do not apply to Community Programs courses, Outreach Programs, Specialized training, proposals, and Memorandum of Understanding/Agreements or other approved contracts. Qualified government employees are those who do not qualify for any grants or scholarships. Qualified candidates must bring a copy of their employment verification to show proof of employment in the government. All candidates must be admitted to NMC in an approved degree program. All payments must be made in accordance with Finance Office policies.

Tuition Waivers

The Tuition Waiver program is geared to provide professional development for qualified NMC employees who could receive up to 100% off of their tuition. Fees, books, and supplies are not discounted. Program benefits are applicable to regular NMC courses only. Benefits do not apply to Community Programs courses, Outreach Programs, Specialized training, proposals, and Memorandum of Understanding/Agreements or other approved contracts. Qualified NMC employees are those who do not qualify for any grants or scholarships. All candidates must be admitted to NMC in an approved degree program. All payments must be made in accordance with Finance Office policies.

APPLICATION PROCEDURES

Students are required to file the Free Application for Federal Student Aid (FAFSA) and submit all supporting documents to the NMC 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 January 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 all through 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 the each respective semesters.

Students may apply using one of the following methods

Complete and mail the Free Application for Federal Student Aid (FAFSA). Forms may be obtained from a high school guidance counselor or from the college Financial Aid Office for first-time applicants. Renewal applications will be either mailed or emailed directly from the U.S. Department of Education if the student applied before the calendar year ended. You may also file your FAFSA electronically on the internet at www.fafsa.gov. Or you may submit your FAFSA to the Financial Aid Office to be processed electronically for you. If you need further assistance, please call 1-800-433-3243 or visit the Financial Aid Office in Building N, Room 2.

General Documents & Forms (Initial Application to NMC)

- 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), or GED Certificate
- Copy of Income Tax Forms
- Verification Forms
- Other forms as requested by the Financial Aid Office

Student Aid Report (SAR)

Your SAR is produced through a Federal Need Analysis Calculation Methodology by the U.S. Department of Education, for determining your Expected Family Contribution (EFC). Your EFC is the amount you and your family can reasonably be expected to pay towards your college education and also determines how much in the Pell Grant you are 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, dependent care, and personal expenses. The cost is standard, but may be adjusted based on unusual circumstances. You must request in writing to have your cost adjusted by the Financial Aid Administrator at your institution.

AWARDS

Completed applications are generally processed within a three-month time period. Students who are eligible for financial aid will be notified by either mail or email of the type and amount of the awards as soon as possible after the College has received its federal allocations of financial aid funds. 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 visit the Financial Aid Office for more information.

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.

1. Maintain a term and cumulative Grade Point Average (GPA) of at least 2.0 on a 4.0 scale, and
2. Complete at least 75% 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 your cumulative GPA, which is used in determining your academic status for federal aid at NMC. If you fail to earn the minimum credit hours for the required term of enrollment, you 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 and/or cumulative GPA.

APPEAL PROCESS

Students who are denied aid due to lack of "Satisfactory Academic Progress" or have not completed their degree objectives in the maximum time frame must petition to the Financial Aid Administrator. The appeal should be in writing and must be submitted to the Financial Aid Office no later than 30 days from date posted on the denial notice explaining in detail the specific reasons which contributed to the lack of progress, documentation to substantiate the student's statement, and an 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.

Students may appeal the Financial Aid Office's decision by submitting copies of their appeal and the Financial Aid Office's decision to the Dean of Student Services.

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 whose appeal is granted will be reinstated on Financial Aid Probationary status.

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 within one academic year 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 semester and cumulative GPA of 2.0

At the end of this excluded semester(s), to be reinstated, the student must meet the Satisfactory Academic Progress Policy qualitative and quantitative measures. Students may only be reinstated twice. 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 TIME FRAME

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 only award up to 3 degree programs either concurrently or separately and it could be a combination of 3 Associate's Degrees, or 2 Associate's and 1 Bachelor's Degrees. 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 (NDU) COURSES

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 the 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 classes will be eligible for funding. There is no exception to this rule.

REPEATED AND SUBSTITUTED COURSES

You may repeat a course only once and receive federal aid for that course. 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 repeat 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. 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

NORTHERN MARIANAS COLLEGE

Half-time	6 to 8 credits
Less than half-time	3 to 5 credits

DROPPING CLASS POLICY

Your final eligibility for aid will (including the CNMI College Access Challenge Grant) be based on the number of credits for which you are enrolled on the first 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 your eligibility for future aid. You should consult the Satisfactory Academic Progress Policy to determine if dropping classes will affect your eligibility for aid.

VERIFICATION POLICY

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

- Federal Pell Grant Program
- TEACH Grant
- Federal Supplemental Educational Opportunity Grants (FSEOG)
- Federal Work-Study
- 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, you 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, 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 ACG and Campus-Based Programs such as, the Federal Supplemental Educational Opportunity Grant (FSEOG) and Federal College Work Study (FCWS).

For the Pell Grant Program, you have completed verification when you have demonstrated that the application data are 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 POLICY

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 or unofficially 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 handwritten on the form is considered the date the student began the official withdrawal process.

A student’s withdrawal date is defined as:

- a. The date the student began the College official withdrawal process as specified above, or
- b. The midpoint of the term when a student unofficially withdraws without notifying the College, or
- c. 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.

The Return 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 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

Your Award Notification should disclose all financial aid you are eligible to receive and scholarships you have been awarded. If you are receiving additional scholarships, grants, or private educational loan that do not appear on your Award Notification, you will need to inform our office of the missing information. Failure to do so may result in a federal financial aid over award that could terminate your future eligibility for federal student aid.

Terms and Conditions

With your Award Notification you will also receive a notice of the Terms and Conditions of Awards. This provides you with detailed information on your award determination, statement of educational purposes, and responsibilities as a financial aid recipient. Make sure you read this information carefully. Your acceptance of the Award Notification indicates you understand your responsibilities as a financial aid recipient.

Change of Address

Please let us know how to find you. Tell us in writing, calling, or visiting the Financial Aid Office of your new address and/or phone number in order for you to receive prompt notification.

STUDENT LIFE

STUDENT GOVERNMENT

Campus Location: Building J

Phone: 237-6788

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 student 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 of 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 applications for club organization increasing every semester. Some of the most popular and most recently chartered student clubs include the Proa Rhetoric Circle, the PROA Canoe Club, the 'Till the Day Mission Bible Study Club, and the Micronesia Club. These new clubs come in addition to very active and popular student clubs such as the PROA Music Society.

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 the President/Student Regent, Vice-President/Inter-Club Council Chairperson, 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 2006-2008 college charter day, hosting numerous forums for CNMI-wide issues, hosting two forums that increased awareness on how students can positively impact their college community, 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 Recruitment Committee, the Graduation Committee, the Charter Day Committee, the Budget and Finance Committee, and the Council of Presidents.

ASNMC was instrumental in student-related functions such as the International Education Day, which showcases numerous student talents and cultural. 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 a Student Affairs Committee that supported all student leadership functions and events.

STUDENT ACTIVITIES AND LEADERSHIP

Campus Location: Building J

Phone: 237-6790

The Office of Student Activities and Leadership (OSAL), in coordination with the ASNMC Student Government and various departments, faculty, and staff, promotes student activities that enhance personal, cultural, social, recreational, and leadership skills. Students at NMC are highly encouraged to participate in student activities to attain a well-rounded college education and to add to their overall college experience. Some of the wide array of student activities offered includes debates, sporting events and tournaments, musical and dance performances, and student workshops and seminars.

SERVICE LEARNING PROGRAM

Campus Location: Building J

Phone: 237-6790

The Service Learning Program offers students the opportunity to enrich their classroom learning through the experience of service in the community, thereby promoting civic engagement and responsibility. Funded by a grant from the Corporation for National and Community Service through Campus Compact National Center for Community Colleges, this program is available at the main campus and the instructional sites.

STUDENT CLUBS

Students may join or establish a wide variety of clubs, organizations, and groups on campus. Club membership is an excellent way to meet other students who share the same interests. Students interested in forming a new club, or those who would like information on existing clubs on campus, should contact the ASNMC Student Government or the Office of Student Activities and Leadership.

2012-2013 Registered Student Organizations:

- The Anime Club
- Criminal Justice Student Organization
- Delta Sigma Omicron
- Dramatize
- Environmental & Natural Resources Organization (ENRO)
- Korean Student Committee of NMC
- LITS Campus and Career
- Micronesian Club
- Nursing Club
- Proa Music Society (PMS)
- Proa Rhetoric Circle
- Saipan Gospel Fellowship
- School of Education Club
- Till the Day Mission (TDM) - Pacific
- Women Empowerment Club

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.

PROA NEWSLETTER

PROA news is the official newsletter of the Northern Marianas College. The purpose of the newsletter is to provide timely and relevant NMC news and information to students, faculty, staff, and the community. It is published by the Office of Institutional Advancement's Marketing and Public Relations Office. It is distributed via email to all students, NMC employees, and members of the community on Mondays.

To receive PROA news, please send an email to pr@nmcnet.edu with your name and email address.

STUDENT CENTER

The NMC Student Center is considered home to many NMC students. It's the place to meet old and new friends and take part in a game of billiards, darts, chess, checkers, or cards. You can also relax and watch DVD movies or surf the Internet with free wi-fi. The NMC Student Center is where most student activities and events take place. Students may reserve the Student Center for special events by submitting a reservation form to the Office of Student Activities and Leadership.

STUDENT EMAIL

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

Student Email for Official Correspondence with Students

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

Student Responsibilities Regarding Use of Email

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

Redirecting of email

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

Academic Uses of Email

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

STUDENT DIRECTORY INFORMATION

Student names and email addresses are designated as "Public" or "Directory" information and may be used in the NMC Student Email Directory. Students have the right to restrict disclosure of ANY or ALL of this information. A form for the purposes of restricting directory information is available to students from the Office of Admissions & Records. Northern Marianas College assumes the failure on the part of any student to specifically request the withholding of public information indicates individual approval for disclosure.

AUXILIARY SERVICES

BOOKSTORE

The NMC Bookstore carries textbooks, school supplies, magazines, paperback books, and casual clothing items. The Bookstore is open from 8:00 a.m. to 5:00 p.m., Monday through Friday, with expanded hours during the semester when classes start.

SNACK BAR

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

HOUSING

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

Community Programs

COMMUNITY DEVELOPMENT INSTITUTE (CDI)

The Community Development Institute (CDI) is a unique department that houses three programs that provide classes and services directly to various communities, residents, non-residents, and 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 consumer needs:

- Course Customization and/or Development;
- Creative Scheduling: courses are created with your time and date in mind;
- On-Site Instruction: We Bring NMC to You;
- Courses can be arranged and conducted on Saipan, Tinian, and Rota;
- Continuing Education Units (CEUs): Professional Course Sanctioning;
- Access NMC Courses, Services and Facilities;
- Accelerated NMC Academic and Non-Academic Courses and Certification;
- Short-term courses tailored for personal, professional, and career needs;
- Bachelor, Masters, or Doctoral Degree Program Facilitation;
- Senior Reserve Officer Training Corps (SROTC) – U.S. Army;
- Course or Service Proposals and Memoranda of Agreement/Understanding

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 to 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 opened 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 ones 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, etc. Individuals learn the basics of

communicating in these languages through conversational, writing, reading, and listening exercises.

EXTENDED DEGREES AND UNIVERSITY PARTNERSHIPS (EDUP) PROGRAM

The EDUP program supports the college mission by providing opportunities for academic and 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 and services such as collaborative relationships and internships.*

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

Framingham State University (FSU) offers a Master of Education in International Teaching, which is a two-year graduate program that has graduated nine cohorts of students (totaling over 170 graduates);

University of Guam (UOG) offers UOG SROTC Military Science Courses in the CNMI thru CDI, thus allowing full-time students enrolled at NMC to seek an officer career in the U.S. Army during their first two years of SROTC in the CNMI; 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.

The *Area Health Education Center (AHEC)* is also an extended service provided by a grant through the UH. This service focuses on developing awareness and promotes health fields and careers as well as provides health related courses available at NMC to the community.

Collaborations with other regional and national institutions of higher education in business management, accounting, nursing, criminal justice, public administration, education, health, and other disciplines are also being explored. Any postsecondary institutions that wish to conduct certificate trainings or offer on-line or resident degree programs beyond the associate level within the CNMI are encouraged to register with NMC through CDI.

WORKFORCE DEVELOPMENT AND CERTIFICATE TRAINING (WDCT) PROGRAMS

The WDCT program functions and services include the facilitation of *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 industries available in the CNMI, more specifically in the fields of Education, Health, Public Safety, Tourism and Hospitality, Business, and General Workforce needs. In full understanding of the continually changing educational environment and the need for non-traditional educational experiences, CDI works closely with NMC's Division of Academic Programs and Services to cater to the needs of the CNMI diversified workforce. This program provides completion of certificate (academic and non-academic) and degree programs through an accelerated program arrangement. The 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.

Customized Training is provided to meet the particular training and education needs of individuals, and public and private sector workforces. CDI stands to tailor or customize all requested training to accommodate clients. 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.

Want to share your knowledge?

CDI is constantly searching for outstanding local and national community members that are highly trained and/or experienced individuals to share their knowledge, skills, and expertise with the community in a non-traditional classroom setting. Contact us today and continue your lifelong learning experience.

To enroll in a course or request the development of a customized training program for you, your department, agency, or company, please visit Community Development Institute (CDI) at NMC's Saipan campus, Building P (next to the Human Resources Office), or call (670) 234-5498, extensions 1005, 1030, 1010, 1019, or 1014.

COOPERATIVE RESEARCH, EXTENSION AND EDUCATION SERVICE (CREES)

The Northern Marianas College Cooperative Research, Extension and Education Service (NMC-CREES) provides free assistance and appropriate technical information in the fields of animal, plant, family, and consumer sciences that is locally sustainable, environmentally safe, and economically feasible, in order to enhance the well-being and improve the quality of life of the people living in the CNMI. The two major components in CREES are the Agriculture Research and Extension Services (ARE) and Consumer and Family Sciences (CFS). These programs are supported by federal funds received from the U.S. Department of Agriculture (USDA). To obtain federal funding, CREES is required to submit a five-year State Plan that must be approved by USDA. CREES also applies for competitive grants to support primarily research projects.

Agriculture Research and Extension Services

The ***Livestock Improvement Program*** provides technical assistance and training to improve the competitiveness of the CNMI cattle, goat, swine and poultry produced by reducing the cost of production, increasing productivity and profits while protecting our natural resources and the environment.

The ***Plant Protection Program*** provides technical assistance and training in insect, weed, and other pest identification and control. In addition, the program helps farmers and gardeners identify the types of diseases their plants may have.

The ***Crop Production Improvement Program*** helps improve the quality, quantity, and timing of the production of fresh fruits and vegetables in the CNMI. The program provides information on farm trials and backyard gardening.

The ***Soil and Water Management Program*** conducts research and provides technical assistance focused on protecting or enhancing our environment and at the same time, maximizing the profitability and sustainability of agriculture in the CNMI.

The ***Aquaculture and Fishery Development Programs*** is established to fulfill the mandate of CNMI Public Law 15-43 that designated NMC CREES as the lead agency responsible for aquaculture and fisheries development in the CNMI. This program conducts research and extension activities on aquaponics, marine and freshwater finfish and crustacean production, and provides free consultations and workshops.

Consumer and Family Education Services

The *Community Resource Development Program* works with the community's diverse ethnic and cultural groups to help improve access to and utilization of services for various communities. This program offers workshops and training in family financial management, sewing classes for families with limited resources, promotes recycling of materials into new forms of arts and crafts, and conducts activities for youth development.

The *Expanded Food and Nutrition Education Program* (EFNEP) helps the CNMI's youth and limited-resource families develop the knowledge, skills, attitudes, and behavior needed to improve their diet. In addition, families learn to make informed choices about low-cost, nutritious foods, better manage family finances, and become more self-sufficient.

The *Diet, Physical Activity, and Health Program* uses scientific evidence and best practices recommendations/models to bring about changes that are conducive to improved health at the population level. Policy and environmental approaches and interventions in relation to diet, physical activity, and health promotion are the main focus of the program. The program seeks to bring about population-wide interventions that will result in an increase of positive behaviors relating to diet and physical activity, thereby reducing the burden of lifestyle diseases.

The *Food Safety Program and Quality Program* provides formal/informal training and technical information on safe food handling to help reduce or prevent food borne illnesses. The program conducts basic and applied research on alternative food processing technologies, and offers demonstrations and workshops on value-added products using local post-harvest or seasonal agricultural commodities that may increase profits for the local farmers and producers.

The *4-H Youth Development Program* aims to develop the local youth by lining them with caring adults in order to foster relationships that encourage the youth population to envision potential and acquire positive attitudes towards themselves and others. The program teaches youth that by incorporating the use of their health, hands, head, and heart, they can grow up to become self-directing, responsible, and contributing members of the CNMI. The underlying themes in all CNMI 4-H programs are personal, physical and mental health.

For more information, visit the CREES website at <http://www.crees.org> or call 234-5498, extension 1728.

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 Investment Act of 1998, 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 GED examination or the Adult School Mastery 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 diploma either through: The General Educational Development Diploma (GED), or the Adult School (AS) program

ELIGIBILITY FOR ABE PROGRAM ENROLLMENT

The Workforce Investment Act (WIA), 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, or other equivalent, and have not attained an equivalent level of education
 - OR are unable to speak, read, or write the English

Eligibility of 16 to 18 Year Olds

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 **AND**
- to 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 T or call 234- 5498, extension 1722.

ADMISSION AND ENROLLMENT

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

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

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

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

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

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

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

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

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

Students may declare a major on the admissions application form and change or add a major by simply filling out a Change of Program, Major and/or Advisor form available at the Office

of Admissions and Records. Students may declare multiple majors and receive advising from more than one academic advisor. However, students must prioritize and designate each major as primary, secondary, etc. The academic advisor for your primary major will be your advisor of record with the Office of Admissions and Records.

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

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

CATEGORIES OF ADMISSION

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

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

I. General Admissions Requirements

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

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

Additional requirements may apply dependent on the admission category.

Medical Exemption

A person qualifies for a medical exemption from the requirement to show proof of immunization when the person files a bona fide statement signed by a physician licensed to practice medicine within the United States or the CNMI verifying that the physical condition of the person seeking admission

makes the required immunization unsafe and indicating the specific nature and probable duration of the condition. The exemption shall not extend beyond the period of the condition that contraindicates immunization.

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

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

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

Conditional Admission

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

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

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

Readmission

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

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

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

II. Early Admission

The intent of this policy is to provide educational opportunities for high school students who are highly motivated and academically and/or vocationally talented. Applicants must meet the following criteria:

- Complete and submit the General Admissions requirements;
- Submit the written permission of their parents;
- Submit an official high school transcript showing enrollment and a grade point average of 3.0 or above. Students with a GPA of less than 3.0 but not lower than * 2.0 must submit a letter of recommendation from the high school counselor or principal attesting to the student's ability to perform academically at the college level; and
- English Placement Test: Student must place at or above EN 083 level for reading and EN 084 level for writing.

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

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

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

III. Special Admission Program

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

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

IV. Ability-to-Benefit

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

- Complete and submit the General Admissions requirements with the exception of the Official Transcript; and
- Complete any remedial courses (070-099); and
- Complete 15 semester hours college-level credits with a grade of 'C' or higher; or

- Receive a GED by the end of the first year of the course of study; or prior to certification or graduation from the course of study, whichever is earlier.

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

V. Transfer-In Student

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

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

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

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

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

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

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

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

The Office of Admissions and Records will forward all completed evaluations to the student's academic advisor. The advisor informs the student of the evaluation results.

VI. Home Study

Students who completed high school from home-study schools must submit the following: paid Admissions Application form with the following:

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

VII. Visiting Students

Students from other colleges or universities enrolled in short-term courses or seminars and who are not seeking a degree or certificate are classified as Visiting Students.

Students in this category must submit the following:

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

VIII. International Students

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

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

Applying for a U.S. Student Visa

When applying for a student visa, applicants must select a program of study and the corresponding visa for that program. In general, for academic students, including those in language training, “F” visas are the appropriate category, and for nonacademic vocational students an “M” visa is the appropriate category.

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After acceptance to the Northern Marianas College, and before applying for a visa, applicants will be issued a Form I-20 application that enrolls them in the Student and Exchange Visitor Information System (SEVIS). SEVIS is a web-based information system that tracks foreign students and other exchange program participants, and allows information sharing among the various institutions and government agencies that students and exchange visitors are involved with during their journey to the United States and their stay in the country.

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

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

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

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

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

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

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

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

International Student Admission Requirements

The deadlines and procedures for submission of the application for admission as an international student are as follows:

Fall Semester - July 05

Spring Semester - December 05

Summer Session - April 05

Requirements

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

1. A completed NMC Admissions Application form (available at OAR or online – www.nmcnet.edu) must be submitted to the Office of Admissions and Records (OAR).
2. A \$50 United States Currency non-refundable Application fee made payable to NMC.
3. Official academic record (Transcript) from high school or last college/university, **in English translation**, must be sent to NMC at this address:

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

4. A completely filled and notarized International Student Declaration of Finance Form; Students must identify funds obligated to their cost of attendance for a minimum of 1 year. Additionally, students must pay the tuition in full each semester/term at the time of registration.
5. A current official copy of Financial Guarantee or bank statement (be sure to provide the original bank statement with the date account was opened, average and current balance, not more than six (6) months prior to the term you will enroll at NMC).
6. Copy of Valid Passport and signature page.
7. Health Form that includes information on: Proof of Measles, Mumps, Rubella, current PPD/Skin test or Chest X-ray, tetanus vaccine, Hepatitis B 1,2,3 and Chest X-ray vaccination from a valid health care provider.
8. Directory Information Form (Authorization to Release Information – FERPA).
9. Completed Form I-20 Application
10. Complete I-134 Form(Form is available at the Office of Admissions and Records and online at [http:// www.dhs.gov](http://www.dhs.gov))
11. If there is a sponsor, please provide a copy of the sponsor(s) valid passport ID

NMC will issue an admissions acceptance letter and the Form I-20 to students only upon submission of these requirements.

Issuance of Form I-20

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

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

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

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

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

Application forms and instructions are available on the NMC website, www.nmcnet.edu, and are available by mail upon request.

APPLICATION AND ADMISSION NOTIFICATION

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

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

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

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

All documents, transcripts and forms submitted by the student during the admissions process become the property of the College and will not be returned to the student, or forwarded on behalf of the student to any other institution. Unsealed or faxed copies are

not official. Students who knowingly falsify transcripts or test scores will be denied admission to or will be deregistered from the College.

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

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

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

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

ADMISSION WITH TRANSFER CREDIT

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

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

Students with quarter credit hours will have these credit hours equated to NMC credits according to the following formula: $.67 \times \text{number of quarter credit hour(s)} = \text{semester credit hour(s)}$, 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.

NOTE: Consult with NMC's financial aid counselor when transferring from another institution to NMC within the academic year.

Credit of Military Service and Schooling

To have credit for educational experience evaluated, applicants with military experience should submit the following with their application form:

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

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

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

Transferring of Foreign Language Courses

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

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

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

Evaluation for Foreign Credentials

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

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

The Council is the only inter-associational body in the U.S. specifically created to review, modify, and approve placement recommendations written for publications used by the US

admissions community. AACRAO's evaluations are printed on Verify First Technology paper in order for the user to know that they are receiving an original copy.

