

Admissions

ADMISSION INFORMATION

In order to allow sufficient time to evaluate transcripts and provide notice of acceptance, it is strongly recommended that the NIC Admissions Office receive all application materials at least one month prior to registration. Students can apply online at www.nic.edu.

DEGREE- OR CERTIFICATE-SEEKING STUDENTS (Matriculating)

Students intending to receive a degree or certificate from NIC must complete and submit the following:

1. An Application for Admission.
2. \$25 admission fee (non-refundable, one-time fee).
3. Official high school transcript showing the date of graduation.

Official transcripts are those sent directly from the issuing school to the Admissions Office. Any hand-carried transcript received in an unsealed envelope will be considered unofficial.

Students currently enrolled in high school may wait to have their transcripts mailed until after their final grades and high school graduation date are posted on the transcript.

OR,

Official GED scores if you are a non-high school graduate. Students who have not completed the GED or are non-high school graduates should refer to the “Non-High School Graduate” section.

OR,

Official transcripts from all colleges and universities attended. Official transcripts are those sent directly from the issuing school to the Admissions Office. Any hand-carried transcript received in an unsealed envelope will be considered unofficial. Students transferring from another college or university who have a cumulative grade point average below 1.75 will be admitted on probation. See the “Academic Probation” section on page 28.

4. Complete the Placement Assessment requirement (COMPASS, ACT, or SAT).
5. Submit a Certificate of Residency: Required from Idaho students whose home county is NOT Kootenai County. Refer to page 13 for details on determining residency status.

Applicants who have lived in Kootenai County for more than 12 months, but fewer than 18 months, are required to submit a Kootenai County Proof of Residency form to apply for in-state tuition.

If all materials are not provided, the student’s status will be changed to non-degree seeking.

NON-DEGREE-SEEKING STUDENTS (Non-Matriculating)

This category is for individuals who are 18 years of age or older and who wish to enroll in courses for personal enrichment or who are concurrently enrolled and pursuing a degree at an institution other than NIC.

Title IV financial aid, Washington Reciprocity, and the Western Undergraduate Exchange (WUE) are not available for non-matriculating students. These students are not

allowed to participate in intercollegiate athletics. All non-matriculated students follow the Academic Probation and Disqualification Policy that applies to matriculated students.

Students who wish to change to matriculated (degree seeking) status need to contact the Admissions Office for instructions on completing a degree-seeking application.

To enroll as a non-matriculating student, complete the following steps:

1. Submit an Application for Admission.
2. Pay the \$25 admission fee (non-refundable, one-time fee).
3. Complete the Placement Assessment requirement (COMPASS, ACT, or SAT).
4. Submit a Certificate of Residency. This is required from Idaho students whose home county is NOT Kootenai County. See page 13 for determining residency status.

Applicants who have lived in Kootenai County for more than 12 months, but fewer than 18 months, are required to submit a Kootenai County Proof of Residency form to apply for in-state tuition.

CONTINUING STUDENTS

Any student who is currently enrolled at NIC in good academic standing will be allowed to register for the next semester (fall or spring) or summer session without reapplying for admission. Students are responsible to notify the Admissions Office of any change of name or address.

FORMER STUDENTS

Students who have been away from North Idaho College for one or more semesters (fall or spring) must complete an Application for Admission. In addition, any student who plans to be a matriculating (degree-seeking) student and has attended other colleges since enrollment at NIC, must submit official transcripts from those institutions. Students are encouraged to review the residency status on page 13. Students are responsible for filing the appropriate certification if and when their residency status changes.

NON-HIGH SCHOOL GRADUATE

Non-high school graduates who are 18 years of age or older, or students who have graduated from non-accredited high schools, may enroll as a non-matriculated student. All credits completed will appear on an NIC transcript. Students under this classification who want to be admitted as a regular matriculating student may do so after passing the high school level General Educational Development (GED) tests. Students must receive a standard score of 410 or above on each test and an average standard score of at least 450 on all five tests.

If a student has not completed the GED, he or she must complete the Placement Assessment (COMPASS) and receive a minimum score before being accepted for admission. Students using the COMPASS as an option must complete specific sections as outlined by the U.S. Department of Education to determine ability-to-benefit and admissions status.

COMPASS minimum scores for admission as an ability-to-benefit student are:

Pre-Algebra/Numerical Placement	25
Reading Placement	62
Writing Placement	32

ASSET minimum scores for admission as an ability-to-benefit student are:

Numerical Skills	33
Reading Placement	35
Writing Placement	35

PLACEMENT ASSESSMENT

The Placement Assessment (COMPASS) is an important part of enrollment and meets state and institutional requirements for student assessment and tracking. North Idaho College has an “open-door” admissions policy, allowing students with a wide range of skills to be admitted. Entry skill levels in English, math, and reading are measured. Results of the assessment are used to assist students in selecting appropriate courses and to ensure student success. Additional information or an assessment appointment is available by calling Student Services at (208) 769-7821.