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

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

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

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

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

Awarding of Advanced Placement Credit

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

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

The Office of Admissions and Records will determine which NMC course corresponds to the appropriate Advanced Placement test. A listing of those AP tests and NMC courses will be kept on file in the Office of Admissions and Records.

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Subject	AP Exam	AP Grade Required	NMC Course	Credits Awarded
ART	Art Drawing	4+	AR 101 Introduction to Art	3
BIOLOGY	Biology	4+	BI 101 Principles of Biology	4
CHEMISTRY	Chemistry	4+	CH 124 General Chemistry	4
COMPUTERS	Computer Science A or AB	4+	CS 103 Introduction to Computers	3
ECONOMICS	Macro Economics	4+	EC 211 Principles of Macroeconomics	3
	Micro Economics	4+	EC 212 Principles of Microeconomics	3
ENGLISH	English Composition	4+	EN 101 English Composition	3
FOREIGN LANGUAGE	Spanish Language	4+	SP 101 Elementary Spanish	4
	Other Languages	4+	*To Be Designated on Review	4
HISTORY	US History	4+	HI 101 and 102 American Nation	6
	World History	4+	HI 121 and 122 History of World Civilizations	6
MATHEMATICS	Calculus AB or BC	5	MA 203 Basic Calculus	5
POLITICAL SCIENCE	Government and Politics: US	4+	PS 110 Principles of Democratic Institutions	3
PSYCHOLOGY	Psychology	4+	PY 101 General Psychology	3

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

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

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

Transferability of Credit to Other Institutions

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

Students wishing to transfer NMC course credits to other colleges or universities must follow the procedures required by the receiving institution. Students wishing to transfer to another school should consult with their academic advisor regarding NMC course selection and transferability, deadlines and other requirements, and related matters. Intended transfer students will need to have an official NMC transcript sent directly to the new institution.

Students interested in transferring to U.S. accredited institutions should contact a Counselor in the Counseling Center for advice and resources.

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

PLACEMENT TESTING

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

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

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

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

REGISTRATION AND ENROLLMENT INFORMATION

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

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

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

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

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

Registration Status

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

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

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

Enrollment Classification

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

Change of Personal Data

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

Prerequisite Requirements

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

Overlapping Classes

Students by petition to and approval from both instructor and the Dean of Academic Programs and Services may be granted approval to enroll in overlapping classes when the hours of overlap can be made up (and documented) under appropriate supervision.

Repeating of Courses

Students may repeat enrollments in courses for the number of times so identified in the catalog. In addition, students may repeat enrollment in courses for credit only twice to remediate substandard grades. Repeated courses will be included in computations affecting GPA but the course repeated may be credited toward degrees and certificates only once.

Add/Drop

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

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

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

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

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

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

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

A specific complete withdraw deadline is announced in each term's *Schedule of Courses*. A student who chooses and initiates a withdrawal from courses prior to the complete withdraw

deadline will receive a “W” in place of a grade for enrolled courses. Students must complete the following procedures when initiating a complete withdraw from the College:

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

All Withdrawals, partial or complete, are final.

Medical Withdrawal

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

Withdrawing For Active Military Duty

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

Students called to active military duty and who are withdrawing from courses for that reason are assured of the following:

1. A “W” will appear on their academic transcript for course (s) from which they have officially withdrawn; and
2. Students receiving federal financial assistance will not be placed on probationary status for federal financial aid.

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

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

Late Registration

Late registration dates will be published in the semester Course Schedule and the General Catalog. No new registrations of courses will be allowed after the last day of late registration.

Adding of new courses to existing list of registered for courses will be allowed up until the last day of the 2nd week of instruction only upon approval of the instructor of each course.

Census Data & Date

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

Change of Program Major and/or Advisor

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

TUITION AND FEES

Tuition and fees at NMC 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.

Resident Tuition Requirements To qualify for resident tuition, a student born outside the CNMI must meet one of the residency criteria as detailed under the Residency Classification section of the Catalog.

Tuition	Resident	Non-Resident
Per credit hour		
For all credits taken	\$95.00	\$190.00
International Student Fee	\$200.00 (See Note 6)	\$200.00 (See Note 6)
Administrative Fees		
Admissions Application Fee	\$25.00	\$50.00
Re-admission Application Fee	\$25.00 (See Note 4)	\$50.00 (See Note 4)
Registration Fee	\$20.00	\$20.00
Late Registration Fee	\$25.00	\$25.00
Course Change Fee: (add/drop/withdrawal)	\$5.00	\$5.00
Record Certification Fee	\$5.00	\$5.00
Transcript Request Fee	\$5.00 (See Note 3)	\$5.000 (See Note 3)
Emergency Transcript Request Fee	\$20.00	\$20.00
Credit-by-Exam Application Fee	\$20 + Full tuition & Fees	\$20 + Full tuition & Fees
Auditing Application Fee	\$20 + Full tuition & Fees	\$20 + Full tuition & Fees
Independent Self Study Fee	\$20 + Full tuition & Fees	\$20 + Full tuition & Fees
Application to Graduate Fee	\$75.00 (See Note 1)	\$75.00 (See Note 1)
Application to Graduate (2 nd) Fee	\$40.00 (See Note 1)	\$40.00 (See Note 1)
English Placement Fee	\$25.00 (See Note 2)	\$25.00 (See Note 2)
Math Placement Fee	\$25.00	\$25.00
Diploma Re-order Fee	\$30.00	\$30.00
Student ID Card Fee	\$5.00	\$5.00
Copy of Education Record(s) Fee	\$1.00	\$1.00

Course Fees

Nursing

NU 105, NU 107, NU 203, NU 207, NU 212 \$300 (See Note 5)

School of Education (SOE) Upper level Courses

ED 321, ED 435, ED 471, ED 492 \$300 (See Note 5)

****Flat Fee For All Students**

Registered for:

Equal to or less than 5 credits	\$ 75
Equal to or less than 11 credits	\$150
Equal to or greater than 12 credits	\$250

**The Flat Fee includes technology access, all lab fees, and all instructional material fees. The Flat Fee does not include the non-refundable application/English Placement Test fee. The following additional fees are applicable to specific courses:

Physical Education (PE)

Golf	\$100
SCUBA	\$100
Windsurfing	\$100

NOTICE: ALL FEES ARE NORMALLY NONREFUNDABLE.

All Math courses except MA 088 require a graphing calculator. Models TI-83, TI-89, or TI-92 are recommended.

Note 1. When applying to graduate, a student will be charged \$75.00 for the first degree or certificate and \$40.00 for each additional certificate for each commencement exercise.

Note 2. The Admissions Application Fee is waived when the English Placement fee has been paid. Student must show a receipt. This fee is valid for one year from date of receipt for all students.

Note 3. The charge for a Transcript is \$5.00. When more than one is requested at the same time, the charge for each additional transcript is \$2.00.

Note 4. When a student does not take a course at NMC for one year, a Re-admission Fee will be assessed.

Note 5. These are fees for Nursing and School of Education (SOE) upper level courses. These fees were effective beginning in the 2006 Summer Session.

Note 6. International Student are assessed a \$200 fee per semester.

Financial Obligations to the College Students who have not satisfactorily met their financial obligations (tuition, fees, library fines, laboratory breakage charges, consolidated fees, loans pat due, etc.) will be denied transcripts, diplomas, and future registration privileges until the financial obligation has been met.

NOTE: Tuition and fees are subject to change, but any change will be published prior to the registration period of each term.

Tuition and fees paid to NMC by a sponsor, donor, or local government/private agency, with the exception of CNMI Scholarship Assistance, are refundable to the source, not to the student.

Senior Citizens Persons 55 or older are entitled to free tuition at the College, provided that he/she is a resident of the CNMI.

Veterans All veterans enrolling at the College for the first time must bring to the Financial Aid Office their original DD214 documents, marriage certificates, and birth certificates for each dependent child. Veterans with no prior training under the GI Bill, and former VA students who have taken an educational break for more than 45 days are urged to see the VA coordinator/Financial Aid Officer at least two months before enrolling.

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In addition, all active military personnel as well as veterans with more than one year of service are encouraged to visit with the VA Coordinator/Financial Aid Officer at the Financial Aid Office for more information concerning credit granted for military service.

REFUND POLICIES

Regular Semester If a student withdraws from NMC before the zero percent refund date or changes from full-time to part-time status, tuition, the consolidated fee, and other refundable fees are refunded as follows.

1. 100% of tuition and refundable fees are refunded if complete withdrawal or change from full-time to part-time status is made on the first day of instruction of each course.
2. 80% of tuition and refundable fees are refunded if complete withdrawal or change from full-time to part-time status is made within two weeks after instruction begins.
3. 40% of tuition and refundable fees are refunded if complete withdrawal or change from full-time to part-time status is made during the third or fourth week after instruction begins.
4. No part of tuition or refundable fees is refunded if complete withdrawal or change from full-time to part-time status is made after the 40% period.

Before any refund can be made, students must submit to the Finance Office a copy of the drop or withdrawal form complete with all required signatures.

Summer Session and Short-Term Courses NMC charges tuition and fees for courses taken during the summer session, and for short-term courses offered throughout the year. Under the circumstances listed below, these payments may be refunded:

1. 100% of tuition and refundable fees are refunded if complete withdrawal or change from full-time to part-time status is made on the first day of instruction.
2. 80% of tuition and refundable fees are refunded according to the schedule below.
3. 40% of tuition and refundable fees are refunded according to the schedule below.
4. No partial tuition or refundable fees are refunded if withdrawal takes place on or after the first day of instruction for a one-week course.

Revisit this section regarding refunds.

<u>Course Length</u>	<u>80% Refund</u>	<u>40% Refund</u>
1 week	no refund	no refund
2 week	1 st day	2 nd day
3 week	1 st -2 nd day	3 rd day
4 week	1 st -2 nd day	3 rd -4 th day
5 week	1 st -3 rd day	4 th -5 th day
6 week	1 st -3 rd day	4 th -6 th day
7 week	1 st -4 th day	5 th -7 th day
8 week	1 st -4 th day	5 th -8 th day
9 + weeks	1 st -5 th day	6 th -9 th day

Community Programs and Services Courses and Workshops

Noncredit Courses and Workshops 100% of tuition is refunded if withdrawal is made seven days before the first day of instruction. No part of tuition is refunded if the student withdraws after that date. Refunds will not be given for course materials or books.

Academic Credit Courses Refund policies governing regular college-credit courses apply.

Courses Offered Through Memoranda of Understanding (MOU) or Memoranda of Agreement (MOA) Courses offered through MOUs or MOAs are subject to the stipulations of the applicable MOU/MOA.

Refund for Canceled Courses Refund of tuition and applicable fees will be given if the College cancels the courses.

Resident Tuition

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:

- Who is a U.S. citizen and domiciliary of the CNMI for more than one year (12 consecutive months) prior to enrollment;
- Who is not a U.S. citizen, but is married to a U.S. citizen who is a domiciliary of the CNMI for more than one year (12 consecutive months) prior to enrollment;
- Who is not a U.S. citizen, but was born in the CNMI between August 1, 1974 and November 3, 1986;
- 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); or
- Who is not a U.S. citizen but has been residing in the CNMI for more than three consecutive years prior to enrollment.

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 domiciliary of an unmarried minor will be based on the domiciliary of his or her parents, or, if parents are separated, then the domiciliary of the parent with whom the minor is living.

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 parent/s 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.

GRADUATION REQUIREMENTS

Students must meet General Education requirements by successfully completing at least 20 credits of course work in the fine arts, humanities, biological and physical sciences, social sciences, and physical education, as specified by the program. In addition to completing the General Education requirements, 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 by NMC. Degree programs include course work in the following areas: core course requirements, General Education requirements, program requirements, and electives. See department offerings for specific credit and course requirements.

Minimum Grade Point Average A minimum cumulative GPA of 2.0 is required in order to be considered for graduation. Courses below the 100 level will not meet graduation requirements. Nonpayment of financial obligations may cause diplomas and/or certificates to be withheld.

Required Core Courses

Degree candidates must complete the following core courses with a “C” grade or better:

1. English Composition (EN 101)
2. Mathematics (MA 132 or higher)
3. Fundamentals of Speech Communication (CO 210)
4. Health (HE 150 or higher)
5. Current Issues in the CNMI (SO 297)

Minimum Residency Requirement Associate degree or certificate candidates must complete at least the final 12 semester hours of credit at NMC. This residency requirement may be waived with cause.

Filing Petitions 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 to participate in the Spring Commencement Exercises is the last workday of the previous December. The deadline to petition to graduate and to participate in the Fall Commencement Exercises, if any, is the last workday of the previous May.

Graduation Clearance Candidates must obtain clearances from the Library, Bookstore, and Finance Office relative to the status of their accounts during the term when all the academic requirements for certificates and degrees are to be completed.

Graduation Honors and Awards Honors are awarded to graduating students in a degree program with cumulative GPAs as follows:

- Cum Laude 3.50 - 3.74 cumulative grade-point average
- Magna Cum Laude 3.75 - 3.95 cumulative grade-point average
- Summa Cum Laude 3.96 - 4.00 cumulative grade-point average

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.

Student Leadership 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. A committee chaired by the Dean of Student Services selects the recipient 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.

Diplomas, however, are distributed only at the time of the Commencement Exercises. Only those candidates who have completed all applicable requirements are permitted to participate in the Commencement Exercises.

DEGREE REQUIREMENTS

The Associate in Arts degree is designed to provide a balanced educational foundation in academic areas, and to prepare students for transfer to a four-year college or university. The College currently offers the Associate in Arts degrees in Liberal Arts and Business.

Candidates for the Associate in Arts degree must:

1. Meet all general graduation requirements;
2. Successfully complete all core courses;
3. Meet General Education requirements by successfully completing at least 24 credits of course work in the fine arts, humanities, biological and physical sciences, social sciences, and physical education, as specified by the program;
4. Meet the resident course load requirement of at least the final 12 semester hours of credit completed at NMC; and
5. Successfully complete a specified minimum number of elective credits selected in consultation with an academic advisor.

The Associate in Science Degree is designed to provide a balanced educational foundation in academic areas with additional emphasis in scientific fields, and to prepare students for transfer to a four-year college or university. The College currently offers the Associate in Science degree in Nursing and in Natural Resources Management.

Candidates for the Associate in Science degree must:

1. Meet all general graduation requirements;
2. Successfully complete all core courses;
3. Successfully complete the General Education course requirements of their specific program;
4. Meet the resident course load requirement of at least the final 12 semester hours of credit completed at NMC; and

5. Meet all other requirements of their specific program.

The Associate in Applied Science Degree requires concentrated course work in an occupational field. The College currently offers the Associate in Applied Science degree in three program fields and three subfields: Business Administration (Accounting, Business Management, and Computer Applications), Criminal Justice, and Hospitality Management. Candidates for the Associate in Applied Science degree in any of the above programs must:

1. Meet all general graduation requirements;
2. Successfully complete the core course and General Education course requirements of their specific program;
3. Complete a program of approved course work in the relevant field of applied science;
4. Meet the resident course load requirement of at least the final 12 semester hours of credit completed at NMC.

See Bachelor of Science in Elementary Education Degree for further information.

Certificate Requirements Some programs award certificates of Completion, Achievement, and/or Endorsement to students who completed a prescribed course of study in an occupational field, and maintained a grade point average (GPA) of at least 2.0.

Students seeking a Certificate of Completion, Achievement, or Endorsement must:

Successfully complete the required course work;

Meet the resident course load requirement of at least the final 12 semester hours of credit completed at NMC; and

File the appropriate Petition to Graduate form with the Office of Admissions and Records no later than the announced deadline date prior to Commencement.

Determining Applicable Catalog Students maintaining 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 the subsequent terms of continuous enrollment.

ACADEMIC INFORMATION

SCHEDULE OF COURSES

The *Schedule of Courses*, published for each semester and summer session, lists courses to be offered, names of the instructors for each course, times and places of classes, English Placement Level, and an academic calendar which includes, among other events, times and places of required placement tests, dates for registration, and the last day to withdraw from class.

All courses listed in the *Schedule* are offered subject to sufficient enrollment and instructor availability. Class days and times, room numbers, and instructors are subject to change.

COURSE NUMBERING SYSTEM

Northern Marianas College uses the following numbering system to identify courses:

- 001 - 049 Community Programs, Continuing Education, some Workforce Development Program courses.
- 050 - 099 College preparatory courses intended to upgrade students' basic skills to the level required for college-level programs.
- 100 - 299 Courses applicable toward the associate degree.
 - 190 Special projects.
 - 288 Practicum courses.
 - 296 Special topics offered once during an academic year.
 - 297 Seminars.
 - 298 Internships.
- 300 - 499 Courses applicable toward the baccalaureate degree in Elementary Education.

CREDIT HOURS

The number of credits for which a student is registered determines his/her enrollment status. A student's enrollment status is determined after the end of the Course Change (ADD/DROP) period.

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 OF COURSES).

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

INDEPENDENT STUDY

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

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

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

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

AUDITING COURSES

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

individual, provided permission has been received from each instructor. The extent of classroom participation is at the discretion of the instructor.

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

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

COURSE WAIVERS AND SUBSTITUTIONS

The department chair or program coordinator makes recommendation for a course waiver. For each course waiver there must be an accompanying recommended course substitution. Credit requirements cannot be waived. A degree-seeking student wishing to have a course waived or substituted must complete the following procedure:

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

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.

TIME LIMIT FOR COURSEWORK

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

REPEATING OF COURSES

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.

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

1. The student must already have taken the approved “skill-building” course for credit.

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

COURSE LOAD

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

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

A student planning to complete the associate degree within two years must complete at least 15 credits every semester. Students should note that NMC degree programs require a variable number of credits. Careful planning with an academic advisor is necessary to complete all required courses for a degree within two years. Students who take only 12 credits per semester will normally complete an associate degree program in two and a half years. Additional semester(s) may be needed if students are required to take courses below the 100 level in preparation for entering degree programs.

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

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

ACADEMIC WORK LOAD

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

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

A student's expected workload in connection to credit hours is much more than the minimum contact hours an instructor is required to have with a student. In most cases, a student's workload is three times (3X) the actual contact/clock hours a student and instructor are responsible for maintaining throughout the semester. A student's workload is comprised of actual contact hours, but may also include research, group and individual study, field work,

etc. that occurs after class time. Students are advised to observe the following formula in preparation for coursework and effective time management:

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

GRADING SYSTEM

The following letter grades are used to indicate the quality of scholastic performance in courses taken for academic credit. Each letter grade earns the indicated number of “grade points” which are used to determine the student’s “grade point average” (GPA), i.e., a measure of overall academic performance.

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

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

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

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

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

Unless there are extenuating circumstances that the instructor and Department Chair agree are valid reasons for postponing completion of the course work from the end of the term for a maximum of 12 months, the unfinished work should be completed and submitted to the instructor as soon as practicable, but *no later than the middle of the following term*. Extenuating circumstances are generally considered to be situations over which the student has

little or no control (e.g., personal illness or injury, birth of a child, death of a parent/spouse/child, and catastrophic illness in the immediate family, jury duty, and military service). The Department Chair will make final determination of the submission deadline. If the course work is not completed and submitted by the established deadline, the “I” will automatically be changed to an “F” grade. If a student repeats a course for which an “I” grade was given, that grade will automatically be changed to an “F”.

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

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

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

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

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

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

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

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

Some students may make progress in fulfilling proficiency requirements for such courses, but not enough progress to receive a “P” and move on to the next level. In such cases they receive a symbol of “NP”, and must register for and retake the course until the required proficiency

has been reached. An “NP” symbol indicates that the student is making progress within that level, but needs more practice before qualifying for promotion to the next level.

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

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

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

CR. “Credit”: The “CR” symbol is reserved for Advanced Placement only.

GRADE APPEALS

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

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

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

GRADE POINT AVERAGE (GPA)

A GPA is computed from the credit hours of all courses (100-level or above) for which conventional grades are reported. The GPA is determined by dividing the total number of grade points earned by the total number of credits attempted for which a letter grade of A=4, B=3, C=2, D=1, F=0 has been assigned, excluding those credits for which Grades of “I,” “W,”

“UW,” “P,” “NP,” “AU,” “CR,” or “TF,” are assigned. Transfer credit hours and grades are not used to calculate the GPA.

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

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

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

EDUCATIONAL LEVELS

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

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

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

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

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

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

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

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

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

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

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

GRADE REPORTS

Term grade reports are normally available and are mailed to students two weeks after the grades are due from instructors.

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

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

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

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

ACADEMIC RECORDS

The Office of Admissions and Records (OAR) maintains the official academic records on all students. Prior to presentation to the faculty for vote on 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 probations, suspensions, and dismissals; records of honors; and other academic records.

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.

INSTITUTIONAL POLICIES

STUDENT REGULATIONS

As an academic community, the College 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 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, regulations, program requirements, established deadlines, etc.

It is the responsibility of students to be informed about 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.

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.

STUDENT RIGHTS REGARDING RECORDS

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 Student Services. 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 Admissions and Records, 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.

STUDENT CONDUCT

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 use of alcohol, or alcoholic beverages and of other than prescription drugs (controlled substances) is strictly prohibited on all NMC campuses.

Smoking or use of other tobacco products is prohibited on all college grounds, defined as all Northern Marianas College owned or leased properties and campus-owned, leased or rented vehicles. This includes but is not limited to all NMC sidewalks, parking lots, landscaped areas and recreational areas. This prohibition will also include all NMC-sponsored or sanctioned activities such as Charter Day, school trips, at lectures, conferences, meetings and social and cultural events held on school property or school grounds of NMC. Smoking is also prohibited in the interior of all buildings, vehicles owned or operated by the NMC, and privately-owned vehicles when operated or parked on the grounds of the college.

Any student in violation of these prohibitions is subject to immediate dismissal from the College for one full year from the date of dismissal, and the student will automatically receive a failing grade in all courses. Should any student be caught with an illegal substance such as marijuana, crystal methamphetamine, etc., the College reserves the right to contact the proper law enforcement authorities and release the student's identity for formal investigation.

Betel nut chewing is not allowed on college grounds. Violation of this rule may result in suspension or dismissal from the College 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 Student Services addresses all student misconduct.

ACADEMIC PROBATION AND SUSPENSION

The purpose of the Academic Probation and Suspension policy is to ensure that careful consideration is given to the needs of every student experiencing difficulty with academic work. In all matters relating to this policy, it shall be the responsibility of the Dean of the student's program to ensure that the basic philosophy and the mission of the College are being observed. This responsibility includes all steps necessary to ensure that each student is given the advantage of all services available in the student's attempt to become academically successful. The minimum acceptable GPA at NMC is a 2.00 GPA in 100-level or above courses.

A student on academic probation normally should not enroll for more than 12 credit hours. However, the student's advisor will determine the number of credit hours enrolled in by any student on probation.

A student will be placed on academic probation at term's end for either of the following reasons:

- The current term GPA is below the minimum acceptable at NMC; or
- The cumulative GPA is below the minimum acceptable at NMC.

If a student's current GPA at the end of the probationary term is again below the minimum acceptable, but the cumulative GPA is the minimum acceptable or above, the student may register for another probationary term. Moreover, if a student's term GPA is the minimum acceptable or above, but the cumulative GPA is below the minimum acceptable, such a student may also register for another probationary term. Probation is lifted when both the term and the cumulative GPAs rise above the acceptable minimum level, namely 2.00 GPA on 100-level or above courses. If the student's term GPA and cumulative GPA at the end of the probationary term are below the acceptable minimum, the student will be suspended from NMC for one full term.

READMISSION AFTER SUSPENSION

After one term of suspension a student may apply for readmission to the College. Prior to being readmitted, the suspended student will be assigned an academic advisor who with the student will devise a written plan of remedial action and a proposed course of study for the coming term. Upon readmission, the student will be placed on probationary status until the conditions for removing probation indicated above have been met.

ACADEMIC DISMISSAL

During the first term after readmission, any student who was suspended must earn a term GPA of at least 2.0. Failure to earn this minimum term GPA will result in dismissal from the College for one full academic year. After this period of time the student wishing to be readmitted to the College must petition the Director of Admissions and Records in writing. The Director may grant permission for readmission under the same provisions as those required of a suspended student.

STUDENT APPEAL AND GRIEVANCES

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.

Initially, the student, or complainant, who is considering submitting a complaint or grievance, should attempt to resolve the concern directly with appropriate department chair, supervisor, faculty member, staff member or student. If a student is dissatisfied with the results of these discussions, he/she may submit an appeal to the Office of the Dean of Student Services which will route the formal complaint through appropriate procedures. The Student Appeal and Grievance Form is available at the Office of the Dean of Student Services.

Communicating concerns and grievances is a normal and healthy approach to managing stress and the demands of college life. All students should feel comfortable talking with their respective academic advisors, instructors, and departmental staff to express individual concerns and issues. Students may also visit with a counselor at any time during their enrollment and for any reason. All students who feel their rights have been violated have a right to be heard promptly.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

At least once a year Northern Marianas College informs students of the Family Educational Rights and Privacy Act, with which the institution intends to fully comply. The Act was designed to protect the privacy of educational records, to establish the right of students to inspect and review their educational records, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. Students also have the

right to file complaints with the Family Educational Rights and Privacy Act Office (FERPA) concerning alleged failures by the institution to comply with the Act.

NMC policy explains in detail the procedures to be used by the institution for compliance with the provisions of the Act. Copies of the policy can be found in the Library, the Office of the Dean of Student Services, and the Counseling Programs and Services Office.

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

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.

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.

POLICY ON NONDISCRIMINATION

The Northern Marianas College (NMC), in compliance with Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973, does not discriminate on the basis of race, color, national origin, religion, sex, sexual orientation, or disability in any of its policies, procedures, rules, and regulations.

In compliance with the Age Discrimination in Employment Act of 1975, the college does not discriminate against any employees or applicants for employment on the basis of their age.

This non-discrimination policy covers admission, access and treatment in NMC programs and activities including, but not limited to, academic admissions, financial aid, educational services, athletics, and application for employment.

In conformance with the requirements of Title II of the Educational Amendments of 1976, amending the Vocational Education Act of 1963, NMC is committed to overcoming sex discrimination and sex stereotyping in all academic and non-academic programs.

In conformance with Federal law and College policy, the NMC is an equal opportunity employer.

POLICY ON SEXUAL HARASSMENT

NMC is fully committed to all federal, commonwealth, and local human rights and equal opportunity laws. *Title VII of the Civil Rights Act of 1964*, with the 1991 amendments, and Title IX of the Education Amendments of 1972 are strictly enforced. This legislation specifically prohibits sexual discrimination in employment, and in educational programs and services, respectively.

Students have the right to gain access to and complete an educational program at NMC. Interference with students' admission to and successful completion of their education by any person through unlawful sexual conduct will not be tolerated. The college will initiate disciplinary action against persons found to have interfered with a student's education through any means of sexual harassment or intimidation.

A student who feels that he/she has been sexually harassed may file a complaint with the Director of Counseling Programs and Services or the Dean of Student Services.

DEGREE AND CERTIFICATE PROGRAMS

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, and for general self-enrichment and lifelong learning. 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, use, perform, exhibit, and 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 life-long learning. The general education curriculum is designed to:

1. Introduce students to the major content areas of higher education that include mathematics, biological sciences and physical sciences, social and behavioral sciences, the humanities and fine arts, library and computer 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 life-long 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, and knowledge of local, regional, and global issues prepare a student for adjusting to the demands of living in increasingly diverse and complex societies. An appreciation of the richness and diversity of human experience enables students to successfully interact with people from different backgrounds and cultures.

GENERAL EDUCATION OUTCOMES (GEO)

Student Learning Outcomes

GEO 1. Critical Thinking

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

- 1.1 Make connections between two or more areas of knowledge and apply learning to daily life experiences.
- 1.2 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.
- 2.2 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.
- 3.2 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.

ACADEMIC FREEDOM AND RESPONSIBILITY

Northern Marianas College both believes and has a policy that states that academic freedom and academic responsibility are inseparable. Academic freedom is the right of members of the academic community to conduct research, to teach and to communicate knowledge in their fields of expertise, openly and without influence by individuals with a particular bias. Members of the academic community are entitled to full freedom in research and in the publication of the results, subject to the satisfactory performance of their other academic and/or administrative duties.

Instructors at the College are entitled to freedom in the classroom in discussing their subject. However, they should strive to be sensitive to the prevailing thought and feeling of the community when introducing subjects that may be controversial. Faculty should also take care to distinguish between personal conviction and proven conclusions and to present relevant data fairly and objectively.

Instructors at the College are members of a learned profession as well as employees of an educational institution. Consequently, when they speak as members of their profession, they should be free from institutional censorship or discipline. However, their position in the community as professionals imposes certain responsibilities. As scholars and educators, they should remember that the public may judge their profession and their institution by their utterances. Hence, they should strive at all times to be accurate, exercise appropriate restraint, show respect for the opinions of others, and make every effort to indicate that they are not speaking for the College.

Members of the academic community at NMC are expected to accept responsibility for fulfilling the obligations designated in their contracts in such a manner as to bring credit to the College, their profession, and the community. These major areas of responsibility are teaching, advising, the preparation of course material, the evaluation of students, institutional committee work, program development, and personal professional development. In order to effectively fulfill these responsibilities, faculty members should be familiar with the contents of the College's catalog because it explains academic standards, policies, regulations, the grading system, and related matters. They should also carefully note the Class Schedule, which includes dates governing the adding and dropping of classes and essential information governing final examinations. In addition, faculty members are responsible for becoming familiar with and carefully following academic policies, regulations, and procedures published in the various policy manuals of the College.

LIBERAL ARTS PROGRAM

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.

ASSOCIATE IN ARTS: LIBERAL ARTS

Program Learning Outcomes

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

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

<u>Core Course Requirements</u>		<u>Credits</u>
BE 111	College Success	3
CO 210	Fundamentals of Speech Communication	3
EN 101	English Composition I	3
HE 150	Personal Health (or higher)	3
MA 132	Intermediate Algebra (or higher)	4
SO 297	Current Issues in the CNMI	3
Total		19
<u>Program Requirements</u>		<u>Credits</u>
EN 202	English Composition II	3
CS 103	Introduction to Computers (or higher)	3
PS 110	Principles of Democratic Institutions	3
PY 101	General Psychology	3
	Performing or Visual Arts	3
	Literature or Philosophy	3
	Language	3 or 4

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Biological Science/lab	4
Physical Science/lab	4
Social Science	3
Social Science (History course)	3
Physical Education	<u>1, 2 or 3</u>
Total	36-39
Recommended Electives for Transfer	Credits
MA 161 College Algebra	
MA 151 Introduction to Statistics	
Language (second semester/same language)	
HI 121 History of World Civilizations I	
HI 122 History of World Civilizations II	
Total Electives	5 or 8
A.A.: Liberal Arts Total	<u>63</u>

Elective Courses acceptable for Liberal Arts Degree:

All college-level courses in the following areas: Biological and Physical Sciences, Social Sciences, Fine Arts, Health, Philosophy, Economics, Languages, Literature, Mathematics, and College Skills (College Success or College Life Skills).

Note: A minimum of grade "C" is required for all NMC Core Courses.

Most four-year colleges and universities require a minimum of grade "C" to award transfer credit.

Guide to Liberal Arts IDP

Course as seen in IDP	Alpha No.	EPL	MPL	Credits	Department	Alternative (EPL/MPL) *** (must meet prerequisite) **** (Up for Evaluation)
CORE COURSE REQUIREMENT	A grade of "C" or better is Required for Core Courses	English Placement Level	Math Placement Level	19 TOTAL	<small>SSFA: Social Sciences & Fine Arts L&H: Languages & Humanities SMHA: Science, Mathematics, Health & Athletic</small>	
College Success	BE 111	83/84	none	3	SSFA	
Fundamentals of Speech Communication	CO210	101	none	3	L&H	
English Composition I	EN101	101	none	3	L&H	
Personal Health	HE150+	93/94	none	3	SMHA	HE200 (EN101/none) HE230 (EN101/none)
Intermediate Algebra	MA132+	93/94	132	4	SMHA	MA151 MA161
Current Issues in the	SO297	202	91	3	SSFA	

CNMI						
GENERAL EDUCATION REQUIREMENT	A minimum of grade of "C" is needed in order for a course to transfer	EPL	MPL	36-39 TOTAL	Department	Alternative (EPL/MPL) *** (must meet prerequisite) **** (Up for Evaluation)
English Composition II	EN202	202	none	3	L&H	
Performing or Visual Arts	Any "AR" courses Any "DR" courses Any "MU" courses	73/74 93/94 93/94 93/94 73/74	none none none none none	3	SSFA	
Introduction to Computers	CS103+	83/84	none	3	Business	CS140 (101/132) CS150 (93/94/none) CS160 (101/none) CS222 (93/94/132) CS227 (93/94/161) CS246 (202/132)
Literature <i>or</i> Philosophy	Any 3 credit Literature course or PI201	101 101	None None	3	L&H	
Language	Any 4 credit Language course	83/84 83/84 83/84 83/84 83/84	None None None None none	4	L&H	
Principles of Democratic Institutions	PS110	101	91	3	SSFA	
General Psychology	PY101	101	none	3	SSFA	PY201 (93/94/none) PY202
Cont. Gen. Ed. Courses	Alpha No.	EPL	MPL	Credits	Department	Alternative (EPL/MPL) *** (must meet prerequisite) **** (Up for Evaluation)
Biological Science/Lab	Any 4 credit Biology course	93/94	91	4	SMHA	BI225 (101/132) BI251/252 (202/132)
Physical Science/Lab	NS101	93/94	132	4	SMHA	NS140 (101/132)

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						CH124/141 (101/132)
Social Sciences	GE201 SO101	101 93/94	none none	3	SSFA	EC211 (202/132) AN105 (93/94/none)
Social Science (History Course)	Any 3 credit History course	93/94 93/94 101 101 93/94	none none none none	3	SSFA	
Physical Education	Any "PE" courses	73/74	none	1-2	SMHA	
RECOMMENDED ELECTIVES FOR TRANSFER	A minimum of grade of "C" is needed in order for a course to transfer	EPL	MPL	5-8 TOTAL	Department	Alternative (EPL/MPL) *** (must meet prerequisite) *** (Up for Evaluation)
College Algebra	MA161	93/94	161		SMHA	
Introduction to Statistics	MA151	101	161		SMHA	
Language (2 nd Semester/same language)	Any Language courses	83/84 83/84 83/84 83/84 83/84	None None None None none		L&H	Must meet prerequisite
History of World Civilization I	HI 121	101	None		SSFA	
History of World Civilization II	HI 122	101	none		SSFA	
OTHER LIBERAL ARTS ELECTIVES						
Physical Ed Courses	PE203/225/226/228	73/74	NONE	1-2	SMHA	
Sociology	SO210/218/230	93/94	NONE	3	SSFA	
Economics	EC211/212	202	132	3	Business	
Anthropology	AN105	93/94	NONE	3	SSFA	
Law	LW110	93/94	NONE	3	SSFA	
Performing/Visual Arts	AR101/AR103/AR214/AR216 AR105/AR107/AR135/AR207 DR101/DR120/DR 202/MU106/MU107 MU 109	(73/74/none) (93/94/none) (93/94/none) (73/74/none)				
OPEN ELECTIVE COURSES	Not Limited to Intro. Courses such as ED211, MG231, CJ101, NR150					

* 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.

*** Alternative courses must meet prerequisite requirement.

**** Transfer courses from another institution and NMC courses over eight years old are subject for evaluation.

Note: Courses listed on this guide may change. Please communicate with your advisor for any current information.

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Liberal Arts IDP Advising Guide with NMC Articulation

Courses as seen in IDP	Alpha No. (EPL/MPL)	CRS	Prerequisite	SOE ELEM/RH/SPED/ECE	CJ	NURSING	NRM	BUS. AA BUS.	BUS. BUS.MGT	BUS. COMP.APP	BUS. ACCT.	BUS. HOSPITALITY
CORE COURSE REQUIREMENT	*A minimum grade of "C" is required for all NMC Core Courses.	19 Total										
College Success	BE 111 (83/84/none)	3	-	BE 111	BE 111	BE 111	BE 111	BE 111	BE 111	BE 111	BE 111	BE 111
Fundamentals of Speech Communication	CO 210 (101/none)	3	-	CO 210	CO 210	CO 210	CO 210	CO 210	CO 210	CO 210	CO 210	CO 210
English Composition I	EN 101 (101/none)	3	-	EN 101	EN 101	EN 101	EN 101	EN 101	EN 101	EN 101	EN 101	EN 101
Personal Health	HE 150+ (93/94/none) HE 200 (EN101/none) HE 230 (EN101/none)	3	- - -	ED 353 (SOE Students only)	HE 150	HE 230	HE 150	HE 150+	HE 150+	HE 150+	HE 150+	HE 150+
Intermediate Algebra	MA 132+ (93/94/132) MA 151 MA 161	4	- - -	MA 132+	MA 132	MA 132	MA 151	MA 161	MA132+	MA 132+	MA132+	MA 132+
Current Issues in the CNMI	SO 297 (202/91)	3	-	S0 297	S0 297	S0 297	S0 297	S0 297	S0 297	S0 297	S0 297	S0 297
GENERAL EDUCATION REQUIREMENT	*A minimum grade of "C" is needed for credit to transfer.	36-38 Total	Prerequisite	SOE ELEM/RH/SPED/ECE	CJ	NURSING	NRM	BUS. AA BUS.	BUS. BUS.MGT	BUS. COMP.APP	BUS. ACCT.	BUS. HOSPITALITY
English Composition II	EN 202 (202/none)	3	-	EN 202				EN 202				
Performing or Visual Arts (Fine Arts)	AR 101 (73/74/none)/ AR 103 (73/74/none)/ AR 214 (73/74/none)/ AR 216 (73/74/none)/ AR 105 (93/94/none)/ AR 107 (93/94/none)/ AR 135 (93/94/none)/ AR 207 (93/94/none)/ DR 101 (93/94/none)/ DR 120 (93/94/none)/ DR 202 (93/94/none)/ MU 106 (93/94/none)/ MU 107 (93/94/none)/	3	- - - - - - - - - - - - -	AR 101 or AR 135 & DR 120 or MU 106	AR 101/AR 103/ AR 214/AR 216/ AR 105/AR 107/ AR 135/AR 207/ DR 101/DR 120/ DR 202/MU 106/ MU 107/MU 109 or BI 101/BI 103/ BI 106/BI 141/ BI 201/BI 225/ BI 251/NS 101/ NS 140/CH 124/		AR 101/ AR 103/ AR 214/ AR 216/ AR 105/ AR 107/ AR 135/ AR 207/ DR 101/ DR 120/ DR 202/ MU 106/ MU 107/ MU 109/		AR 101/ AR 214/ AR 216/ AR 105/ AR 107/ AR 135/ AR 207/ LI 150/ LI 250/ LI 260/ PI 201	AR 101/ AR 214/ AR 216/ AR 105/ AR 107/ AR 135/ AR 207/ LI 150/ LI 250/ LI 260/ PI 201	AR 101/ AR 214/ AR 216/ AR 105/ AR 107/ AR 135/ AR 207/ LI 150/ LI 250/ LI 260/ PI 201	AR 101/ AR 214/ AR 216/ AR 105/ AR 107/ AR 135/ AR 207/ LI 150/ LI 250/ LI 260/ PI 201

Course as seen in IDP	Alpha No.	CRS	SOE ELEM.	CJ	NURSING	NRM	BUS. AA BUS.	BUS. BUS.MGT	BUS. COMP.APP	BUS. ACCT.	BUS. HOSPITALITY	
	MU 109 (73/74/none)		-		CH 141		LI 150/ LI 250/ LI 260/ PI 201/					
GENERAL EDUCATION REQUIREMENT		36-39 Total										
Introduction to Computers	CS 103+ (83/84/none) CS 140 (101/132) CS 150 (93/94/none) CS 160 (101/none) CS 222 (93/94/132) CS 227 (93/94/161) CS 246 (202/132)	3	- CS 103 CS 103 - - CS 222 -		CS 103+		CS 103	CS 103	CS 103	CS 103 & CS 104 & CS 150 & CS 222 & CS 227 & CS 246	CS 103 & CS 150	CS 103
Literature <i>or</i> Philosophy (Humanities)	LI 150 (101/none)/ LI 250 (101/none)/ LI 260 (101/none)/ PI 201(101/none)	3	- - - -	Any 3 credit Literature course			Any Fine Arts or Humanities course	LI 150 or PI 201				
Language	CA 101 (83/84/none)/ CM 101 (83/84/none)/ JA 101 (83/84/none)/ SL 101 (83/84/none)/ SP 101 (83/84/none)	4	- - - -								JA 101/ SL 101/ SP 101	
Principles of Democratic Institutions	PS 110 (101/91)	3	CO 210*	PS 110	PS 110							
General Psychology	PY 101 (101/91)	3	-	PY 101	PY 101	PY 101 & PY 201		PY 101 or SO 101				

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Biological Science/Lab	BI 101 (93/94/91)/ BI 103 (93/94/91)/ BI 106 (93/94/91)/ BI 141 (93/94/91)/ BI 201 (93/94/91)/ BI 225 (101/132)/ BI 251 (202/132)	4	- - - - - C or higher in BI 101 BI 101, CH 124	Any 4 credit Biology course	Any Performing or Visual Arts or Science with lab	BI 101 & BI 225 & BI 251 & BI 252	BI 201	BI 101/ BI 103/ BI 106/ BI 141/ BI 201/	BI 101/ BI 103/ BI 106/ BI 141/ BI 201/ NS 101/ NS 140/ CH 124/ CH 141	BI 101/ BI 103/ BI 106/ BI 141/ BI 201/ NS 101/ NS 140/ CH 124/ CH 141	BI 101/ BI 103/ BI 106/ BI 141/ BI 201/ NS 101/ NS 140/ CH 124/ CH 141	BI 101/ BI 103/ BI 106/ BI 141/ BI 201/ NS 101/ NS 140/ CH 124/ CH 141
Course as seen in IDP	Alpha No.	CRS		SOE ELEM.	CJ	NURSING	NRM	BUS. AA BUS.	BUS. BUS.MGT	BUS. COMP.APP	BUS. ACCT.	BUS. HOSPITALITY
GENERAL EDUCATION REQUIREMENT		36-38 Total										
Physical Science/Lab	NS 101 (93/94/132) NS 140 (101/132) CH 124 (101/132)/ CH 141 (101/132)	4	- - - -	NS 101/ NS 140/ CH 124	Any Performing or Visual Arts or Science with lab	CH 124	16crs of: BI 101/ BI 103/ BI 106/ BI 141/ NS 101/ NS 140 as electives	NS 101/ NS 140/ CH 124/ CH 141				
Social Sciences	GE 201 (101/none) SO 101 (93/94/none) EC 211 (202/132) AN 105 (93/94/none)	3	- - CS 103 -	GE 201	SO 101		GE 201/ SO 101/ PS 110/ or any history course					
Social Science (History Course)	HI 101 (93/94/none) HI 102 (93/94/none) HI 121 (101/none) HI 122 (101/none) HI 255 (93/94/none)		- - - - -	Any 3 credit History course & HI 255				HI 121				HI 255

Physical Education	PE 102 (73/74/none)/ PE 107 (73/74/none)/ PE 111 (73/74/none)/ PE 115 (73/74/none)/ PE 125 (73/74/none)/ PE 126 (73/74/none)/ PE 128 (73/74/none)/ PE 129 (73/74/none)/ PE 133 (73/74/none)/ PE 134 (73/74/none)/ PE 140 (73/74/none)/ PE 142 (73/74/none)/ PE 143 (73/74/none)/ PE 146 (73/74/none)/ PE 149 (73/74/none)/ PE 160 (73/74/none)/	1-2	- - - - - - - - - PE 133 or instructor's signature - - - - -									
Courses as seen in IDP	Alpha No.	CRS		SOE ELEM.	CJ	NURSING	NRM	BUS. AA BUS.	BUS. BUS.MGT	BUS. COMP.APP	BUS. ACCT.	BUS. HOSPITALITY
RECOMMENDED ELECTIVES FOR TRANSFER	**A minimum grade of "C" is needed in order for a course to transfer to another institution.	5-8 Total										
College Algebra	MA 161 (93/94/161)											
Introduction to Statistics	MA 151 (101/161)											
Language (2 nd Semester, same language)	CA 102 (83/84/none)/ CM 102 (83/84/none)/ JA 101 (83/84/none)/ SL 102 (83/84/none)/ SP 102 (83/84/none)		JA101 SP101									
History of World Civilization I	HI 121 (101/none)											
History of World Civilization II	HI 122 (101/none)											
OTHER ELECTIVES			Other courses from all programs accepted up to 5 to 8 credits elective.									
Physical Ed Courses	PE 203 (73/74/none)/ PE 207(73/74/none)/ PE 225 (73/74/none)/ PE 226 (73/74/none)/ PE 228(73/74/none)	1-2	PE102 or Instructor's permission PE107 or Instructor's permission -									
Sociology	SO 210 (93/94/none)/	3	SO 101									

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	SO 218 (93/94/none)		SO 101									
Economics	EC 211 (202/132)/ EC 212 (202/132)	3	CS 103 EC 211 & CS 103				EC212	EC211& EC212	EC 211	EC 211	EC 211	
Anthropology	AN 105 (93/94/none)	3	-									
Law	LW 110 (93/93/none)	3	-									
Art	AR 214/AR 216											
Psychology	PY201											

Liberal Arts English Placement Guide to Courses:

Locate English placement level below and select from the following suggested courses. Minimum full time credit hour is 12, anything more than 18 credit hours are subject to Department Chair approval.