You do not need to complete the assessment if:

1. You have completed the COMPASS at NIC within the last two years, or
2. You have completed the ACT or SAT within the past two years and provided copies to the NIC Admissions Office, or
3. You have successfully completed at least 24 college-level semester credits, including a grade of C- or better in English and college-level math, or
4. You are enrolling only in exempt courses. These courses are listed in the Class Schedule.

PROFESSIONAL-TECHNICAL PROGRAM ADMISSION REQUIREMENTS

Students wishing to enter a Professional-Technical program should follow the Degree- or Certificate-Seeking (Matriculating Students) section on page 10 for admission to the following programs:

- Accounting Assistant
- Administrative Assistant
- Graphic Design
- Human Services
- Legal Administrative Assistant
- Medical Administrative Assistant
- Medical Billing Specialist
- Medical Receptionist
- Medical Transcriptionist
- Office Receptionist

LIMITED ENROLLMENT PROGRAMS

The following Professional-Technical programs have limited enrollment:

- Automotive Technology
- Carpentry
- Collision Repair Technology
- Computer Information Technology (CITE)
- Culinary Arts
- Diesel Technology
- Drafting Design and Technology
- Electronics Technology
- Heating, Ventilation, Air Conditioning, and Refrigeration
- Machine Technology
- Maintenance Mechanic/Millwright

Since these programs often fill quickly, prospective students are encouraged to begin the application process as early as possible (6-12 months prior to enrollment). Decisions on applicant files are made on an eligibility/space-available basis, and only after the Admissions Office has received, at a minimum, the following three items:

1. An Application for Admission to NIC and the specific program.
2. The \$25 admission fee (non-refundable, one-time fee).
3. Results from the COMPASS or an equivalent test, or waiver of the test based on previous college level coursework. To schedule a COMPASS test for a limited enrollment program, call (208) 769-7847.

For more information, call the Admissions Office at (208) 769-3311 or the Professional-Technical Student Support Services Office at (208) 769-3468.

Students who score below the program cut-off scores are designated as “pre-technical” students and must complete specific academic coursework prior to program entry. Students will be advised to participate in the Bridge Program to prepare them for their program of choice. Information about the Bridge Program is on page 47.

Acceptance letters for Fall Semester are usually mailed in March or early April. Students accepted into a limited enrollment program will receive a letter asking for a non-refundable \$100 deposit to be paid within three weeks of acceptance. The deposit will apply toward tuition and fees.

SELECTIVE PROGRAMS

The following programs have a selective admissions process:

Law Enforcement	See page 87
Pharmacy Technology	See page 99
Practical Nursing	See page 95
Registered Nursing	See page 96

Application packets for all programs, except Law Enforcement, are available from the Admissions Office. Details about the Law Enforcement admissions process are on page 88. **NOTE:** Physical examinations are required for students accepted into the Registered Nursing (RN) and Practical Nursing (PN) programs.

DISTANCE EDUCATION CLASSES

Distance Education classes provide students with opportunities to take classes without traveling to the Coeur d'Alene campus. These courses are delivered by interactive video-conferencing (IVC), the Internet, or at off-campus sites. IVC courses offer interaction through a two-way audio and video network from NIC's main campus to locations in the five northern counties. Internet courses require students to have computer access with the majority of instruction delivered via a website.

Distance Education students apply and register using the same application forms as on-campus students. Students may order and pay for their textbooks online at www.bookstore.nic.edu with a credit card. Tuition can be paid online at www.nic.edu by accessing NICOnline or through the NIC Business Office.

For more information, call (208) 769-3436, send an e-mail to distance@nic.edu, or visit the webpage at www.nic.edu/disted

A.A. and A.S. Courses Available Online

Students may choose to take courses that apply toward an Associate of Arts or an Associate of Science degree over the Internet by enrolling in NIC's wide variety of Internet courses. For information, call the Distance Education Office at (208) 769-3436.

DUAL ENROLLMENT

Dual Enrollment allows eligible high school juniors and seniors to enroll in NIC courses on campus or at their high school. Credit for both high school and college may be awarded. Students enrolled in NIC courses will receive an NIC transcript. These credits transfer to other colleges and universities across the nation that are regionally accredited.

Complete details about Dual Enrollment are available from high school counselors or from the NIC Distance Education Office at (208) 769-3436.

Entrance Requirements:

1. Must be at least 16 years of age or successfully completed at least one-half of the high school graduation requirements as certified by the student's high school.
2. Have a 3.00 high school GPA or higher.