EN 101	EN 93/94	EN 83/84	EN 73/74	EN 71/70
Any General Education courses with an English Placement of EN101 and below from the following courses: Intro to Computer Fine Arts Health Humanities Languages Literature & Speech Mathematics Physical Education Sciences Social Sciences	<ul style="list-style-type: none"> • English 93 & 94 • CS 103 Intro to Computers • HE 150 Personal Health • Any Performing or Visual Arts (courses starting with AR/DR/MU) • Any Languages Courses (courses starting with CM/CR/JA/SP/SL) • Math (see math placement) • Any Physical Education • BI 101 to 201 (math pre-requisite of 91) • NS 101 (math pre-requisite of 132) • BE 111 College Success • HI 101 American Nation I • HI 102 American Nation II • HI 255 NMI History 	<ul style="list-style-type: none"> • English 83 & 84 • CS 103 Intro to Computers • AR 103 Drawing • AR 216 Ceramics • MU 109 Basic Ukelele • Any Languages (courses starting with CM/CR/JA/SP/SL) • Any Physical Education • BE 111 College Success 	<ul style="list-style-type: none"> • English 73 & 74 • AR 103 Drawing • AR 216 Ceramics • MU 109 Basic Ukelele • Any Physical Education 	Meet with an Advisor from Language & Humanities Department, Building M

SUGGESTED COURSE SEQUENCE for EN 71/70 or 73/74 or 83/84 English Placement (bolded – credits accepted towards IDP)				
<i>SEMESTER 1</i>	<i>SEMESTER 2</i>	<i>SEMESTER 3</i>	<i>SEMESTER 4</i>	<i>SEMESTER 5</i>
<ul style="list-style-type: none"> • EN 71 (6crs) Reading & Writing • EN 70 (6crs) Speaking/Listening <p><i>Total 12 credits</i></p>	<ul style="list-style-type: none"> • EN 73 (6crs) Reading & Vocab. • EN 74 (6crs) Writing & Grammar <p><i>Total 12 credits</i></p>	<ul style="list-style-type: none"> • EN 83 Reading & Vocab (4crs) • EN 84 Writing & Grammar (4crs) • BE 111 College Success (3crs) • Physical Education (1cr) <p><i>Total 12 credits (4/63)towards IDP</i></p>	<ul style="list-style-type: none"> • EN 93 Reading & Vocab (4crs) • EN 94 Writing & Grammar (4crs) • Math (see math placement) (3– 4crs) • CS 103 Intro. to Computers (3crs) <p><i>Total 14-15 credits (7/63) towards IDP</i></p>	<ul style="list-style-type: none"> • EN 101 English Comp. I (3crs) • Math (3 – 4crs) • AR/DR/MU Courses (3crs) Performing or Visual Art • HE 150 Personal Health (3crs) <p><i>Total 12-13 credits (16/63) towards IDP</i></p>
<i>SEMESTER 6</i>	<i>SEMESTER 7</i>	<i>SEMESTER 8</i>	<i>SEMESTER 9</i>	<i>SEMESTER 10</i>
<ul style="list-style-type: none"> • EN 202 English Comp. II (3crs) • Language Course (4crs) CM/CR/JA/SP/SL Courses • Math (4crs) • PY 101 Psychology (3crs) <p><i>Total 14 credits (26/63) towards IDP</i></p>	<ul style="list-style-type: none"> • MA 132 (4crs) Intermediate Algebra • BI 101 Biology (4crs) • SO 101 or GE 201(3crs) Sociology or Geography • CO 210 (3crs) Fund. of Speech Comm. <p><i>Total 14 credits (40/63) towards IDP</i></p>	<ul style="list-style-type: none"> • LI 150/250/260 or PI 201 (3crs) Literature or Philosophy • History Course (3crs) HI 101/121/122 • PS 110 (3crs) Principal of Dem. Inst. • NS 101 Physical Science (4crs) <p><i>Total 13 credits (53/63) towards IDP</i></p>	<ul style="list-style-type: none"> • SO 297 (3crs) Current Issues in the NMI • Elective (3-4crs) • Elective (3-4crs) • Elective (1-4crs) <p><i>Need minimum of 10 crs. Total 10-15 credits (63-68) towards IDP</i></p>	<p><i>Total Credits Accumulated: _____</i></p> <p><i>Minimum credit needed to graduate: 63</i></p>

SUGGESTED COURSE SEQUENCE for EN 93/94 English Placement (bolded – credits accepted towards IDP)			
<i>SEMESTER 1</i>	<i>SEMESTER 2</i>	<i>SEMESTER 3</i>	<i>SEMESTER 4</i>
<ul style="list-style-type: none"> • EN 93 Reading & Vocab (4crs) • EN 94 Writing &Grammar (4crs) • BE 111 College Success (3crs) • Physical Education (PE) (1cr) • CS 103 Intro to Computers (3crs) <p><i>Total 12 credits</i></p>	<ul style="list-style-type: none"> • EN 101 English Comp. I (3crs) • Math (3– 4crs) (see math placement) • AR/DR/MU Courses (3crs) Performing or Visual Art • HE 150 Personal Health (3crs) 	<ul style="list-style-type: none"> • EN 202 English Comp. II (3crs) • Math (3 – 4crs) • SO 101 or GE 201 (3crs) Sociology or Geography • PY 101 Psychology (3crs) 	<ul style="list-style-type: none"> • Math (4crs) • BI 101 Principles of Biology (4crs) • CO 210 (3crs) Fundamentals of Speech Communication • LI 150/250/260 or PI 201 (3crs) Literature or Philosophy Course

NORTHERN MARIANAS COLLEGE

<i>(7/63) towards IDP</i>	<i>Total 12-13 credits (16/63) towards IDP</i>	<i>Total 12-13 credits (25/63) towards IDP</i>	<i>Total 14 credits (35/63) towards IDP</i>
SEMESTER 6	SEMESTER 7		
<ul style="list-style-type: none"> • MA 132 Intermediate Algebra (4crs) • PS 110 Principal of Dem. Inst. (3crs) • Language Course (4crs) CM/CR/JA/SP/SL • History Course (3crs) HI 101/121/122 <p><i>Total 14 credits (49/63) towards IDP</i></p>	<ul style="list-style-type: none"> • NS 101 Physical Science (4crs) • SO 297 Current Issues in the NMI (3crs) • Elective (3-4crs) • Elective (3-4crs) <p>Need Minimum of 14crs <i>Total 13-15 credits (63-64) towards IDP</i></p>		<p><i>Total Credits Accumulated: _____</i></p> <p><i>Minimum credit needed to graduate: 63</i></p>

SUGGESTED COURSE SEQUENCE for EN 101 English Placement (bolded – credits accepted towards IDP)

SEMESTER 1	SEMESTER 2	SEMESTER 3	SEMESTER 4	SEMESTER 5
<ul style="list-style-type: none"> • EN 101 English Comp. I (3crs) • BE 111 College Success (3crs) • Math (3– 4crs) (see math placement) • CS 103 (3crs) Introduction to Computers <p><i>Total 12-13 credits (9/63) towards IDP</i></p>	<ul style="list-style-type: none"> • EN 202 English Comp. II (3crs) • Math (3 – 4crs) • HE 150 Personal Health (3crs) • AR/DR/MU Courses (3crs) Performing or Visual Art • Physical Education (PE) (1cr) <p><i>Total 13-14 credits (19/63) towards IDP</i></p>	<ul style="list-style-type: none"> • MA 132 (4crs) Intermediate Algebra • BI 101 (4crs) Principles of Biology • PY 101 (3crs) General Psychology • Language Course (4crs) CM/CR/JA/SP/SL <p><i>Total 15 credits (34/63) towards IDP</i></p>	<ul style="list-style-type: none"> • SO 101 or GE 201 (3crs) Sociology or Geography • LI 150/250/260 or PI 201 (3crs) Literature or Philosophy • CO 210 (3crs) Fundamentals of Speech • History course (3crs) HI 101/121/122/255 • Elective (3-4crs) <p><i>Total 15-16 credits (49-50/63) towards IDP</i></p>	<ul style="list-style-type: none"> • PS 110 (3crs) Principal of Dem. Inst. • NS 101 (4crs) Physical Science • SO 297 (3crs) Current Issues in the NMI • Elective (3-4crs) <p><i>Need minimum of 14crs Total 13-14 credits (63crs) towards IDP</i></p>
			<i>Total Credits Accumulated: _____</i>	<i>Minimum credit needed to graduate: 63</i>

CRIMINAL JUSTICE PROGRAM

ASSOCIATE IN APPLIED SCIENCE: CRIMINAL JUSTICE

Mission Statement: 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.

Program Learning Outcomes

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

- Explain the nature of crime and the operation of the criminal justice system;
- Recognize and explain criminal procedure, and laws and Supreme Court decisions that govern police work;
- In criminal law, classify crimes, identify the elements of a crime, and explain the laws governing arrests;
- Identify the structure and functions of police organization;
- Write a comprehensive, factual, and concise police report;
- Explain the nature of juvenile delinquency and the juvenile justice system;
- Explain the laws, prevention, and treatment of substance abuse;
- Explain the social values and ethics underlying the criminal justice process;
- Access and use both print and non-print information technology to perform academic and non-academic tasks;
- Appreciate, promote, and practice the value of good health; and
- Appreciate the uniqueness of, and recognize the relationship between, different languages and cultures.

<u>Core Course Requirements</u>		<u>Credits</u>
BE 111	College Success	3
CO 210	Fundamentals of Speech Communication	3
EN 101	English Composition I	3
HE 150	Personal Health (or higher)	3
MA 132	Intermediate Algebra (or higher)	4
SO 297	Current Issues in the CNMI	<u>3</u>
Total		19
<u>General Education Requirements</u>		<u>Credits</u>
CS 103	Introduction to Computers (or higher)	3
PS 110	Principles of Democratic Institutions	3
PY 101	General Psychology	3
SO 101	Introduction to Sociology	3
	Performing or Visual Arts or Science with lab	<u>3 or 4</u>
Total		15
<u>Program Requirements</u>		<u>Credits</u>
CJ 101	Introduction to Criminal Justice	3
CJ 103	Juvenile Delinquency	3
CJ 104	Dynamics of Substance Abuse	3
CJ 113	Report Writing for Law Enforcement	3
CJ 150	Constitutional Law for Police	3

CJ 200	Criminal Law	3
CJ 206	Social Values and the CJ Process	3
CJ 251	Police Operations and Organizational Theory	<u>3</u>
Total		24
<u>Recommended Electives (Minimum of 7 credits)</u>		<u>Credits</u>
CJ 225	Criminal Investigation	3
CJ 299	Internship/Fieldwork	4, 6, or 12
CJ 133	Introduction to Homeland Security	3
CJ 203	Intelligence Analysis & Security Management	3
CJ 233	Transportation & Border Security	<u>3</u>
Total		7
<u>A.A.S: Criminal Justice Total</u>		<u>65</u>

NOTE: Only grades of “C” or better will be accepted for Core Course, General Education, and Program Requirements.

BUSINESS DEPARTMENT

The Business Department 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 the following Associate degrees:

An Associate in Arts (A.A.) degree in Business;

An Associate in Applied Science (A.A.S.) degree in Business Administration with an Emphasis in either Accounting, Business Management, or Computer Applications;

An Associate in Applied Science (A.A.S.) degree in Hospitality Management.

The A.A. degree in Business is designed to prepare students for transfer to a baccalaureate degree program at a four-year college or university. The A.A.S. degrees in Business Administration and in Hospitality Management are designed to provide marketable job skills for students pursuing careers in accounting, computer applications and programming, tourism, management and supervision, to name a few. The A.A.S. degree in Business Administration with an Emphasis in Business Management also provides additional training for students who would like to become entrepreneurs and start their own business.

In addition, instructional services are provided for continuing education programs and workshops conducted through the NMC Community Development Institute (CDI). These training programs create developmental opportunities for the CNMI workforce to enhance their administrative and managerial skills, as well as improve productivity and profitability.

Mission Statement: The mission of the NMC Business Department is to develop future business and government leaders of the CNMI and the region by inspiring our diverse student population to reach their full academic, employment, and entrepreneurial potential by providing them with challenging courses and student-centered learning experiences that will prepare them for rewarding careers and/or successful transfer to four-year colleges and universities.

ASSOCIATE IN ARTS: BUSINESS

The A.A. degree in Business provides a more general business education with courses that are easier to transfer to other colleges or universities. If you plan to continue on to a Bachelor's degree, an A.A. degree in Business provides you with a solid foundation in general education and core business courses that have the highest likelihood for successful transfer.

Program Learning Outcomes

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

- Prepare and present written and oral business reports for a variety of audiences at a generally acceptable level of business English;
- Apply various computer applications, including word processing, spreadsheet applications, database, presentation, and other specialized applications to generate, analyze, and present, reports in the various functional areas of business;
- Apply business math and basic accounting principles in the operation of a business;
- Explain current legal, ethical, social, financial, economic, and other environmental factors as they apply to business;
- Work effectively as a member of a team;
- Compile, analyze, and synthesize information to solve business problems;
- Derive and apply basic economic indicators commonly used in business, government, and the general public; and
- Demonstrate knowledge in marginal cost and marginal benefit analysis and be able to apply the analysis in different situations.

<u>Core Course Requirements</u>		<u>Credits</u>
BE 111	College Success	3
CO 210	Fundamentals of Speech Communication	3
EN 101	English Composition I	3
HE 150	Personal Health (or higher)	3
MA 161	College Algebra	4
SO 297	Current Issues in the CNMI	<u>3</u>
Total		19
<u>General Education Requirements</u>		<u>Credits</u>
EN 202	English Composition II	3
PI 201/LI 150	Introduction to Philosophy / Introduction to Literature	3
HI 121	History of World Civilizations I	3
PY101/SO101	General Psychology / Introduction to Sociology	3
	Biological Science with lab	4
	Physical Science with lab	<u>4</u>
Total		20
<u>Program Requirements</u>		<u>Credits</u>
AC 220	Accounting Principles I	3
AC 221	Accounting Principles II	4
CS 103	Introduction to Computers	3
EC 211	Principles of Macroeconomics	3
EC 212	Principles of Microeconomics	3
MG 206	Business Communication	3
MG 220	Applied Math in Business	3
MG 231	Introduction to Business	3
MG 238	Business Law	<u>3</u>
Total		28
<u>A.A.: Business Total</u>		<u>67</u>

ASSOCIATE IN APPLIED SCIENCE (A.A.S.) DEGREES

The Business Department's A.A.S. degrees prepare students for work in their chosen field upon graduation by providing more intensive coursework in a particular field of study and requiring an internship component as part of the capstone course, CE 250 Cooperative Education. The following are the four A.A.S. degrees that the Business Department currently offers:

- A.A.S. degree in Business Administration – Accounting Emphasis
- A.A.S. degree in Business Administration – Business Management Emphasis
- A.A.S. degree in Business Administration – Computer Applications Emphasis
- A.A.S. degree in Hospitality Management

ACCOUNTING EMPHASIS

Associate in Applied Science Degree in Business Administration

Program Learning Outcomes

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

- Prepare and present written and oral business reports for a variety of audiences at a generally acceptable level of business English;
- Apply various computer applications, including word processing, spreadsheet applications, database, presentation, and other specialized applications to generate, analyze, and present reports in the various functional areas of business;
- Apply business math and basic accounting principles in the operation of a business;
- Explain current legal, ethical, social, financial, economic, and other environmental factors as they apply to business;
- Work effectively as a member of a team;
- Compile, analyze, and synthesize information to solve business problems;
- Demonstrate computerized and intermediate accounting skills;
- Convey perceptions regarding accounting knowledge gained from completing the Accounting degree program at NMC;
- Analyze financial statements; and
- Apply accounting practices and record keeping to the operation of a small business.

<u>Core Course Requirements</u>		<u>Credits</u>
BE 111	College Success	3
CO 210	Fundamentals of Speech Communication	3
EN 101	English Composition I	3
HE 150	Personal Health (or higher)	3
MA 132	Intermediate Algebra (or higher)	4
SO 297	Current Issues in the CNMI	3
Total		19
<u>General Education Requirements</u>		<u>Credits</u>
Arts and Humanities		3
CS 103	Introduction to Computers	3
Science with lab		4
EC 211	Principles of Macroeconomics	3
Total		13
<u>Program Requirements</u>		<u>Credits</u>
CS 150	Spreadsheet Applications	3
MG 206	Business Communication	3

MG 220	Applied Math in Business	3
MG 231	Introduction to Business	3
MG 238	Business Law	3
AC 220	Accounting Principles I	3
AC 221	Accounting Principles II	4
AC 226	Computerized Accounting	3
AC 230	Intermediate Accounting I	3
AC 231	Intermediate Accounting II	3
CE 250	Introduction to Cooperative Education	<u>3</u>
Total		34
A.A.S. Business Administration: Accounting Emphasis Total		<u>66</u>

BUSINESS MANAGEMENT EMPHASIS

Associate in Applied Science Degree in Business Administration

Program Learning Outcomes

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

- Prepare and present written and oral business reports for a variety of audiences at a generally acceptable level of business English;
- Apply various computer applications, including word processing, spreadsheet applications, database, presentation, and other specialized applications to generate, analyze, and present reports in the various functional areas of business;
- Apply business math and basic accounting principles in the operation of a business;
- Explain current legal, ethical, social, financial, economic, and other environmental factors as they apply to business;
- Work effectively as a member of a team;
- Compile, analyze, and synthesize information to solve business problems;
- Apply the principles of the strategic planning process to a business simulation or case study;
- Differentiate between the key macroeconomic and microeconomic variables that influence business decision-making;
- Apply marketing and customer service principles to a business operation;
- Apply management theory, functions, and skills to the development and operation of a business; and
- Develop a business plan.

Core Course Requirements		Credits
BE 111	College Success	3
CO 210	Fundamentals of Speech Communication	3
EN 101	English Composition I	3
HE 150	Personal Health (or higher)	3
MA 132	Intermediate Algebra (or higher)	4
SO 297	Current Issues in the CNMI	<u>3</u>
Total		19
General Education Requirements		Credits
	Arts and Humanities	3
CS 103	Introduction to Computers	3
	Science with lab	4
EC 211	Principles of Macroeconomics	<u>3</u>

Total		13
<u>Program Requirements</u>		<u>Credits</u>
MG 206	Business Communication	3
MG 220	Applied Math in Business	3
MG 231	Introduction to Business	3
MG 232	Introduction to Marketing	3
MG 234	Introduction to Management	3
MG 238	Business Law	3
AC 220	Accounting Principles I	3
AC 221	Accounting Principles II	4
CE 250	Introduction to Cooperative Education	3
	Business Electives	3
	Business Electives	3
Total		34
<u>A.A.S. Business Administration: Business Management Emphasis Total</u>		68

COMPUTER APPLICATIONS EMPHASIS

Associate in Applied Science Degree in Business Administration

Program Learning Outcomes

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

- Prepare and present written and oral business reports for a variety of audiences at a generally acceptable level of business English;
- Apply various computer applications, including word processing, spreadsheet applications, database, presentation, and other specialized applications to generate, analyze, and present reports in the various functional areas of business;
- Apply business math and basic accounting principles in the operation of a business;
- Explain current legal, ethical, social, financial, economic, and other environmental factors as they apply to business;
- Work effectively as a member of a team;
- Compile, analyze, and synthesize information to solve business problems;
- Demonstrate computer skills competence in word processing by editing and formatting documents;
- Demonstrate computer skills competence in spreadsheets by creating and formatting a spreadsheet;
- Demonstrate computer skills competence in website design by creating a website using the coding methodology XHTML; and
- Design and implement a database system and applications.

<u>Core Course Requirements</u>		<u>Credits</u>
BE 111	College Success	3
CO 210	Fundamentals of Speech Communication	3
EN 101	English Composition I	3
HE 150	Personal Health (or higher)	3
MA 132	Intermediate Algebra (or higher)	4
SO 297	Current Issues in the CNMI	3
Total		19

<u>General Education Requirements</u>		<u>Credits</u>
	Arts and Humanities	3
CS 103	Introduction to Computers	3

Science with lab	4
EC 211 Principles of Macroeconomics	<u>3</u>
Total	13
Program Requirements	Credits
MG 206 Business Communication	3
MG 220 Applied Math in Business	3
MG 231 Introduction to Business	3
AC 220 Accounting Principles I	3
CE 250 Introduction to Cooperative Education	3
CS 140 Database Application I	3
CS 150 Spreadsheet Application	3
CS 222 Web Design and Programing	3
CS 227 Introduction to Programing	3
CS 246 Database Application II	3
Business Program Elective	<u>3</u>
Total	33
<u>A.A.S. Business Administration: Computer Applications Emphasis Total</u>	<u>65</u>

ASSOCIATE IN APPLIED SCIENCE DEGREE: HOSPITALITY MANAGEMENT

The Associate in Applied Science degree in Hospitality Management is designed to prepare students for a wide range of positions in hospitality management and various tourism-related businesses.

Program Learning Outcomes

Upon completion of the program students will be able to:

- Prepare and present written and oral business reports for a variety of audiences at a generally acceptable level of business English;
- Apply various computer applications, including word processing, spreadsheet applications, database, presentation, and other specialized applications to generate, analyze, and present reports in the various functional areas of business;
- Apply business math and basic accounting principles in the operation of a business;
- Explain current legal, ethical, social, financial, economic, and other environmental factors as they apply to business;
- Work effectively as a member of a team;
- Compile, analyze, and synthesize information to solve business problems;
- Explain the economic and non-economic impacts of tourism on host destinations;
- Define quality service and describe the importance of service as a basis for successful competition in the hospitality industry;
- Discuss the history and development of the travel industry and explain the factors affecting growth, change, and globalization of the industry; and
- Describe the general organizational structure typically found in lodging properties.

<u>Core Course Requirements</u>	Credits
BE 111 College Success	3
CO 210 Fundamentals of Speech Communication	3
EN 101 English Composition I	3
HE 150 Personal Health (or higher)	3
MA 132 Intermediate Algebra (or higher)	4
SO 297 Current Issues in the CNMI	<u>3</u>

Total		19
<u>General Education Requirements</u>		<u>Credits</u>
	Arts and Humanities	3
CS 103	Introduction to Computers	3
BI 201	Natural History of the Mariana Islands	4
HI 255	History of the NMI	3
JA 101	Elementary Japanese I	<u>4</u>
Total		17
<u>Program Requirements</u>		<u>Credits</u>
TS 101	Introduction to Travel and Tourism	3
TS 103	Introduction to the Hospitality Industry	3
AC 220	Accounting Principles I	4
MG 220	Applied Math in Business	3
MG 231	Introduction to Business	3
MG 232	Introduction to Marketing	3
TS 288	Practicum Internship Training I	3
	Business Program Elective	3
	Business Program Elective	<u>3</u>
Total		27
<u>A.A.S.: Hospitality Management Total</u>		<u>63</u>

NURSING DEPARTMENT

Mission Statement

The mission 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. Adopted by Standard I & PROAC: March 2011.

Program Learning Outcomes

- Upon completion of the program, students will be able to:
- Practice professionally based on standards of nursing and the legal, ethical, and regulatory nursing framework.
- Assess clients and families comprehensively including physical, developmental, cultural, and spiritual knowledge.
- Plan and provide nursing care for clients and families across the lifespan in the hospital, community or home integrating biological, sociological, cultural, and spiritual knowledge.
- Utilize critical and creative thinking to facilitate problem solving and decision making
- Demonstrate caring interventions that assist the client in meeting his/her needs to promote, maintain and reduce health risks.
- Lead and manage care for groups of clients to promote positive health outcomes.
- Practice effective communication through the use of oral, written and technological skills to educate and collaborate with clients, significant support person(s), community agencies and other members of the health care team.
- Continuously assess and evaluate own individual learning needs for advances and/or continuing education as part of professional development, as accountable and responsible members of the nursing profession.

Special Requirements and Procedures for the Associate in Science Degree in Nursing Program

1. All applicants must have a high school diploma or a GED Certificate on file with the Office of Admissions and Records.
2. Applicants must request that official high school and college transcripts be mailed directly to the Office of Admissions and Records, Northern Marianas College, P.O. Box 501250, Saipan, MP 96950 USA.
3. Applicants must successfully complete 39 credits in prerequisite courses before entering the nursing program. These prerequisite courses are BI 101, CH 124, EN 101, BE 111, BI 225, BI 251, PY 101, MA 132, BI 252, PY 201 and HE 230. Refer to Nursing IDP adopted by Academic Council: February, 17, 2012.
4. Applicants must have earned a GPA of at least 2.5 in order to enter the nursing program. Students earning a “D” or “F” grade in any prerequisite courses or in any course in the nursing program IDP must repeat the course and earned a “C” grade or better.
5. For prior college credit to be accepted by the Nursing Department, the course must have been completed within the five years immediately prior to application.
6. Applicants must have an annual physical examination prior to entering the clinical area. The student must provide proof of current immunizations and of having had an examination for tuberculosis.
7. Applicants must be certified in CPR annually before entering the clinical area.
8. Students are expected to provide their own uniforms (dress code for lecture; dress code for clinical), watch (with second hand), stethoscope, bandage scissors, pen light, BP cuff, hemostat for the clinical area.
9. Students must provide their own transportation to and from the clinical area, either in the hospital, outpatient clinics, private/government agencies and the schools.

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 nursing and general education prerequisite courses have been completed and passed with a grade of “C” or better, and a GPA of “2.50 or higher”, students may apply for admission into the program. The Nursing Department Chairperson must approve any variations in these requirements.

Completion of BI 101, CH 124, EN 101, BE 111, BI 225, BI 251, PY 101, MA 132, BI 252, PY 201 and HE 230 are required for entry into the A.S. Nursing program. 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.

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 still receive materials specific to the program and which governs student behavior and progression.

Application for Admission forms are made available for any potential candidates on November 1st of each fall semester for admission into the program in spring semester. Forms may be picked up in the Nursing Department located in Building C. Applications will be accepted up to December 1st of fall semester. The process of selection of students will be based on the following criteria:

- The cumulative grade point average of “2.50 or higher”
- Completion of all nursing and general education prerequisites with a grade of “C” or better
- Ability to understand, speak and write English
- Pass the pre-admission in-person interview. If student is applying from off-island, a telephone or video conference interview can be substituted in place of an in-person interview
- Have sufficient faculty to teach the classes.

ASSOCIATE IN SCIENCE: NURSING

In order to be accepted into the Associate in Science Degree in Nursing (ASN) program, the student must have successfully completed BI 101, CH 124, EN 101, BE 111, BI 225, BI 251, PY 101, MA 132, BI 252, PY 201 and HE 230, unless an exemption is approved by the Nursing Department Chairperson.

No 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.

Core Course Requirements*	Course ID	Credits
College Success	BE 111	3
Fundamentals of Speech Communication	CO 210	3
English Composition I	EN 101	3
Nutrition and Health	HE 230	3
Intermediate Algebra	MA 132	4
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	9
Medical-Surgical Nursing I	NU 107	8
Pharmacology and Clinical Math	NU 124	4
Maternal-Child Health Nursing	NU 203	8
Medical-Surgical Nursing II	NU 207	8
Nursing Issues and Trends	NU 209	2
Medical-Surgical Nursing III	NU 212	8
TOTAL		47
TOTAL CREDIT HOURS		92

Actual Program Sequence

Prerequisites: First Semester	Prerequisites: Second Semester
BI 101 Principles of Biology	BI 225 Basic Microbiology
CH 124 General Chemistry	BI 251 Human Anatomy and Physiology I
EN 101 English Composition I	PY 101 General Psychology
MA 132 Intermediate Algebra (or higher)	

Summer Session: BI 252 Human Anatomy and Physiology II

First Semester (First Term) (Fall)	Second Semester (Second Term) (Spring)
NU 105 Basic Nursing Concepts and Skills	HE 230 Nutrition and Health
NU 124 Pharmacology and Clinical Math	NU 107 Medical-Surgical Nursing I
	PY 201 Human Growth and Development

Summer Session (Third Term): NU 203 Maternal and Child Health Nursing

Third Semester (Fourth Term) (Fall)	Fourth Semester (Fifth Term) (Spring)
CO 210 Fundamentals of Speech Communication	NU 209 Nursing Issues and Trends
NU 207 Medical-Surgical Nursing II	NU 212 Medical-Surgical Nursing III
	SO 297 Current Issues in the CNMI

ASSOCIATE IN SCIENCE: NATURAL RESOURCES 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:

- Demonstrate an understanding of the importance of natural resources management to human societies;
- Demonstrate an understanding of the influence of human culture and settlement on terrestrial, aquatic, and atmosphere systems;
- Demonstrate an understanding of the methodology of system integration and best practices of conservation management;
- Perform 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;

<u>Core Course Requirements</u>		<u>Credits</u>
BE 111	College Success	3
CO 210	Fundamentals of Speech Communication	3
EN 101	English Composition I	3
HE 150	Personal Health (or higher)	3
MA 151	Introduction to Statistics (or higher)	3
SO 297	Current Issues in the CNMI	<u>3</u>
Total		19
<u>General Education Requirements</u>		<u>Credits</u>
	Fine Arts/Humanities elective	3
	Social Sciences elective	3
EC212	Principles of Microeconomics	3
CS 103	Introduction to Computers	<u>3</u>
Total		12
<u>Program Requirements</u>		<u>Credits</u>
BI 201	Natural History of the Mariana Islands	4
NR 150	Introduction to Natural Resources Management	4
NR 153	Environmental Conservation	4
NR 253	Species and Ecosystem Management	4
NR 255	Conservation Politics and Economics	4
NR 295	Natural Resources Management Seminar	1
NR 298	Natural Resources Management Internship	4
NR 290	Special Topics in Natural Resources Management	<u>3</u>
Total		28
<u>Science Electives *</u>		<u>Credits</u>
Total:		16

* The student MUST take an additional 16 credit hours of biological and physical science courses from the following list: BI 101, BI 103, BI 106, BI 141, CH 124, CH 141, NS 101, NS 140. At least one course must be in the biological sciences, and at least one course must be in the physical sciences.

A.S.: Natural Resources Management Total

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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: Elementary Education, Early Childhood Education, Special Education and Rehabilitation and Human Services.

The NMC program is designed to engage education students in a developmental process of acquiring the knowledge, attitudes, and skills necessary to promote educational excellence and equity in the classroom, and to collaborate with others in supporting students and families with special needs. The program offers course work and student teaching field experiences, which is cohesively designed, well-coordinated, and based on sound theoretical principles and practices.

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

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.
4. Professional attitudes and conduct.

MISSION STATEMENT

The mission 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 professional in the fields of Education and Human Services whilst in support of the mission of Northern Marianas College with understanding of regional and global diversity in a changing world.

STATEMENT OF PHILOSOPHY

The Commonwealth of the Northern Mariana Islands is geographically isolated, culturally diverse, and rich in human resources, with constant challenges to traditional ways, and fresh opportunities for insights and growth. For a society to prosper and thrive, it requires individuals who can sustain tradition while accommodating change. As the primary provider for initial teacher and rehabilitation and human service education in the CNMI, the Northern Marianas College School of Education is dedicated to preparing knowledgeable and dedicated educators and rehabilitation and human service providers for the community.

Teachers are essential conduits of culture. They provide insights into the past; they enlarge worldviews; they deepen understanding of both the familiar and the arcane. They develop all the intelligences that make up humanity. At their best, they lead students to an awareness of the way life works. They not only give academic guidance and leadership, they also help students gain the emotional skills needed to understand themselves and to have healthy and appropriate interactions with peers and adults to contribute fully to society, individuals need a foundation of knowledge, good communication and interpersonal skills, the capacity to think critically and creatively, and the ability to solve problems.

The School of Education (SOE) endeavors to provide teachers-in-training with the content, theories, methods, and practices necessary to facilitate the transfer of such knowledge and skills to their students. The SOE Teacher Preparation Program strives to instill in its participants the fundamental competence they need to observe, contemplate, evaluate, and instruct learners of all ages, backgrounds, and abilities.

The SOE faculty and staff are equally dedicated to personal growth and self-improvement. Faculty work to keep abreast of insights and innovations in the fields of Early Childhood, Elementary, English as a Second Language, Multicultural and Special Education. They seek to use and instill what is viewed as the most effective practices in all areas of education. Faculty work to implement fresh directions in curriculum and instruction. Innovative approaches and research-based practices are the foundation of the SOE curriculum. SOE faculty set high standards and hold high expectations for all students and cooperating teachers.

TEACHER PREPARATION PROGRAM

The NMC School of Education (SOE) is dedicated to enhancing the quality of education in the CNMI by providing a Bachelor of Science degree in Education. A Curriculum Resource Center (CRC) supports the Teacher Preparation Program. 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 students, teachers-in-training, and cooperating teachers. Any student registered for an education course has access to the resources available in the CRC. The Education Program is designed to engage students enrolled as education majors in a developmental process of acquiring the knowledge, attitudes, and skills necessary to promote educational excellence and equity in the classroom. The Bachelor of Science in Education degree program is based upon the latest research and current best educational and classroom practices. The educational faculty designed each course to incorporate the cultural strengths of the children of the CNMI and teach how to match those strengths to teaching practices, incorporating the latest research-based methodologies.

PROGRAM STANDARDS

The School of Education serves the CNMI by providing a teacher education program for students seeking baccalaureate degrees in Education. In preparing this program's curriculum, the School's faculty has been guided by standards developed by the National Council for Accreditation of Teacher Education (NCATE) and their affiliates. The NCATE has also been involved in creating Program Standards for Elementary Teacher Preparation. A committee comprising representatives from 19 national standard-setting associations, organizations, and projects has prepared these standards, a work in progress. The School of Education wholly endorses these standards as program guidelines.

Standard 1. DEVELOPMENT, LEARNING, AND MOTIVATION. Candidates know, understand, and use the major concepts, principles, theories, and research related to the development of children and young adolescents to construct learning opportunities that support individual students' development, acquisition of knowledge, and motivation.

Standard 2. CURRICULUM. Candidates know, understand, and use the central concepts, tools of inquiry, and structures of content for students across the K-8 grades and can create meaningful learning experiences that develop students' competence in subject matter and skills for various developmental levels:

2. a. Candidates demonstrate a high level of competence in the use of English Language Arts and they know, understand, and use concepts from reading, language, and child development, to teach reading, writing, speaking, listening, and thinking skills and to help students successfully apply their developing skills to many different situations, materials, and ideas;

2. b. Candidates know, understand, and use the fundamental concepts in the subject matter of science – including physical, life, and earth and space sciences – as well as concepts in science and technology, science in personal and social perspectives, the history and nature of science, the unifying concepts of science, and the inquiry processes scientists use in discovery of new knowledge to build a base for scientific literacy;

2. c. Candidates know, understand, and use the major concepts, procedures, and reasoning processes of mathematics that define number systems and number sense, geometry, measurement, statistics and probability, and algebra in order to foster student understanding and use of patterns, quantities, and spatial relationships that can represent phenomena, solve problems, and deal with data;

2. d. Candidates know, understand, and use the central concepts and modes of inquiry from the social studies – the integrated study of history, geography, the social sciences (such as anthropology, archaeology, economics, political science, psychology, and sociology), and other related areas (such as humanities, law, philosophy, religion, mathematics, science, and technology) – to promote elementary students' abilities to make informed decisions as citizens of a culturally diverse democratic society and interdependent world;

2. e. Candidates know, understand, and use – as appropriate to their own understanding and skills – the content, function, and achievements of dance, music, theater, and the several visual arts as primary media for communication, inquiry, and insight among elementary students;

2. f. Candidates know, understand, and use the comprehensive nature of students' physical, mental, and social well being to create opportunities for student development and the practice of skills that contribute to good health;

2. g. Candidates know, understand, and use – as appropriate to their own understanding and skills – human movement and physical activity as central elements to foster active, healthy lifestyles and

enhanced quality of life for elementary students;

2. h. Candidates know, understand, and use the connections among concepts, procedures, and applications from content areas to motivate elementary students, build understanding, and encourage the application of knowledge, skills, and ideas to real world issues.

Standard 3. INSTRUCTION. Candidates plan and implement instruction based on knowledge of students, learning theory, subject matter, curricular goals, and community:

3. a. Candidates understand how elementary students differ in their development and approaches to learning and create instructional opportunities that are adapted to diverse learners;

3. b. Candidates understand and use a variety of teaching strategies that encourage elementary students' development of critical thinking, problem solving, and performance skills;

3. c. Candidates use their knowledge and understanding of effective verbal, nonverbal, and media communication techniques to foster active inquiry, collaboration, and supportive interaction in the elementary classroom.

Standard 4. ASSESSMENT. Candidates know, understand, and use formal and informal assessment strategies to evaluate and ensure the continuous intellectual, social, and physical development of each elementary student.

Standard 5. PROFESSIONALISM. Candidates understand practices and behaviors that identify and develop the competence of a professional career teacher:

5. a. Candidates are aware of and reflect on their practices in light of research on teaching and resources available for professional learning; they continually evaluate the effects of their professional decisions and actions on students, parents, and other professionals in the learning community and actively seek out opportunities to grow professionally;

5. b. Candidates know the importance of establishing and maintaining a positive collaborative relationship with families to promote the academic, social, and emotional growth of children;

5. c. Candidates foster relationships with schools, colleagues, and agencies in the larger community to support students' learning and well-being.

PROGRAM LEARNING OUTCOMES

SOE PLO 1. Design & create coherent resources, instruction, and assessment of student learning

SOE PLO 2. Demonstrating knowledge of students

SOE PLO 3. Demonstrating knowledge of content & pedagogy

SOE PLO 4. Creating an environment of respect and rapport to establish a culture of learning

SOE PLO 5. Manage the classroom (procedures, student behavior, and space)

SOE PLO 6. Communicating effectively and providing feedback (questions and discussions)

SOE PLO 7. Engage students in learning

SOE PLO 8. Professionalism (developing, demonstrating, and reflecting)

SOE PLO 9. Communicates and builds relationship with the community

STUDENT LEARNING OUTCOMES

As indicated by the standards listed above, the SOE provides students with courses rich in both theoretical foundations and practical experiences. In line with this, the SOE states that, upon completion of the B.S. degree in Education, students will be able to:

1.0 Cognitive (Knowledge/Understanding)

- 1.A Describe the history of modern education and explain the roles that pedagogic, philosophic, and social movements have had in the development of the modern school;
- 1.B Explain the development and evolution of various schools of psychology and the impact these schools have had on current educational concepts and practices;
- 1.C Describe and explain the stages of child and adolescent physical, cognitive, affective, and social development; analyze and explain the impact that current global, regional, national, and local issues have on students, families and schools in the CNMI.

2.0 Skills/Abilities

- 2.A Explain and demonstrate basic educational methods and techniques.
- 2.B Identify regional and national subject matter standards and plan and teach lessons that meet those standards.
- 2.C Develop and write teaching plans, long- and short-term integrated units, lesson and activity objectives, and plan, teach and evaluate classroom lessons at all levels K-8.
- 2.D Incorporate multimedia, audio materials, computer software and the Internet in classroom lessons.
- 2.E Design and teach lessons that reflect and respect the various cultural influences that make up modern society.
- 2.F Design and teach lessons and activities that develop deductive reasoning, problem solving and critical thinking skills.
- 2.G Design and teach lessons that meet the learning needs of students with less than academic level fluency in English.
- 2.H Design and teach lessons that encourage the development and growth of inquiry strategies.
- 2.I Use a variety of assessment tools and techniques to evaluate student work and achievement.

3.0 Affective Outcomes (Beliefs, Values, Opinions)

- 3.A Demonstrate belief in the value of diversity in the community and classroom by modeling and developing respectful behavior of students toward all others.
- 3.B Demonstrate pride in the teaching profession by following high standards of personal and professional behavior and by continuing professional growth.

CURRICULUM GUIDELINES

Integrated Curriculum

An integrated approach allows learners to put ideas into perspective and to see and make connections across content areas. Integrated, thematic teaching approaches help learners to form clearer ideas and concepts about subject matter and to remember those concepts longer. In developing the teacher preparation program, a similar approach would be effective with teachers-in-training. Thus, SOE faculty designed the courses to complement one another, to run in coordinated sequences, and to review, highlight, and preview material across the curriculum.

Model Teaching

School of Education faculty share a belief that learners will teach as they have been taught. They exhibit model teaching for their learners and provide a variety of approaches as they present the content of their courses.

Cultural Diversity

The SOE recognizes that learners come from a variety of cultural backgrounds. Diversity in the classroom is a strength because varying worldviews and perceptions of different learners combine to form broad pictures and to enhance understanding of cognitive, social, and emotional issues and concerns. Cultural diversity is valued and provides teachers-in-training with the knowledge skills needed to take advantage of the cultural strengths that they will find in their classes.

Purposeful Learning

Students learn best when they learn, create, and produce products for a purpose. Purposeful learning enhances intrinsic motivation. The SOE will provide learning experiences to aid learners in working with purpose towards objectives and gain practical experience and develop the confidence that results

Cooperative and Collaborative Learning

Learners of every age thrive in social settings. Learners working in groups often discover previously unconsidered strengths, weaknesses, and perspectives. Important social values are developed and enhanced. Thus SOE instructors encourage a healthy mix of group and individual work in classes.

Writing Across the Curriculum

The most important skill that can be learned in school is literacy. The ability to read and write is the main indicator of success in school and life itself. Teachers will model and encourage effective writing whenever possible. SOE instructors explicitly develop reading and writing approaches for their topics to give prospective teachers a broad range of experience. In some courses learners may keep reflective, interactive journals to consider ideas, express opinions, and link to and make connections among the various curriculum topics covered in the program.

Multiple Intelligences

Intelligence is more than the ability to choose correct answers on an IQ test. It is a bio-psychological potential to process information to be used in a cultural setting to solve problems or create products that are of value. Areas of intelligence include the verbal-linguistic, mathematical-logical, spatial, musical, bodily kinesthetic, naturalistic, interpersonal, and intrapersonal. Information and material in SOE courses is therefore presented and examined from a variety of perspectives to include all types of learners.

Authentic and Portfolio Assessment

Because intelligence is multiple learners cannot express the totality of what they know or can do on simple pen and paper tests, instructors therefore use a variety of approaches and the use of authentic assessment that are determined during the planning stage and are in line with course objectives. One assessment technique is the development of portfolios, preferably e-portfolios, of materials, activities, and projects they have.

Field Experience

Field experience or practicum is an essential and key part of the SOE program. From Introduction to Teaching to Student Teaching, learners are actively involved in field experiences. Opportunities are provided in conjunction with the CNMI Public School System, private schools, government agencies, for and non-profit agencies to provide for observation, internship and practice teaching.

Ongoing Development

SOE instructors are sincerely dedicated to providing the CNMI with the best possible teachers. They strive to accomplish this by assisting teachers-in-training to develop, recognize, and realize their

strengths as teachers and as human beings. They examine and evaluate approaches and methods and stay active professionally and personally.

ADMISSION REQUIREMENTS

All learners who plan to major in Education MUST first be accepted into the Northern Marianas College. Learners may then declare Education as their major. The requirements:

- Acceptance Application for the School of Education Program
- Successfully complete ED 211 Introduction to Teaching with a grade of B or higher
- Two (2) Letters of Recommendations
- Official Transcript
- Passport Size Photo
- Statement of Interest Essay
- Cumulative Grade of 2.8*

Deadlines for submission of application and all required materials are May 30th for Fall admission and December 20th for Spring admission.

**Teach Grant requires a Cumulative GPA of 3.25. For admissions, please see Ms. Amanda Angel-Diaz*

Teacher Candidate

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 pre-requisite requirements. Application may be obtained from the SOE administration office, currently located in Building J. 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 he or she has met the following requirements:

- Completion with a grade of “C” or higher of EN 202 from NMC or the equivalent from a U.S. accredited institution. The NMC Office of Admission and Records (OAR) must verify required documentation through an official transcript.
- Completion with a grade of “C” or higher of MA 132 from NMC or the equivalent from a U.S. accredited institution. The NMC Office of Admission and Records (OAR) must verify required documentation through an official transcript.
- Completion with a grade of “C” or higher all pre-requisite courses for 300/400 level education courses with the exception of ED 480 (Educational Technology).
 - These pre-requisite courses are ED 480, ED 205, ED 211, ED 282 and ED 300.
- Exceptions are those pre-service teachers who have completed with a grade of “C” or higher pre-requisite courses from a U.S. accredited institution.
- Hold a cumulative grade point average (GPA) of 2.8 or higher at the time of application.
- Submit an official copy of scores for PRAXIS I – PPST (Pre-professional Skills
- Test, Basic Skills and General Knowledge) in reading, writing and mathematics.
 - Although the PRAXIS may be taken repeatedly, pre-service teacher will not be accepted in 300 and 400 level classes until they have evidence of meeting the following established baseline scores: Reading score of 170, Writing score of 170 and Mathematic score of 170.
- Submit to OAR official transcripts for all credits earned outside of NMC.

*NMC School of Education pre-service teachers who have successfully completed 12 credit hours of 300/400 level classes as of December 15, 2003 are exempt from PRAXIS I. After November of 2003 all pre-service teachers must meet all prerequisite course requirements for any 300/400 level courses. Deadlines for submission of application and all required materials are April 1st for Fall admission and November 1st for Spring admission.

A review by the SOE is required of each application, followed by an interview of the applicant by the SOE Director or designee. The learner will be provided with a certification of full admission to Teacher Candidacy, a letter of provisional admission to Teacher Candidacy or a denial letter with cause, no later than seven (7) calendar days from the date of the interview.

For Teacher Candidacy, please see Ms. Cyndi Deleon Guerrero.

PRAXIS Series:

The PRAXIS I requirement became effective for the spring term 2005. The SOE has adopted the PRAXIS series examinations. A requirement for Teacher Candidacy is a successful pass rate of 170 Reading (test code 710), 170 Writing (test code 720), 170 Mathematics (test code 730).

In ED 471 – Integrated Lessons and Activities (course prior to Student Teaching), the PRAXIS II test is required for the Elementary Education concentration. Elementary Content (test code 0014) with a passing score of 146. Other identified PRAXIS II tests and passing scores are as follows:

- Principles of Learning and Teaching – Early Childhood Education (test code 0521) with a pass score of 163;
- SPED: Knowledge and Application (test code 0352) with a passing score of 150; and
- School Social Worker Content Knowledge (test code 0211) with a passing score of 156.

Provisional Admission to Teacher Candidacy

Pre-service teachers in the following categories will be admitted as provisional members of the SOE in accordance with the requirements listed below. Applications may be obtained from the SOE administration office, currently in Building J. The complete application is to be submitted to the Director or designee of the School of Education prior to the announced deadline.

(A) Transfer learners with 60 or more semester hours of earned credit acceptable for admission to teacher candidacy but who do not meet all course pre-requisites shall:

- Follow all application procedures and rules.
- Submit results of the PRAXIS I.
- Verify the successful completion of EN 202 and MA 132 or higher or the equivalent from and accredited U.S. institution through the OAR.
- Register for pre-requisite courses.
- When all requirements are met, the transfer pre-service teacher will become a teacher candidate.

(B) Holders of baccalaureate degree in the field of Education or a related field from an accredited U.S. institution, recognized non-U.S. institution, or an unaccredited institution must submit an application and meet all entrance and GPA requirements.