Application and Registration Process:

1. Meet with a high school counselor to determine eligibility. If ability to succeed is a concern, the COMPASS assessment test may be taken.
2. Submit an NIC Application for Admission and an official high school transcript.
3. Complete the Dual Enrollment Registration Form, with high school counselor and parent signatures.

TECH PREP

Tech Prep is a vocational/technical program that coordinates what is taught in high school with the post-secondary curriculum. Students enrolled in approved high school programs can receive post-secondary credit toward a technical or vocational degree. This process allows students to begin working on an Associate of Applied Science degree or Certificate of Completion while still in high school.

Tech Prep students can either earn a degree in a shorter amount of time or go into greater depth of study.

Those students who were Tech Prep participants at an area high school having an articulation agreement with North Idaho College should identify themselves as such on the Application for Admission. The Admissions Office will evaluate the student's records received from the participating secondary school and award articulated advanced standing credit when appropriate, according to the guidelines established by the participating institutions. The Tech Prep program is renewed on an annual basis.

For more information about Tech Prep, contact the regional office at (208) 773-2401.

INTERNATIONAL STUDENTS

North Idaho College welcomes the enrollment of qualified international students. In addition, the college encourages currently-enrolled international students to participate in the educational, social, and cultural activities of the local community.

Admissions Requirements and Information:

International students must meet the same admissions requirements as domestic students. Students must have graduated from a secondary school and have the minimum English abilities to succeed in college. International students who are transferring from a college or university must have a minimum 2.00 grade point average.

All application materials from students who are located abroad should be sent to the Admissions Office at least six months prior to registration in order to allow time for evaluation and notice of acceptance. International students who are applying from within the United States need to submit all materials no less than one month prior to registration.

Send all forms to:

Office of Admissions
North Idaho College
1000 West Garden Avenue
Coeur d'Alene, ID 83814 USA

The college will issue an I-20 to accepted students who provide the appropriate admissions and financial documentation.

Required Information for a Complete Admissions File

1. International Student Application for Admission
2. The \$25 admission fee in U.S. funds (non-refundable, one-time fee).
3. Official secondary (high school) transcript and confirmation of graduation (an original, certified English translation must accompany those documents that are not in English).
4. Official transcripts from all colleges attended (an original, certified English translation must accompany those documents that are not in English).
5. Official Test of English as a Foreign Language (TOEFL) Scores. Minimum scores are 500 (paper-based) and 173 (computer-based).

Information about the TOEFL is available on the Internet at www.toefl.org. Students who do not yet have the minimum level of English proficiency may wish to enroll in North Idaho College's Intensive English Language Program (IELP). See below for more information.

6. Financial Declaration: International students must have sufficient financial resources to fully meet all institutional and personal expenses while studying in the United States. North Idaho College will not bear responsibility for an international student's finances. **Estimated costs for the 2001-2002 school year are listed below.**

Tuition and Fees*	\$5,264
Room and Board*	\$5,400
Mandatory Health Insurance (annual fee)	\$500
Books, Supplies, Incidentals	<u>\$3,052</u>
Total*	\$13,716

Summer room and board expenses are estimated to be \$500 per month.

- * NIC reserves the right at any time to change its charges. In the unlikely event that changes become necessary, NIC will endeavor to give advance notice.
7. Health Insurance: International students are required to purchase the Student Health Insurance (Plan B), which is available through the Associated Students of North Idaho College. Exemptions are only granted if the student can provide comparable evidence of financial responsibility for medical expense. Students purchasing this insurance will be covered until the end of the coverage period. This policy includes repatriation medical evacuation benefits.

INTENSIVE ENGLISH LANGUAGE PROGRAM (IELP)

NIC's Intensive English Language Program (IELP) includes five eight-week sessions throughout the year. The three levels of instruction are Intermediate I, Intermediate II, and Advanced. A TOEFL (Test of English as a Foreign Language) test is not required to enter the program. Students who successfully complete the program may become full-time regular NIC students if minimum admission requirements are met.

Students spend 15-18 hours per week in the classroom

studying grammar, reading, writing, listening, speaking, and conversation.

Students who are interested in applying for IELP must have studied English a minimum of four years and have a limited understanding of English syntax and phonetics.

Submit the following for admission:

1. An Application for Admission
2. \$25 admission fee in U.S. funds (non-refundable, one-time fee)
3. Official transcripts from secondary school and all colleges
4. Financial Declaration
5. Health insurance

For more information, call the Admissions Office at (208) 769-3311.

RESIDENCY STATUS

Residency for tuition purposes is governed by Idaho State Code. Under current Idaho State Code 33-2110A,

“...a student in a community college shall not be deemed a resident of the district, or of a county, or of the State of Idaho, unless such student shall have resided within said district, county, or state, for at least one (1) year continuously prior to the date of his/her first enrollment in said community college.” Additionally, “residency may not be acquired while attending, and enrolled in a community college.”