A review by the SOE is required of each application followed by an interview of the applicant by the SOE. The student will be provided with a certification of full admission to teacher candidacy, letter of provisional admission to teacher candidacy, or denial letter with cause no later than seven (7) calendar days from the date of the interview.

ED 315 – Inclusive Practices for Students with Learning Problems and/or ED 480 – Educational Technology may be taken while under provisional admissions into Teacher Candidacy.

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 education program. Multiple opportunities are provided for teacher education candidates to be in the field throughout their programs. 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.

Placements:

To provide learners with the best opportunities for growth and exposure to grade levels and individual school environments, the SOE Instructors will place learners at different locations.

Early Childhood Education

- ED211 – Introduction to Teaching
- ED351 – Instructional Strategies & Classroom Management
- ED451 - Integrated Science and Math for Young Children
- ED471 – Integrated Lessons and Activities
- ED492 – Student Teaching
- ED493 – Community Practicum

Elementary Education

- ED211 – Introduction to Teaching
- ED321 – Literature and Language Arts for Elementary Teachers
- ED351 – Instructional Strategies & Classroom Management
- ED353 – P.E. and Health for Elementary Teachers
- ED435 – Diagnostics and Prescriptive Reading
- ED471 – Integrated Lessons and Activities
- ED492 – Student Teaching
- ED493 – Community Practicum

Rehabilitation & Human Services

- ED211 – Introduction to Teaching
- ED351 – Instructional Strategies & Classroom Management
- ED353 – P.E. and Health for Elementary Teachers
- ED471 – Integrated Lessons and Activities
- ED493 – Community Education Practicum

Special Education

- ED211 – Introduction to Teaching
- ED321 – Literature & Language Arts for Elementary Teachers
- ED351 – Instructional Strategies & Classroom Management

- ED353 – P.E. and Health for Elementary Teachers
- ED435 – Diagnostics & Prescriptive Reading
- ED471 – Integrated Lessons and Activities
- ED492 – Student Teaching
- ED493 – Community Practicum

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, and required Education courses listed on the IDP.

It is recommended that graduates seeking CNMI Teacher Certification obtain Teacher Certification requirements from the Public School System.

BACCALAUREATE DEGREE COURSES 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 or community practicum requirement. Students successfully completing all of the requirements then receive an accredited Baccalaureate Degree in Education in their respective concentration of choice. Students must complete all courses identified on IDP within seven years, the first year commencing on taking Intro to Teaching.

100/200-LEVEL PREREQUISITES AND REQUIREMENTS

CORE COURSES	COURSE NUMBER	CREDITS
College Success	BE 111	3
Fundamentals of Speech	CO 210	3
English Composition I	EN 101	3
Contemporary Mathematics	MA 132	4
Current Issues in the CNMI	SO 297	3
Subtotal		16 credits

GENERAL EDUCATION REQUIREMENTS

Political Science	PS 110	3
Literature	Any 3 credits	3
Biological Science	Any 4 credits	4
Physical Science	Any 4 credits	4
English Composition II	EN 202	3
World Regional Geography	GE 101/201	3
Psychology	PY 101	3
History	Any 3 credits	3
NMI History	HI 255	3
Fine Arts/Performing Art	Any 3 credits	3
Language I	Any 4 credits	4
Subtotal		36 credits

PROGRAM REQUIREMENTS

		<i>Credits</i>
Child Development	ED 205	3
Introduction to Teaching	ED 211	4

Multicultural Foundations	ED 282	3
Educational Psychology	ED 300	3
Inclusive Pract. For Child. W/Learn. Diff.	ED 315	3
Instructional Strategies & Classroom Mgmt	ED 351	4
Health and PE Meths. for Elem. Teachers	ED 353	5
Integrated Planning & Programs	ED 370	3
Teaching Methods in Special Education	ED 401	3
Teaching Linguistically Diverse Students	ED 406	3
Assessment and Evaluation	ED 450	3
Integrated Lessons & Activities	ED 471	5
Educational Technology	ED 480	<u>3</u>
Subtotal		45 credits

<u>B.S. in Education, Elementary Education Concentration</u>	Total	131 Credits
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Fine Arts for Elementary Teachers	ED 320	3
Literature & Language Arts for Elem Teach	ED 321	5
Teaching Elem & Middle School Math	ED 432	3
Science as Inquiry Methodology	ED 433	3
Social Studies in Action	ED 434	3
Diagnostics & Prescriptive Reading	ED 435	5
Most appropriate of the following three:		
Student Teaching Practicum	ED 492/493	<u>12</u>
Subtotal		34 credits

<u>B.S. Education, Early Childhood Education Concentration</u>	Total	132 Credits
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Administration in ECE	ED 246	3
Fine Arts for Elementary Teachers	ED 320	3
Literature & Language Arts for Elem Teach	ED 321	5
Guiding & Nurturing Young Children	ED 343	3
Education for Parenthood	ED 345	3
Social Studies in Action	ED 434	3
Integrated Science & Math for Young Child	ED 451	3
Most appropriate of the following three:		
Student Teaching Practicum	ED 492/493	<u>12</u>
Subtotal		35 credits

<u>B.S. Education, Rehabilitation & Human Services Concentration</u>	Total	134 Credits
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Medical Implications of SPED	ED 247	3
Introduction to Human Services	RH 215	3
Theories & Techniques of Counseling	RH 310	3
Community Resources	RH 320	3
Case Management	RH 400	3
Human Services Program Management	RH 420	3
Medical & Psychosocial Aspects of Dis	RH 430	3
Field Work	RH 440	4
Community Education Practicum	ED 493	<u>12</u>
Subtotal		37 credits

<u>B.S. Education, Special Education Concentration</u>	Total	134 Credits
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Medical Implication of SPED	ED 247	3
Literature & Language Arts for Elem Teach	ED 321	5

Current Issues in SPED	ED 397	3
Teaching Elem & Middle School Math	ED 432	3
Diagnostics & Prescriptive Reading	ED 435	5
SPED Diagnosis & Assessment	ED 456	3
Community Resources	RH 320	3
Most appropriate of the following three:		
Student Teaching Practicum	ED 492/493	<u>12</u>
Subtotal		37 credits

The BS in Education consists of a total of 132-133 credits.

**Northern Marianas College
School of Education
Individualized Degree Plan
Bachelor of Science in Education**

Name: _____ Date: _____

Student ID Number: _____ EN/MA Placement Level: _____ Number: _____

*Only courses with a grade of C or better may be applied to this IDP						
Course Title	Course ID	Credits	Term Recommended*	Term & Year	Grade	Alternative
Core Course Requirements						
College Success	BE 111	3	Freshman - 1			
Fundamentals of Speech Communication	CO 210	3	Sophomore - 1			
English Composition I	EN 101	3	Freshman - 1			
Mathematics	MA 132 or above	4	Freshman - 3			
Current Issues in the CNMI	SO 297	3	Sophomore - 2			
TOTAL		16				
General Education Requirements						
Political Science	PS 110	3	Sophomore - 2			
Literature	Any 3 credits	3	Sophomore - 1			
Biological Science	Any 4 credits	4	Freshman - 3			
Physical Science	Any 4 credits	4	Sophomore - 1			
English Composition II	EN 202	3	Freshman - 2			
Psychology	PY 101	3	Freshman - 3			
Geography	GE 101/201	3	Freshman - 3			
History	Any 3 credits	3	Freshman - 2			
Northern Mariana Islands History	HI 255	3	Sophomore - 1			
Fine Arts/Performing Arts	Any 3 credits	3	Freshman - 2			
Language	Any 4 credits	4	Freshman - 2			
TOTAL		36				
Program Requirements						
Child Development	ED 205	3	Sophomore - 2			
Introduction to Teaching	ED 211	4	Freshman - 1			
Multicultural Foundations	ED 282	3	Sophomore - 2			
Educational Psychology	ED 300	3	Sophomore - 2			
TOTAL		13				
<i>Teacher Candidacy must be achieved before taking any course above ED 300. Praxis I must be successfully completed.</i>						
Inclusive Practices for Students with Learning Problems	ED 315	3	Junior - 1			
Instructional Strategies and Classroom Management	ED 351	4	Junior - 1			
Health and PE Methods for Elementary Teachers	ED 353	5	Junior - 2			
Integrated Planning and Programs	ED 370	3	Junior - 1			
Teaching Methods in Special Education	ED 401	3	Junior - 2			
Teaching Linguistically Diverse Students	ED 406	3	Senior - 1			
Assessment and Evaluation	ED 450	3	Junior - 1			
Integrated Lessons and Activities	ED 471	5	Senior - 1			
Educational Technology	ED 480	3	Freshman - 1			
TOTAL		32				
TOTAL CREDIT HOURS		32				
Concentration Requirements						
Early Childhood Education Concentration	Elementary Education Concentration	Rehabilitation and Human Services Concentration	Special Education Concentration			
ED 320 Fine Arts for Elem. Teachers - 3 ED 321 Lit. & Language Arts for Elem. Teachers - 5 ED 451 Integrated Science & Math for Young Children - 3 ED 434 Soc. Studies in Action - 3 ED 246 Administration in ECE - 3 ED 343 Guiding & Nurturing Young Children - 3 ED 345 Education for Parenthood - 3	ED 320 Fine Arts for Elem. Teachers - 3 ED 321 Lit. & Language Arts for Elem. Teachers - 5 ED 432 Teaching Elem. & Middle School Math - 3 ED 433 Science as Inquiry Methodology - 3 ED 434 Soc. Studies in Action - 3 ED 435 Diag. & Pres. Reading - 5	ED 247 Medical Implications of SPED - 3 RH 215 Intro. to Human Services - 3 RH 310 Theories & Techniques of Counseling - 3 RH 320 Community Resources - 3 RH 400 Case Management - 3 RH 420 Human Services Program Management - 3 RH 430 Medical & Psychosocial Aspects of Disability - 3 RH 440 Field work - 4	ED 247 Medical Implications of SPED - 3 ED 321 Lit. & Language Arts for Elem. Teachers - 5 ED 397 Current Issues in SPED - 3 ED 432 Teaching Elem. & Middle School Math - 3 ED 435 Diag. & Pres. Reading - 5 ED 456 SPED Diagnosis & Assessment - 3 RH 320 Community Resources - 3			
Teaching Practicum	ED 492/493/495	12	Senior - 2			
Concentration Total = 23 TOTAL = 132	Concentration Total = 22 TOTAL = 131	Concentration Total = 25 TOTAL = 134	Concentration Total = 25 TOTAL = 134			

*This will be considered in advisement and is only a recommended sequence. For Fall 2013 new SOE students - PRAXIS II requirements for identified concentration(s) must be successfully completed prior to the completion of ED 471.

Academic Advisor _____

Date _____


Barbara Merfalen
Dean, Academic Programs and Services

4-17-13
Date

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Effective Date: Summer 2013

study of special problems in income determination and other dimensions of financial reporting. Prerequisite: AC 230. English Placement Level: EN 101. Math Placement Level: MA 132. (Offered Spring)

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 human kind 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, art techniques, elements and principles of design, art criticism, and aesthetics. English Placement Level: EN 093/094. Math Placement Level: None. (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. English Placement Level: EN 073/074. Math Placement Level: None. (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 multi-media. 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. English Placement Level: EN 093/094. Math Placement Level: None. (Offered Fall and Spring)

AR 107 Introduction to Black and White Photography (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 093/094. 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. English Placement Level: EN 093/094. Math Placement Level: None. (Offered Fall and Spring)

AR 207 Intermediate Black and White Photography (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. English Placement Level: EN 073/074. Math Placement Level: None.

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. English Placement Level: EN 073/074. Math Placement Level: None.

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. English Placement Level: EN 073/074. Math Placement Level: None. (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 students’ ability to successfully operate electric and combustion kilns. Prerequisite: AR 216 and the instructor’s permission. English Placement Level: EN 073/074. Math Placement Level: None. (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. English Placement Level: EN 093/094. Math Placement Level: MA 091. (Offered Fall and Spring)

BI 103 Marine Biology (4)

This course provides an introduction to the biology of the marine environment. Special emphasis is placed on the marine environment of Micronesia and its importance to island communities. Laboratory exercises and field trips are designed to bring students into contact with local marine organisms and their habitats. Laboratory and field trips are required. Ability to swim is recommended but not required. English Placement Level: EN 093/094. Math Placement Level: MA 091.

BI 106 Agricultural Science (4)

This course provides an overview of the biology of agriculture. This course examines the interdisciplinary role functions and impact of animal and plant production on humans, on the environment, and society. Topics will include production fundamentals of food, fiber, and medicinal plants; the production of food animals; integrated pest management ecology; political and socioeconomic issues of agro-ecology; biotechnological advances in the discipline; and sustainable agriculture. Laboratory and field trips are required. English Placement Level: EN 093/094. Math Placement Level: MA 091.

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. English Placement Level: EN 093/094. Math Placement Level: MA 091.

BI 201 Natural History of the Mariana Islands (4)

This is a natural history survey course covering the 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. English Placement Level: EN 093/094. Math Placement Level: MA 091.

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. Prerequisite: A "C" grade or higher in BI 101. English Placement Level: EN 101. Math Placement Level: MA 132. (Offered Fall and Spring)

BI 251 Human Anatomy and Physiology I (4)

This is the first part of a two-semester sequence covering human anatomy and physiology at the biochemical, cellular, microscopic, tissue, and organ levels. In this course, all body systems are presented, discussed, and integrated with one another. This course is designed for those entering professional health care fields, although enrollment is open to all students. Laboratory and field trips are required. Prerequisites: BI 101, CH 124. English Placement Level: EN 202. Math Placement Level: MA 132. (Offered Fall)

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. English Placement Level: EN 202. Math Placement Level: MA 132. (Offered Fall and 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 success in college and adult life. Third, this course will focus upon teaching students *classroom behavior strategies* such as learning how skills, etc. in order to help realize success inside and outside the classroom. Fourth, this course will focus upon those behavioral processes students realize and maintain personal well-being in five areas of being such as spirituality, physicality, social relationship, psychological being and vocational actualization. English Placement Level: EN 083/084. Math Placement Level: None. (Offered Fall and Spring)

COMPUTER APPLICATIONS

OT 101 Keyboarding/Typewriting (2)

This course introduces students to the computer keyboard and related hardware in a hands-on approach to the practical use of a computer in their college career. This course shows the students the functions of the keys of a standard computer keyboard, points out the differences with typewriter keyboards, and trains students in the proper procedures for producing computer-assisted research with neatly formatted and printed output for their own reference and assignments. This course also teaches students proper typing techniques, with the goal for the students to attain a typing speed of 35 words per minute. English Placement Level: EN 083/084. Math Placement Level: None. (Offered Fall and Spring)

CS 103 Introduction to Computers (3)

This course covers basic knowledge of PC hardware--including the system unit, local area networks, and the Internet. This course provides students with practical skills in using the Windows operating system and in using common PC application programs, including a word processor, a spreadsheet, a presentation program, and a database program. This course also teaches students how to use the Internet for communication and research and introduces them to creating Web pages. This course emphasizes using the PC as a multiple applications tool. Prerequisite or concurrent enrollment: OT 101, or demonstrated proficiency on a recognized proficiency test. English Placement Level: EN 083/084. Math Placement Level: None. (Offered Fall and Spring)

CS 140 Database Applications I (3)

This course introduces students to the field of data management and database systems. This course 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. Prerequisite: CS 103. English Placement Level: EN 101. Math Placement Level: MA 132. (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. This course uses Microsoft Excel 2007. Prerequisite: CS 103. English Placement Level: EN 093/094. Math Placement Level: None. (Offered Fall and Spring)

CS 160 Desktop Publishing (3)

This course is designed to allow students to develop proficiency in using specialized desktop publishing software to create a variety of printed publications. Students learn and apply professional graphic design principles in the creative design and layout of high quality printed materials, including integration of text, photographs, and graphics for business-related tasks. This course covers proper use of sophisticated hardware and the Adobe CS4 (Creative Suite 4) applications Illustrator, Photoshop, and InDesign. Students incorporate the process of analyzing information, purpose, and audience in selecting and creating the appropriate visual signals to communicate desired messages effectively. Students also learn the basics of digital photography and image retouching. Prerequisite: CS 103. English Placement Level: EN 101. Math Placement Level: None. (Offered Fall and Spring)

CS 222 Web Design and Programming (3)

This course introduces the topic of Web Site Design with the focus being computer coding methodologies to include HTML, XHTML, and CSS. 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 web site on a web server. Prerequisite: CS 103. English Placement Level: EN 093/094. Math Placement Level: MA 132. (Offered Fall and Spring)

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. Prerequisites: CS 222 and MA 132. English Placement Level: EN 093/094. Math Placement Level: MA 161.

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: a “C” grade or higher in CS 140. English Placement Level: EN 202. Math Placement Level: MA 132. (Offered Spring)

COOPERATIVE EDUCATION**CE 250 Introduction to Cooperative Education (3)**

This capstone course focuses on current issues/trends in the workplace, self-assessment, personal development, career exploration, resumes and cover letters, successful employment interviews, effective communication skills in the world of work, workplace etiquette and ethics, and on-the-job training that is related to the student's career and educational goals. This work experience course will enhance the student's career self-awareness and current employment skills. This course integrates classroom-learned skills with an on-the-job training experience. Prerequisite: MG 206. English Placement Level: EN 202. Math Placement Level: MA 161. (Offered 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. Prerequisites: None. English Placement Level: EN 093/094. Math Placement Level: None. (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. This 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: CJ 101 or concurrent enrollment. English Placement Level: EN 101. Math Placement Level: None. (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. Prerequisites: None. English Placement Level: EN 101. Math Placement Level: None. (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. English Placement Level: EN 101. Math Placement Level: None (Offered Spring)

CJ 150 Constitutional Law for Police (3)

This course acquaints present and future law enforcement personnel with various aspects of criminal procedure. This course 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 laws passed by the local government. Prerequisite: CJ 101 or permission of the Criminal Justice Program Coordinator. English Placement Level: EN 101. Math Placement Level: None. (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: CJ 101. English Placement Level: EN 101. Math Placement Level: None. (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 justice system in relation to the public they serve. Prerequisite: CJ 101. English Placement Level: EN 101. Math Placement Level: None. (Offered Fall and Spring)

CJ 225 Criminal Investigation (3)

This course examines 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 to professionally present the findings in court. Prerequisites: CJ 101, CJ 200, EN 111. English Placement Level: EN 101. Math Placement Level: None. (Offered Spring)

CJ 251 Police Operations and Organizational Theory (3)

This course covers theoretical and practical approaches to law enforcement administration issues. This course examines the traditional concepts, techniques, and policies of the police component of the criminal justice system, and analyzes police operational procedures as they relate to the total justice system. This course, combining theory and practical application, helps students understand and develop the essential skills needed for effective law enforcement organization and operation. Prerequisites: CJ 150; and CJ 200 or concurrent enrollment. English Placement Level: EN 101. Math Placement Level: None.

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 collaborate 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: CJ 101, CJ 150, CJ 200, CJ 206, and a 3.5 GPA in CJ classes. English Placement Level: EN 202. Math Placement Level: None. (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. English Placement Level: EN 093/094. Math Placement Level: None. (Offered as needed)

DR 120 Drama in Education (3)

This is an introductory course in drama. Emphasis is on drama in education which will prepare a student to “stand and deliver” the CNMI Standards and Benchmarks in Drama, and provide dramatic skills to teach other subject material. English Placement Level: EN 093/094. Math Placement Level: None. (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. English Placement Level: EN 093/094. Math Placement Level: None. (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. Prerequisite: CS 103. English Placement Level: EN 202. Math Placement Level: MA 132. (Offered Fall)

EC 212 Principles of Microeconomics (3)

This is the second Principles of Economics course, and it follows the Principles of Macroeconomics course (EC 211). EC 212 focuses on the laws, principles, policies, and issues that are microeconomic in nature. Topics include the extension of demand and supply analysis, the theory of consumer behavior, the theory of the firm, the different market structures, technology and research and development, resource pricing, resource allocation efficiency, and market externalities. Prerequisites: CS 103 and EC 211. English Placement Level: EN 202. Math Placement Level: MA 132. (Offered Spring)

EDUCATION

ED 105 Introduction to Computers for Teachers (3)

This course provides educators and education majors with a hands-on introduction to the use of Macintosh computers and computer applications. This course introduces them to the Macintosh operating system, to common computer terminology, and to common computer application skills including word processing, databases, spreadsheets, multimedia, and the Internet. Emphasis is placed on the practical use of these skills in the educational setting. Prerequisite: None. English Placement Level: EN 101. Math Placement Level: None. (Offered as needed)

ED 111 Introduction to Related Services (3)

This course is designed to provide an understanding of working with children and youth with severe disabilities in educational, recreational, and vocational settings, as well as supporting their parents and families at home and in the community. In this course, students learn to work

with therapists and teachers to provide basic assessment, plan intervention, and deliver appropriate intervention to children with severe disabilities in the areas of gross motor and fine motor skills. Concurrent enrollment in ED 112 is required. English Placement Level: EN 093/094. Math Placement Level: None. (Offered as needed)

ED 112 Introduction to Related Services Practicum (3)

This course is designed to develop practical skills in supporting children and youth who have severe disabilities. This course incorporates related services in educational, recreational, and vocational settings, as well as support for parents and families at home and in the community. In this course, students will work with therapists and teachers to provide basic assessment, plan intervention, and deliver appropriate intervention to children with severe disabilities in the areas of gross motor and fine motor skills. Concurrent enrollment in ED 111 is required. English Placement Level: EN 093/094. Math Placement Level: None. (Offered as needed)

ED 113 Intermediate Related Services (3)

This course is designed to continue instruction in working with children and youth with severe disabilities in educational, recreational, and vocational settings, as well as supporting their parents and families at home and in the community. In this course, students refine their skills in basic assessment, planning intervention, and delivering appropriate intervention to children with severe disabilities with a focus in the areas of communication, feeding, nutrition, self-help skills, and creating adaptations. Values that are promoted throughout the course include (a) family-centered care, (b) cultural sensitivity, (c) age-appropriate activities, (d) functional skills, and (e) collaborative teamwork. Prerequisites: ED 111 and ED 112 with a "C" grade or higher. Concurrent enrollment in ED 114 is required. English Placement Level: EN 093/094. Math Placement Level: None. (Offered as needed)

ED 114 Intermediate Related Services Practicum (3)

This course is designed to develop further practical skills in supporting children and youth with severe disabilities with related services in educational, recreational, and vocational settings, as well as supporting their parents and families at home and in the community. In this course, students work with therapists and teachers to refine their basic assessment skills, plan intervention, and deliver appropriate intervention to children with severe disabilities with a focus in the areas of communication, feeding, nutrition, self-help skills, and creating adaptations. Prerequisites: ED 111 and ED 112 with a "C" grade or higher. Concurrent enrollment in ED 113 is required. English Placement Level: EN 093/094. Math Placement Level: None. (Offered as needed)

ED 115 Advanced Related Services (3)

Advanced Related Services is designed to continue instruction in working with children and youth with severe disabilities in educational, recreational, and vocational settings, as well as supporting their parents and families at home and in the community. In this course, students refine their skills in planning and delivering appropriate intervention to children with severe disabilities with a focus in the areas of inclusive practices, training others, assistive technology, and rights and advocacy. Prerequisites: ED 111, ED 112, ED 113, and ED 114 with a "C" grade or higher. Concurrent enrollment in ED 116 is required. English Placement Level: EN 093/094. Math Placement Level: None. (Offered as needed)

ED 116 Advanced Related Services Practicum (3)

This course is designed to continue instruction in working with children and youth with severe disabilities in educational, recreational, and vocational settings, as well as supporting their parents and families at home and in the community. In this course, students refine their skills

in planning and delivering appropriate intervention to children with severe disabilities with a focus in the areas of inclusive practices, training others, assistive technology, and rights and advocacy. Prerequisites: ED 111, ED 112, ED 113, and ED 114 with a "C" grade or higher. Concurrent enrollment in ED 115 is required. English Placement Level: EN 093/094. Math Placement Level: None. (Offered as needed)

ED 141 Curriculum in Early Childhood (3)

This is a required course for the Early Childhood certificate. This course introduces students to theories, methods, techniques, and activities which promote learning through creative expression in children during their early childhood years. Content areas covered include developmentally appropriate practices, learning environments, learning and interest centers, and the design and implementation of physical, cognitive, communicative, and creative activities in the classroom. English Placement Level: EN 093/094. Math Placement Level: None. (Offered as needed)

ED 143 Education for Parenthood (3)

This is a required course for the Early Childhood certificate. This course is designed to provide students with a systematic approach to the study of parent-child relationships. This approach is based upon an understanding of developmental theory and is intended to aid individuals who work with parents and guardians and their children as well as individuals who will be parents. English Placement Level: EN 093/094. Math Placement Level: None. (Offered as needed)

ED 144 Guiding and Nurturing Young Children (3)

This course is required for the Early Childhood certificate. It is designed to acquaint students with skills and techniques for nurturing, guiding, and directing the behavior of young children. Such skills and techniques include understanding behaviors according to age, building positive self-concepts, and planning for prevention of problems. English Placement Level: EN 093/094. Math Placement Level: None. (Offered as needed)

ED 145 Safety, Nutrition, and Health for Young Children (3)

This course is required for the Early Childhood certificate. This course is an introductory study of methods for establishing a healthy and safe environment for the young child. Included are a basic understanding of a child's nutritional needs and their relationship to growth and development, training and methods of cardio-pulmonary resuscitation (CPR) for the adult and child, standard first aid, identification and handling of suspected child abuse, and recognition of and procedures for dealing with communicable disease and illness. English Placement Level: EN 093/094. Math Placement Level: None. (Offered as needed)

ED 146 Administration in Early Childhood Education (3)

This course is required for the Early Childhood Certificate. This course examines the management and operation of an early childhood program or school. This course is designed to acquaint the student with practices and policies in the management of schools and institutions caring for the development of children in early childhood. Emphasis is placed on effective interpersonal relationships and communication skills of the teacher, coordinator, and director or principal of a school or program. English Placement Level: EN 093/094. Math Placement Level: None. (Offered as needed)

ED 205 Child Development (3)

This course provides students with an understanding of the steps and processes of a child's development from birth to adolescence. This course examines physical, cognitive, and emotional/social stages of growth and the connections between these three areas. This course

explores the roots of child development study and examines theories in early childhood and childhood development. Prerequisites: PY 101 and ED 211, ED 211 may be concurrent enrollment. English Placement Level: EN 101, Math Placement Level: None (Offered in Fall and Spring)

ED 211 Introduction to Teaching (4)

This course is designed to introduce students to the fundamental theories and practices of teaching. Students examine a variety of teaching strategies, discuss ways to address individual differences and needs, and learn how to write student learning outcomes and lesson plans. A required observation in schools provides students with the opportunity to view practicing teachers and to reflect upon topics discussed in class. The student is required to complete 30 hours of classroom observation per semester in a variety of classroom settings. English Placement Level: EN 093/094. Math Placement Level: None. (Offered in Fall and Spring)

ED 215 Introduction to Exceptional Individuals (3)

This course provides an overview of legal provisions, characteristics, and classroom strategies for students considered at-risk or with disabilities. This course provides an introductory survey of the possible effects of a disabling condition on a student's learning and performance, strategies and techniques to facilitate successful inclusion, and collaboration with special educators and families in order to meet the needs of the student within the general education setting. English Placement Level: EN 093/094. Math Placement Level: None. (Offered as needed)

ED 242 Introduction to Early Childhood Education (3)

This course provides a research-based overview of early childhood education and care as well as a new awareness of the strengths, challenges, and concerns facing the system—both now and in the years to come. This course provides the student with a clear and concise historical background, data and findings on the current state of the field, and reflections and insights on future directions. Prerequisites: ED 205 and ED 211 with a grade of "C" or higher, or concurrent enrollment, or permission of the Director of the School of Education. English Placement Level: EN 101. Math Placement Level: MA 091. (Offered Fall and Spring)

ED 246 Administration in Early Childhood Education (3)

This course provides practical knowledge necessary for administration in early childhood education and leadership. The course offers early childhood professionals basic knowledge about how to create successful childcare programs, including a typology of leadership and on being an ethical leader. Prerequisites: ED 205 and ED 211 with a grade of "C" or better, or Concurrent Enrollment. English Placement Level: EN 101. Math Placement Level: MA 091, or approval of the School of Education Director (Offered in Fall and Spring)

ED 247 Medical Implications of Special Education in the Classroom (3)

This course will provide prospective educators with knowledge of the medical implications, conditions, and diseases frequently encountered with individuals with disabilities. Prerequisites or concurrent enrollment: A grade of "C" or higher in EN 101. Math Placement level: none. (Offered in Spring and Fall)

ED 282 Multicultural Foundations (3)

This course introduces teachers-in-training to the educational aspects of teaching in a multicultural classroom environment. This course provides an overview of the historical foundations, relevant theories and social and political aspects that have influenced education in the CNMI. In addition to informing teachers-in-training about the laws that impact education in

the CNMI, this course endeavors to create awareness, respect, and appreciation of the various cultures in the CNMI, as well as to enhance the teacher-in-training's understanding of the influence that culture has on the educational process and of cultural influences on behavior as they related to the educational process. This course endeavors to create awareness of patterns of thinking and behavior that contribute to stereotyping, prejudices, and difficulties in intercultural contract. Prerequisite: Completion of ED 211 with a grade of "C" or higher. English Placement Level: EN 202. Math Placement Level: None. (Offered in Spring and Fall)

ED 300 Educational Psychology (3)

This course 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: Successful completion of all general education requirements with a grade of "C" or better, and ED 105, ED 205, ED 211, ED 282 with a grade of "C" or better, or the permission of the Director of the SOE. Prerequisite: EN 202. Math Placement Level: MA 132. (Offered in Fall and Spring)

ED 315 Inclusive Practices for Students with Special 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. English Placement Level: EN 202, Math Placement Level: MA 132. (Offered in Fall and Spring)

ED 316 Foundations of Special Education Instruction (3)

This course is designed to provide the student with a thorough grounding in the unique needs and abilities of individuals with various disabilities, including mild to moderate mental retardation (MR), learning disability (LD), behavioral disorders (BD), attention deficit hyperactivity disorder (ADHD), and physical and other health impairments (OHI). This course includes assessment, instruction, and instructional design; establishing and maintaining case records; development of Individualized Education Plans (IEP); use of assessment data to design goals and objectives; communication and consultation with teachers, families, students, administrators, and agencies; directing and monitoring activities of paraprofessionals, aides, volunteers, and peer tutors; and modifying curriculum and instruction to accommodate student needs. Prerequisites: ED 300 and ED 315 with a grade of "C" or higher, or permission of the Director of the School of Education. English Placement Level: EN 202. Math Placement Level: MA 161. (Offered Fall and Spring)

ED 319 Children's Literature (3)

This course surveys the field of children's literature and assists in the selection and presentation of developmentally appropriate literature for children, based on an understanding of how the reading process develops. This course presents a study of the history and development of children's literature, examines its value to the literacy process, and defines criteria for the selection and utilization of children's books and closely related materials.

Students become familiar with authors, illustrators, and publishers of noteworthy children's books and learn how to integrate literature into thematic units. Prerequisites: Successful completion of all core courses and general education requirements with a "C" or higher, and ED 300 with a "C" or higher or concurrent enrollment, or permission of the Director of the School of Education. English Placement Level: EN 202. Math Placement Level: MA 161. (Offered 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 PreK-8 level. Visual/Fine 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 affectively, preschool, elementary, and middle school teachers must be familiar with a variety of methods to teach performing & fine arts. Prerequisites: All general education requirements with a "C" or better. AR 135 or AR 101 and TC Requirements. English Placement Level: EN 101, Math Placement Level: none. (Offered Fall & Spring).

ED 321 Literature and Language Arts for Elementary Teachers (4)

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: All core courses and general education requirements with a "C" or higher, and ED 300, ED 315, ED 319, ED 351, ED 370 and ED 450, all with a "C" or higher, or permission of the Director of the School of Education. English Placement Level: EN 202. Math Placement Level: MA 132. (Offered in Fall and Spring)

ED 330 Mathematics for Elementary Teachers: An Activity Approach (3)

This course provides teachers-in-training with a conceptual understanding of mathematics, a broad knowledge of basic mathematical skills, and ideas and methods that generate enthusiasm for learning and teaching mathematics. This course introduces current mathematics standards as developed by the National Council for Teachers of Mathematics (NCTM) and the CNMI Public School System's Standards and Benchmarks. Emphasis is placed on problem solving and active student participation. Prerequisites: All core courses and general education requirements with a "C" or higher, and ED 300 and ED 370 with a "C" or higher, or permission of the Director of the School of Education. English Placement Level: EN 202. Math Placement Level: MA 161. (Offered Fall and Spring)

ED 341 Curriculum in Early Childhood Education (3)

This course is designed to introduce students to the fundamental theories and content of an early childhood education curriculum. Students examine a variety of environments in an early childhood program, discuss ways to address individual differences and needs of a child's personal development, analyze the value of play, synthesize curriculum development and content, discuss nutrition and health, and practice transition activities. Prerequisite: ED 242, or concurrent enrollment. English Placement Level: EN 202. Math Placement Level: MA 161. (Offered Fall)

order to give students a complete appreciation and understanding of the challenges they will face in the classroom. Finally, the course will teach procedures to establish new behavior, to use applied behavior analysis, and to decrease undesirable. The course uses a precise, step-by-step, scientific approach to explain human behavior. Case studies and examples illustrate key principles. Successful completion of this course prepares students to take ED 401. Prerequisite: ED 315 and completion of, or concurrent enrollment in ED 316 and ED 351, or permission from the Director of the School of Education. English Placement Level: EN 202. Math Placement Level: MA 132. (Offered Spring)

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

This course is designed in conjunction with other SOE courses and PSS requirements to give teachers-in-training, a comprehensive understanding of nutrition, health and safety needs, the content skills, and curriculum they will be using in the future classrooms and in family child care, childcare centers, preschool and early primary school setting. This course includes the following PSS approved curriculum – Reducing the Risks, Growing Healthy and SPARKS. The component of this course includes how to work with students with special needs or disabilities in a regular Physical Education Program or Adaptive Physical Education Program. Prerequisites: ED 205, ED 211, ED 300, all core courses and general education requirements with a “C” or better, integrated program and planning (ED 370) or permission of the Director of School of Education. English Placement Level: EN 202, Math Placement Level: MA 132. (Offered in 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 elementary content through the use of thematic approaches. It investigates the interdisciplinary Thematic Unit (ITU) model and the concept of yearlong units. It also examines current research on brain-based learning and the importance of affective factors, choice, collaboration, and feedback. English Placement Level: EN 202, Math Placement Level: MA 132. (Offered in 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: EN 202, MA 132, Teacher Candidacy, ED 315, and ED 401. (Offered in Spring and Fall)

ED 401 Teaching Methods in Special Education (3)

This course provides an overview of methods to educate students with disabilities 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). Prerequisite(s): ED 300 and ED 315. English placement Level: EN 202, Math Placement Level: 132. (Offered in Fall and Spring)

ED 406 Teaching Linguistically Diverse Students (3)
 This course is the third of four language arts courses for teacher candidates. It provides teacher candidates with theories, methodology, approaches and practices for effective teaching of English Language Learners (ELL) while reinforcing those studied in previous language arts courses. It intends to develop teacher candidates understanding of second language learners and second acquisition through the demonstration of how it is effectively learned and taught by providing them practice in developing integrated ESL/ELL lessons. Upon completion of this course students will be prepared to enroll in ED 435. Prerequisites: All core courses and general education requirements with a grade of "C" or higher and ED 319 and ED 321, or permission for the Director of the School of Education. English Placement Level: EN 202. Math Placement: MA 132. (Offered in Fall and Spring)

ED 432 Teaching Elementary and 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 require course for the Bachelor of Science degree in Education, Elementary Education and Special Education concentrations. Prerequisites: All core and general education requirements with a "C" or higher, ED 300 and ED 370 with a "C" or higher and Teacher Candidacy. English Placement Level: EN 202, Math Placement Level: MA 132. (Offered Fall and Spring)

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: All core course and general education requirements with a grade of "C" or better and ED 300, ED 351, ED 370 and ED 450 or permission of the Director of the School of Education. English Placement Level: EN 202. Math Placement Level: MA 132. (Offered in Fall)

ED 434 Social Studies in Action: A Methods 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: All general education requirements with a "C" or better, ED 370. Or taken concurrently or permission of the Director of the School of Education. English Placement Level: EN 202. Math Placement Level: MA 132. (Offered in Fall and Spring)

ED 435 Diagnostic and Prescriptive Reading (5)

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: Teacher Candidacy, ED 450, and ED 401. English Placement Level: EN 202, Math Placement Level: MA 132. (Offered in 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. It is a required course for the Bachelor of Science in Education with an emphasis in Elementary Education. 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: All general education requirements with a grade of "C" or better and senior status or permission of the Director of the School of Education. English Placement Level: EN 202. Math Placement Level: MA 132. (Offered Fall and Spring)

ED 480 Educational Technology (3)

This course introduces students to computer technology needed to teach at the elementary level. Topics include technology projects using audio, video, communications, and interactive multimedia. It is a required course for all BS in Elementary Education majors. Prerequisites: All general education requirements with a grade of "C" or better, EN 202, plus ED 300 or permission of the Director of the SOE. MA placement none. (Offered Fall and Spring)

ED 492 Student Teaching Practicum (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. Prerequisite: Students taking ED 492 must have completed all core course and general education requirements as well as all 300/400 level BS requirements with a grade of "C" or better or permission of the Director of School of Education. English Placement Level: EN 202; Math Placement Level: MA 132 (Offered Fall and Spring)

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. Prerequisite: Students taking ED 493 must have completed all required core course, general education, and education courses, and permission of the Director of the School of Education. Math Placement Level: MA 132. (Fall and Spring)

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. (Offered Fall and Spring)

EMERGENCY MEDICAL SERVICES

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.

ENGLISH LANGUAGE INSTITUTE (ELI)

Mission Statement

The English Language Institute is committed to the continuous development of English skills for the personal, professional, and academic goals of our students and for the preparation of university-bound students. The English Language Institute program delivers instruction in speaking, listening, reading comprehension, and writing. After successful completion of all required English Language Institute courses, students will demonstrate the English skills necessary to meet the requirements in all college-level courses.

Student Learning Outcomes

After successful completion of all required English Language Institute courses, students will demonstrate:

- Reading comprehension skills, including critical thinking skills and dictionary proficiency, adequate to understand the material in college-level courses;
- Vocabulary adequate to understand the material in college-level courses;
- The ability to distinguish main ideas and supporting details in a passage;
- The ability to draw inferences;
- Writing skills, including critical thinking skills, adequate to enter college-level courses;
- The ability to write an essay with an introduction, body, and conclusion;
- The ability to paraphrase a passage;
- The ability to summarize a passage;
- Speaking skills, including critical thinking skills, adequate to enter college-level courses;
- Listening skills, including critical thinking skills, adequate to enter college-level courses;
- The ability to follow a lecture with nearly complete comprehension; and
- The ability to frame clear questions and statements.

Note: ELI courses are preparatory and do not earn degree credits. NDU = Non-degree units.

EN 070 Beginning English: Speaking and Listening (6 NDU)

This is an intensive, beginning-level English as a Second Language (ESL) course for students with very limited proficiency in English listening and speaking. Supplemental laboratory work in the English Learning Lab is required and is assigned by the instructor. Prerequisites: None. English Placement: Below 38 on the Listening Section (Section 1) of the NMC English

Placement Test. It is recommended that students with aggregate scores below 380 on the NMC English Placement Test take this course along with EN 071. Students who do not take the English Placement Test must take EN 070 and EN 071. (Offered Fall and Spring)

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. Students taking EN 071 usually score below 3 on the NMC English 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. Supplemental laboratory work in the English Learning Lab is required and is assigned by the instructor. Prerequisite: EN 070 or an English Placement Test score of 38 to 43 on Section 1 of the NMC English Placement Test. (Offered Fall and Spring)

EN 073 Reading and Vocabulary Development I (6 NDU)

This is an intensive, low-level 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 a score of 38 to 43 on the Reading Section (Section 3) of the NMC English 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 a score of 38 to 43 on Section 2 (Grammar) of the NMC English Placement Test and 3 to 5 on the NMC English Placement Essay. (Offered Fall and Spring)

EN 082 Speaking and Listening Development II (4 NDU)

This course offers intensive listening and speaking practice at the intermediate level. It is the second course in the listening and speaking sequence. Supplemental laboratory work in the English Learning Lab is required and is assigned by the instructor. Prerequisite: EN 072 or a score of 44 to 49 on Section 1 of the NMC English Placement Test. (Offered Fall and Spring)

EN 083 Reading and Vocabulary Development II (4 NDU)

This is an intermediate reading course for second-language learners. It builds on the reading skills introduced in EN 073, and gives students a higher level of difficulty at which to practice those skills. Units on study skills are also part of the course work. Comprehension skills and vocabulary acquisition are emphasized in the context of longer reading selections at a higher reading level than in EN 073. Supplemental laboratory work in the English Learning Lab is required and is assigned by the instructor. Prerequisite: EN 073 or a score of 44 to 49 on Section 3 of the NMC English Placement Test. (Offered Fall and Spring)

EN 084 Writing and Grammar Study II (4 NDU)

This is an intermediate writing course for second-language learners. It enables students to further develop the grammar and writing skills introduced in EN 074. Writing skills and grammar acquisition are emphasized in writing assignments of approximately 150 words. Supplemental laboratory work in the English Learning Lab is required and is assigned by the instructor. Prerequisite: EN 074 or a score of 44 to 49 on Section 2 of the NMC English Placement Test and a score of 6-7 on the NMC English Placement Essay. (Offered Fall and Spring)

EN 092 Speaking and Listening Development III (4 NDU)

This course offers listening and speaking practice for students 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 student 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 or an appropriate score on the NMC English Placement Test. (Offered Fall and Spring)

EN 093 Reading and Vocabulary Development III (4 NDU)

This is an advanced reading course for second-language learners. It is a continuation of EN 083 and focuses on the development of critical academic reading skills and the application of these skills while reading materials from a variety of content areas. Regular vocabulary expansion exercises are also an integral part of the work in this course. Supplemental laboratory work in the English Learning Lab is required and is assigned by the instructor. Prerequisite: EN 083 or a score of 50 to 54 on Section 3 of the NMC English Placement Test. (Offered Fall and Spring)

EN 094 Writing and Grammar Study III (4 NDU)

This is an advanced writing course for second-language learners. It is a continuation of EN 084. Emphasis is placed on developing an expanded proficiency in the use of the more basic organizational patterns of expository writing as well as in the use of grammar. This course aims to bridge the gap between guided writing and independent writing. Supplemental laboratory work in the English Learning Lab is required and is assigned by the instructor. Prerequisite: EN 084 or a score of 50 to 54 on Section 2 of the NMC English Placement Test and a score of 8-9 on the NMC English Placement Essay. (Offered Fall and Spring)

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. English Placement Level: EN 101. (Offered Fall and Spring)

EN 202 English Composition II (3)

This course gives students further practice in working with formal written discourse and with the rhetorical conventions associated with exposition. The objective is to help students develop the ability to express ideas in formal academic research essays (300 to 500 words) which are unified, coherent, and concise. This course also provides additional practice with the skills

LANGUAGES

CA 101 Elementary Carolinian I (4)

This beginning-level course is designed to help students develop basic competence in speaking, understanding, reading, and writing Carolinian. Students learn and reinforce their language skills through drills, dialogues, and group work. Carolinian orthography is introduced and practiced. English Placement Level: EN 083/084. Math Placement Level: None. (Offered as needed)

CA 102 Elementary Carolinian II (4)

This course is the second course of a two-course sequence. Students extend their study of Carolinian grammar, vocabulary, and idioms as they increase their conversational and reading/writing skills. Prerequisite: CA 101 or instructor's permission. English Placement Level: EN 083/084. Math Placement Level: None. (Offered as needed)

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 introduced as students learn how to use the language correctly in everyday conversational contexts. Spelling, pronunciation, and reading and writing simple sentences in Chamorro are also covered. English Placement Level: EN 083/084. Math Placement Level: None. (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 and writing competency and secondary emphasis on oral/aural proficiency. Students extend their study of Chamorro grammar, 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 or instructor's permission. English Placement Level: EN 083/084. Math Placement Level: None. (Offered as needed)

JA 100 Conversational Japanese (3)

This is a fundamental course in conversational Japanese. This course is designed to be practical and functional in preparing students to converse in Japanese. Students participate in regular conversational Japanese drills to enhance their ability to speak and understand spoken Japanese. English Placement Level: EN 083/084. Math Placement Level: None. (Offered Fall and Spring)

JA 101 Elementary Japanese I (4)

This course is designed for students who want to learn basic Japanese. This course emphasizes the spoken Japanese language. Listening, speaking, reading, and writing skills are developed with emphasis on active use of these skills. Hiragana, Katakana, and basic Kanji are introduced. English Placement Level: EN 083/084. Math Placement Level: None. (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. English Placement Level: EN 083/084. Math Placement Level: None. (Offered Fall and Spring)

JA 201 Intermediate Japanese I (4)

analyze, and write a variety of literary forms. English Placement Level: EN 101. Math Placement Level: None. (Offered Fall and Spring)

LI 260 Folklore and Mythology (3)

This course is designed to familiarize the student with oral, written, and dramatic expressions of universal story patterns found in myths, folk tales, and legends of world cultures. Readings, visual representations, and discussions demonstrate how cultures from various historical time periods have expressed these universal story patterns in fairy tales, folk tales, hero myths, urban legends, and movies. Students will read, analyze, research, and write about various mythic and folkloric traditions. Prerequisites: None. English Placement Level: EN 101. Math Placement Level: None. (Offered Fall and Spring)

MANAGEMENT

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: CS 103 and MG 231. English Placement Level: EN 101. Math Placement Level: None. (Offered Fall and Spring)

MG 220 Applied Math in Business (3)

This course provides students with basic mathematical and statistical skills useful in business applications and decision making. This course covers calculation principles in fractions, decimals, and percentages as well as the operational factors of a business such as purchasing, pricing, payroll, and insurance. The students are introduced to the mathematical and statistical concepts of accounting and finance, such as inventory, depreciation, annuities, perpetuities, present value, and the evaluation of financial statements. The students also learn about calculation of mortgages. English Placement Level: EN 093/094. Math Placement Level: MA 132. (Offered Fall and 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. English Placement Level: EN 093/094. Math Placement Level: None. (Offered Fall and 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. English Placement Level: EN 093/094. Math Placement Level: None. (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. Prerequisite: MG 231. English Placement Level: EN 101. Math Placement Level: None. (Offered Fall and Spring)

MG 238 Business Law (3)

This is an introductory course covering contract law, sales, warranties, negotiable instruments, real estate, and business organizations. Emphasis is placed on practical and legal aspects of doing business in the CNMI and the U.S. English Placement Level: EN 202. Math Placement Level: None. (Offered Spring)

MG 239 Principles of Customer Service (3)

This course covers the principles and practices of customer service utilized by successful organizations. The central theme of the course is how to focus the efforts and energies of an organization toward creating greater customer value. The course also details how students can implement an effective, long-term program in a business or a government agency. Prerequisite: MG 231. English Placement Level: EN 093/094. Math Placement Level: None. (Offered Fall)

MG 240 Personnel/Human Resource Management (3)

This course is intended to provide students with the skills needed to manage people in the workplace. It includes a review of management theories, interpersonal skills needed for those that are or will be in management positions, and laws and policies that are part of the contemporary workplace. Prerequisite: MG 231. English Placement Level: EN 093/094. Math Placement Level: None. (Offered Fall)

MG 250 Small Business Management (3)

This is a practical course covering planning, record keeping, financial analysis, staffing, and control in operating a small business. The course provides an opportunity for students to understand and apply concepts, develop business skills, and evaluate their potential for success in small business. Prerequisites: MG 234 and AC 221. English Placement Level: EN 101. Math Placement Level: 132. (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)

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. This course replaces MA 088 Basic Mathematics. Prerequisite: BE 110 or BE 111 with a "C" or higher, or concurrent enrollment in BE 111. English Placement Level: EN 093/094. Math Placement Level: MA 087 (40% and lower on the MA 089 Placement Test). (Offered Fall, Spring, and Summer)

MA 089 Pre-Algebra (3 NDU)

This 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. A TI-83, or higher, graphing calculator is recommended. Prerequisite: BE 110 or BE 111 with a “C” or higher, or concurrent enrollment in BE 111. English Placement Level: EN 093/094. Math Placement Level: MA 089. (Offered Fall, Spring, and Summer)

MA 091 Beginning Algebra (4 NDU)

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, graphing calculator is required. Prerequisite: BE 110 or BE 111 with a “C” or higher, or concurrent enrollment in BE 111. English Placement Level: EN 093/094. Math Placement Level: MA 091. (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. A TI-83, or higher, graphing calculator is required. English Placement Level: EN 093/094. Math Placement Level: MA 132. (Offered Fall and Spring)

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. Prerequisite: MA 132 with a “C” or higher. English Placement Level: EN 101. Math Placement Level: MA 161. (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, hypothesis testing, and linear regression. This course provides the students 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. A TI-83, or higher, graphing calculator is required. English Placement Level: EN 101. Math Placement Level: MA 161. (Offered as needed)

MA 161 College Algebra (4)

This course focuses on the theories and applications of algebraic, exponential, and logarithmic functions. Numerical, algebraic, and graphing techniques are emphasized throughout, both in the presentation of concepts and in solving problems. A TI-83, or higher, graphing calculator is required. English Placement Level: EN 093/094. Math Placement Level: MA 161. (Offered Fall and Spring)

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 basis for those who wish to continue into higher mathematics. A TI-83, or higher, graphing calculator is required. Prerequisite: MA 161 with a "C" or higher. English Placement Level: EN 093/094. Math Placement Level: MA 162. (Offered as needed)

MA 192 Mathematics/Science Tutoring (3)

This course provides students with training in one-on-one and small group tutoring in math, primarily for students in MA 087, MA 089, MA 091, and MA 132. Strategies of applying the scientific method will also be explored. Required fieldwork consists of math tutoring service in the community and/or at NMC. Prerequisites: EN 101, MA 161 with an "A" grade, completion of one science course with an "A" grade, and instructor's permission. English Placement Level: EN 202 and a score of 55 or above on Section 1 (Listening) of the NMC English Placement Test. Math Placement Level: MA 162. (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 a graphics calculator are emphasized throughout. A TI-83, or higher, graphing calculator is required. Prerequisites: MA 161 and MA 162. English Placement Level: EN 101. Math Placement Level: MA 203. (Offered as needed)

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. English Placement Level: EN 093/094. Math Placement Level: None. (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: None. English Placement Level: EN 093/094. (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: None. English Placement Level: EN 073/074. Math Placement: None. (Offered Fall and Spring)

NATURAL RESOURCES MANAGEMENT

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. Laboratory work and field trips are required. Prerequisite: NR 153. English Placement Level: EN 101. Math Placement Level: MA 132.

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 (1-4)

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.

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.

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

This course introduces students to the philosophy of the martial arts and the basic techniques of Tae Kwon Do. Proper physical and mental conditioning is taught in conjunction with learning the self-defense techniques of Tae Kwon Do. English Placement Level: EN 073/074.

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. English Placement Level: EN 073/074. (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. The students are tested on the rules and the various skills taught. The students participate in free-throw contests, and in 3-on-3 half-court and 5-on-5 full-court tournaments. English Placement Level: EN 073/074. (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 students participate in 6-on-6 and 4-on-4 tournaments. English Placement Level: EN 073/074. (Offered Fall)

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 also participate in and practice all related drills, lead-up games, and field/diamond type situations. English Placement Level: EN 073/074.

PE 129 Indoor Soccer (1)

This course is designed to teach basic soccer skills. The course content includes instruction in passing, dribbling, trapping, kicking, defending, heading, and offensive teamwork. English Placement Level: EN 073/074.

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. English Placement Level: EN 073/074. (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 or instructor's permission. English Placement Level: EN 073/074. (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. English Placement Level: EN 073/074. (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. English Placement Level: EN 073/074.

PE 143 High-Intensity Aerobic Dance (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. English Placement Level: EN 073/074.

PE 146 Beginning Weight Training (1)

The course content emphasizes 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. English Placement Level: EN 073/074.

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. English Placement Level: EN 073/074. (Offered Fall and Spring)

PE 160 Outrigger Canoeing (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. English Placement Level: EN 073/074. (Offered Fall and Spring)

PE 203 Intermediate Golf (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. English Placement Level: EN 073/074.

PE 207 Intermediate Tennis (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: PE 107 or instructor's permission. English Placement Level: EN 073/074.

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. English Placement Level: EN 073/074. (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. English Placement Level: EN 073/074. (Offered Spring)

PE 228 Basketball Level 1 Coaching (2)

This course is designed to ensure a consistency of standards of coaches being accredited to fit within the standards set by the Oceania Basketball Confederation and the Federation of International Basketball Association (FIBA). Proper basic individual skills, team skills, and strategies are taught. The objective is to improve the coaching knowledge within the sport and therefore bring us to a higher level of playing standard in the future. English Placement Level: EN 093/094. (Offered Fall and Spring)

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. English Placement Level: EN 101. Math Placement level: MA 132. (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. English Placement Level: EN 101. Math Placement Level: MA 132.

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 work and field trips are required. A TI-83/89, or equivalent, graphics calculator is required. English Placement Level: EN 093/094. Math Placement Level: MA 132. (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. Prerequisite: MA 132 with a "C" or higher, or concurrent enrollment. English Placement Level: EN 101. Math Placement Level: MA 132. (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. Prerequisite: CO 210 or concurrent enrollment. English Placement Level: EN 101. Math Placement Level: MA 091. (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. English Placement Level: EN 101. Math Placement Level: None. (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 socio-emotional changes in the individual over the life span. Prerequisite: PY 101 with a "C" or higher. English Placement Level: EN 093/094. Math Placement Level: None. (Offered Spring)

REHABILITATION AND HUMAN SERVICES

RH 200 Disability and Society (3)

This course provides the foundation for students to understand the history, movements, trends, and contemporary issues relating to disability and the societal inequities experienced by persons with disabilities. This course covers the reforms that resulted from enactment of legislation and public policy to recognize and protect the civil rights of individuals with disabilities for full integration and inclusion in all aspects of community and society. Prerequisite(s): None. English Placement Level: EN 101. Math Placement Level: None.

RH 215 Introduction to Human Services (3)

This course is an introduction to issues surrounding serving persons with disabilities. Additionally, it explores the history, social policies, philosophy, laws, diversity, and careers in the rehabilitation field. Prerequisite(s): RH 200 with a “C” grade or higher or concurrent enrollment. English Placement Level: EN 101. Math Placement Level: None. (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 200 and RH 215, with a “C” grade or higher; Advanced Candidacy Status. English Placement Level: EN 202. Math Placement Level: MA 132. (Offered Fall)

RH 320 Community Resources (3)

This course familiarizes students with common social services agencies and the typical services provided by them. The course will also provide an overview of assistive technology: the impact of legislation, recent trends in the field, and low/high tech devices. Prerequisite(s): ED 247 and RH 215, with a “C” grade or higher. Additionally, students must be at Advanced Candidacy Status before taking this course. English Placement Level: EN 202. Math Placement Level: MA 132. (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 an/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(s): RH 310 and RH 320 with a “C” grade or higher or concurrently enrolled in both. English Placement Level: EN 202. Math Placement Level: MA 132.

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. Prerequisite(s): RH 310, RH 320, and RH 330 with a “C” grade or higher. Additionally, program students must be at Advanced Candidacy Status before taking this course. English Placement Level: EN 202 Math Placement Level: MA 132 (Offered Fall and Spring)

RH 410 Cultural Diversity in Rehabilitation and Human Services (3)

This course is designed to assist students in developing an understanding of race/ethnicity, gender, disability, age, and sexual orientation as they relate to human services. This course emphasizes the recognition of cultural myths and stereotypes. Case studies and illustrations for helping persons from culturally diverse backgrounds are presented. Prerequisites: RH 310, RH 320, and RH 330 with a “C” or higher. Additionally, students must be at Advanced Candidacy status before taking this course. English Placement Level: EN 202. Math Placement Level: MA 161.

RH 420 Human Service 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. Prerequisite(s): HS 310, HS 320, and HS 330 with a “c” grader or higher. Additionally, program students must be at Advanced Candidacy Status before taking this course. English Placement Level: EN 202 Math Placement Level: MA 132 (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. Prerequisite(s): RH 310, RH 320, and RH 330 with a “C” grade or higher. Additionally, program students must be at advanced Candidacy Status before taking this course. English Placement Level: EN 202 Math Placement Level: MA 132 (Offered Fall and Spring)

RH 440 Human Services Fieldwork Experience II (4)

This course provides an opportunity for students to apply concepts and theories learned in courses by engaging in actual supervised work experience in a rehabilitation and/or human service agency. Experiences are discussed and integrated with academic work in weekly seminars. Students complete 60 hours of service at the cooperating agency and attend a weekly in-class seminar. Prerequisite(S): RH 310, RH 320, RH 330, RH 400, and RH 410 with a “C” grade or higher in each of these courses. English Placement Level: EN 202 Math Placement Level: MA 132 (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. English Placement Level: EN 093/094. Math Placement Level: None. (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: SO 101. English Placement Level: EN 093/094. Math Placement Level: None. (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. English Placement Level: EN 093/094. Math Placement Level: None. (Offered Spring)

SO 230 Social Psychology (3)

This course 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. Prerequisite: None. English Placement Level: EN 093/094. Math Placement Level: None. (Offered Spring)

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 of a student who is seeking an associate degree. This course is a seminar-format course designed to assist students to become active, competent, and effective citizens of the CNMI. This 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. Prerequisite: CO 210 with a "C" or higher, or concurrent enrollment. EN 101 with a "C" or higher. English Placement Level: EN 202. Math Placement Level: MA 091. (Offered Fall and Spring)

SPEECH**CO 210 Fundamentals of Speech Communication (3)**

Required for all degrees, this course 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. English Placement Level: EN 101. Math Placement Level: None. (Offered Fall and Spring)

TOURISM AND HOSPITALITY

NOTE: Tourism and Hospitality courses may be offered depending on the availability of instructors and student need. 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 introduces students to the nature, scope, and significance of the travel and tourism industry. This course provides students with an overview of the historical development of travel and tourism; the various components of the industry; the social, cultural, economic, and other forces that impact the industry; the economic importance of tourism to local and international economies; current issues in tourism; the future of tourism; and local, national, regional, and global tourism organizations and associations. Emphasis is placed on the value and

importance of the local CNMI tourism industry and its various related components. English Placement Level: EN 083/084. Math Placement Level: None. (Offered Fall and Spring)

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. English Placement: EN 093/094. Math Placement Level: None. (Offered Spring)

TS 182 Courtesy and Guest Relations (3)
 This course focuses on the importance of providing exceptional customer service in the tourism industry and places strong emphasis on customer courtesy and developing valuable relationships. This course provides students with an in-depth look at the roles and functions of the guest relations department and concierge. Students will develop and master the necessary hospitality skills and techniques for delivering quality service in multicultural environments. English Placement Level: EN 093/094. Math Placement Level: None.

TS 185 Introduction to Food and Beverage Management (3)
 This is an introductory course to the Food Service sector of the tourism industry. This course familiarizes students with basic principles of planning and managing food and beverage operations. Prerequisite: TS 103. English Placement Level: EN 093/094. Math Placement Level: None. (Offered Spring)

TS 288 Internship Training I (3)
 This internship course is specifically designed for hospitality management students as the first half of a two-semester capstone course sequence completing their degree program. This course provides students with intensive on-the-job training experiences that are related to the student's career and educational goals. This work experience enhances the student's self-awareness and current employment skills, and it integrates classroom-learned knowledge and skills with a focused hands-on internship program. Students develop and master the necessary workplace skills and techniques for succeeding in multicultural business environments. English Placement Level: EN 101. Math Placement Level: MA 132. (Offered Fall)

TS 298 Internship Training in Tourism and Hospitality (3)
 This internship course is the second half of a two-semester training program involving supervised on-site work experience. This course is the final step in the hospitality management degree program. This course provides students with an intensive on-the-job training experience that is related to the student's career and educational goals. This course enhances the student's career self-awareness and current employment skills. This course integrates classroom-learned knowledge and skills with a focused hands-on internship program. Students receive hands-on experience in a specialized department. Students further develop and master the necessary hospitality skills and techniques for delivering quality service in multicultural environments. Prerequisite: TS 288 or CE 250. English Placement Level: EN 202. Math Placement Level: MA 132. (Offered Spring)

INFORMATION AND RESOURCES

PACIFIC POSTSECONDARY EDUCATION COUNCIL

Northern Marianas College is a member of the Pacific Postsecondary Education Council, a collaborative educational body which fosters cooperative agreements among colleges and universities in the Pacific. Other members of the Council are American Samoa Community College, the College of Micronesia-FSM, the College of the Marshall Islands, Guam Community College, Palau Community College, the University of Guam, the University of Hawaii Community College System, and the University of Hawaii at Hilo.

NMC ALUMNI ASSOCIATION

The Northern Marianas College Alumni Association is an integral part of the College. Its mission is threefold: 1) to organize members' collective efforts in assisting their alma mater in the fulfillment of its academic mission as a world-class institution for tertiary education, 2) to help strengthen the College's vital role in the development of the CNMI, and 3) to contribute to the growth of the CNMI by organizing and coordinating educational, humanitarian, socio-economic, cultural and other community-oriented activities.

Those who have obtained degrees, titles, or certificates from an academic unit of the Northern Marianas College, or who have completed at least 24 academic units are invited to become members of the Alumni Association.

Log on to www.nmcnet.edu for more information about upcoming events, activities, membership requirements and benefits, and alumni news.

DISTANCE EDUCATION and ONLINE COURSES

Distance education through NMC Online- MOODLE offers students a convenient way to take classes. 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 credits online. Our online courses are fully accredited and offer the same high quality of instruction and rigor as traditional classes. Registration, course 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 Online courses are every bit as demanding as traditional courses. In order 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 education.

Online courses require a consistently reliable internet connection. All coursework is accomplished online. To succeed in an online course, you must meet these requirements:

- Access to a computer with minimum technical requirements.
- A consistent and reliable internet connection.
- A NMC student email address.
- Basic computer skills.
- The ability to download and install applications or plug-ins.
- The sufficient time to devote to your coursework.

Contact your instructor for specific course orientation information. Students should check their NMC student email accounts for registration information and online course announcements.

INFORMATION TECHNOLOGY

The Office of Information Technology consists of Media Services, and Information Services. The Information Technology unit is committed to providing students, instructors, and staff with the support, training, and tools necessary for using the latest technologies in support of learning at Northern Marianas College.

Mission

The mission of the Office of Information Technology (IT) is to provide support and leadership in the effective use of information technologies to advance the educational mission of Northern Marianas College. IT serves students, faculty, and staff by providing support, instruction, and access to information and technology in order to enhance student learning, promote professional development, and support assessment and improvement at NMC.

General Objectives

- The Office of Information Technology will provide students with support in the use of information technology to help them achieve their academic, personal and career goals.
- The Office of Information Technology will provide faculty with information technology assistance and service in support of instruction.
- The Office of Information Technology will provide staff with information technology assistance and service in support of their work activities.

INFORMATION SERVICES

Information Services serves as the backbone for all technology services at the College. The goal of the Information Services section is to provide the College with reliable computer systems, networking, and Internet services to enable the campus community to function and communicate effectively twenty-four hours a day. This section is responsible for maintaining the administrative and student networks, the student labs, and all computer-related equipment on each of the three NMC campuses. Information Technology also supports mission-critical core software such as those used in Admissions and Records, Financial Aid, the Budget Office, the Finance Office, and Human Resources.

The Web Site Management section is responsible for the management of all College Internet-based informational and instructional resources. The section maintains the NMC public web site (www.nmcnet.edu), develops digital media for use on the web, and works with faculty and other College personnel in the development of web-based instructional and informational materials. NMC is committed to expanding the use of Internet tools and resources for learning, and the Web Site Management section is playing a key role in this expansion.

MEDIA SERVICES

Media Services provides many types of services to the College community, including video production for classroom instruction, video recording of important events, and video recording of oral histories. Occasionally the video team produces commercials and other recordings for the public sector. Media Services also interacts closely with Distance Education by producing educational videos for the distance education channel. Video production is now accomplished with the latest digital video equipment and professional-level Macintosh hardware and video-editing software. Media Services also includes a modern, well-equipped photographic darkroom for black and white still photography. This section is responsible for creating images for College publications, and production work is also carried out for the public sector when requested. In addition, the darkroom facilities are used in support of the photography courses offered by the College. Media Services also provides and maintains audiovisual equipment for the College's instructional facilities.

INSTRUCTIONAL FACULTY DIRECTORY

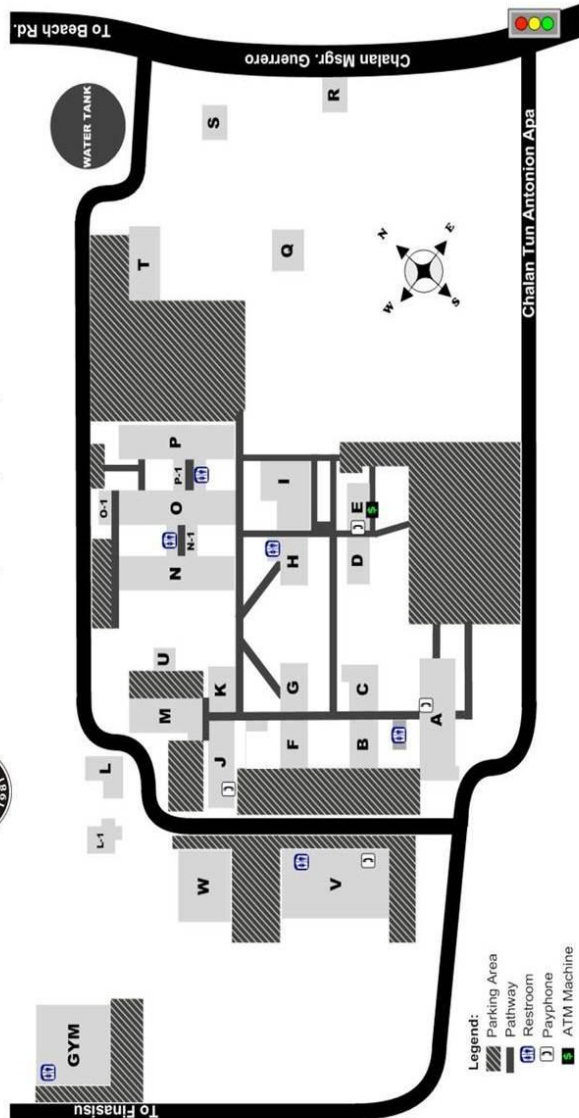
TBA

STAFF AND NON-INSTRUCTIONAL FACULTY DIRECTORY

TBA

Northern Marianas College

Saipan Campus Map



- Building A**
 - Classroom (1-14)
 - Restrooms
- Building B**
 - Science Classroom/Laboratories
- Building B1**
 - Communication Room
 - Science Chemical Storage
- Building C**
 - Nursing (Offices, Classrooms, Laboratory)
 - Restrooms
- Building D**
 - D-1: Multipurpose Classroom
 - D-2: CREES Ethnology Laboratory
- Building E**
 - Bookstore & Gift Shop
- Building F**
 - CREES (Administration, Cooperative Research Extension and Education Service)
 - Restrooms
- Building G**
 - CREES (Administration, Expanded Food & Nutrition Educational Program (EFNEP), 4H Old, Environmental Quality Research Laboratory)
 - Classrooms
- Building H**
 - Snack Bar
 - Restrooms
- Building I**
 - Counseling Programs & Services
 - Career Center
 - Testing Center
- Building J**
 - Student Center
 - Associated Student of NMC (ASNMC)
 - School of Education (Classrooms & Offices)
- Building K**
 - Adult Basic Education: Classrooms
 - Science, Math, Health & Athletics Department
 - Social Science & Fine Arts Department
- Building L**
 - Procurement & Property Management Office
 - Facilities Maintenance Department
 - CREES Plant Facilities
 - CREES Apia Culture Nursery
- Building M**
 - Language & Humanities Department
 - English Language Institute
 - Restrooms
- Building N**
 - Information Services (IS)
 - Financial Aid Office
 - Office of Admissions & Records
 - Cashiers Window
 - Finance Office
 - External Relations Office
 - External Relations Office
 - Office of Institutional Effectiveness
- Building O**
 - Olympio T. Borja Memorial Library
 - Archives and Special Collection
- Building O1**
 - Administrative Services (Operations Office, Security, lost & found, Office)
- Building P**
 - Office of the President
 - Office of the Deans
 - Office of Institutional Effectiveness
 - External Relations Office
 - Distance Education Office
 - Community Development Institute
 - University Center for Excellence in Developmental Disabilities
 - Human Resources
- Building P1**
 - Board of Regents Conference Room
 - Restrooms
- Building Q**
 - School of Education (SOD) Classrooms
- Building R**
 - Art Classroom
- Building S**
 - Upward Bound (Classrooms & Offices)
- Building T**
 - Adult Basic Education (Classroom & Offices)
 - Ceramics Classroom
- Building U**
 - Generator Building
- Building V**
 - Business Department
 - Information Technology Office
 - Media Services
 - Open Computer Lab
 - Restrooms
- Building W**
 - Computer Lab Classrooms