“Counties in Idaho are liable for the out-of-district tuition so long as the student is duly enrolled and attending the college. This liability shall be for six (6) semesters or the term of the curriculum for which the student is enrolled, whichever is lesser. Liability shall terminate if the student's domiciliary residence changes and that change occurs for twelve (12) months.”

CERTIFICATE OF RESIDENCY

North Idaho College receives the major part of its funding from Kootenai County. An additional portion comes from state funding. Idaho students who do not reside in Kootenai County must file a Certificate of Residency with their home county auditor's office. Certificate forms are available from the Admissions Office or the county auditor's office.

If verification is not received from the student's home county, the student must pay non-resident fees. (Exception: Students from Kootenai, Twin Falls, Payette, and Jerome counties are not required to complete the Certificate of Residency. Those counties collect funds through assessed taxes to fund the community college in their district.)

Some counties may require additional information or have students complete additional forms. Blaine, Canyon, Gem, Gooding, and Payette Counties require a Certificate of Residency on file for each semester. Ada County requires a Certificate of Residency on file for each academic year.

If you have completed six semesters at NIC, you will not be eligible for the tuition benefits from your county. Students who exceed the tuition benefit will be charged non-district tuition. However, non-district tuition is significantly lower than out-of-state. Check with your county for further details. The county is obligated by state code to pay the out-of-district charge pursuant to Idaho State Code 33-2110A.

RESIDENTS of IDAHO

Any applicant for admission who has been domiciled (a person’s true, fixed, and permanent home or place of habitation) in Kootenai County for at least 12 months, but less than 18 months, will be asked to submit proof of Kootenai County residency within 15 calendar days of the start of the semester. Until this documentation has been received and approved by the Admissions Office, out-of-state tuition will be charged at the time of registration.

The NIC district comprises all of Kootenai County. For tuition purposes, a student who is a permanent resident of the United States may be classified as a resident of the district by meeting one or more of the following qualifications:

1. Any student whose parents or court-appointed guardians are domiciled in the college district and provide more than 50 percent of his or her support. (Domiciled means an individual’s true, fixed, and permanent home and place of habitation. It is the place where he or she lives without intending to establish a new domicile elsewhere). To qualify under this section, the parents or guardian must have resided continuously in the college district for 12 months preceding the opening day of the term for which the student matriculates.
2. Any student who receives less than 50 percent of his or her support from parents or legal guardians, who are not residents of the college district for voting purposes, and who has continuously resided in the college district for 12 months preceding the opening day of the term for which the student matriculates.
3. The spouse of a person who is classified or is eligible for classification as a resident of the college district for the purpose of attending the college.
4. A member of the armed forces of the United States, stationed in the college district on military orders.
5. A student whose parents or guardians are members of the armed forces and stationed in the college district on military orders and who receives 50 percent or more of his/her support from parents or legal guardians. The student, while in continuous attendance, shall not lose his/her residency when his/her parents or guardians are transferred on military orders.
6. A person separated, under honorable conditions, from the United States armed forces after at least two years of active service, who, at the time of separation, designates the college district as his/her intended domicile or who has the district as the home of record while in service and enters the college within one year of the date of separation.
7. Any individual who has been domiciled in the college district, has qualified and would otherwise be qualified under the pro-

visions of this statute, and who is away from the district for a period of less than one calendar year and has not established legal residence elsewhere, provided a 12-month period of continuous residence has been established immediately prior to departure.

TUITION ASSISTANCE PROGRAMS

WASHINGTON STATE RECIPROCITY

A limited number of students who are legal residents of the state of Washington may qualify for a reduction of out-of-state tuition at NIC under the terms of this agreement.

WESTERN UNDERGRADUATE EXCHANGE

The Western Undergraduate Exchange (WUE) Program was established to financially assist individuals interested in attending college out of their home states. During the 2002-2003 academic year, two-year colleges in the following states will be participating in this program:

Alaska	North Dakota
Colorado	Oregon
Hawaii	South Dakota
Idaho	Utah
Montana	Washington
Nevada	Wyoming
New Mexico	

ELIGIBILITY for RECIPROCITY and WESTERN UNDERGRADUATE EXCHANGE

NIC’s Admissions Office selects students for these tuition reductions based on merit. No special applications are required.

New, full-time, degree-seeking students who complete their admission files by April 1 for Fall Semester or by October 1 for Spring Semester will be given priority for these awards. Continuing students are eligible to receive their awards for five additional semesters if they complete at least 12 credits with a 2.8 grade point average each semester and register for upcoming semesters during the early registration periods.

Students participating in these programs must be bona fide residents of their home states and must not be seeking to establish Idaho residency while receiving reduced tuition through either program. Time accrued while participating in these programs will not contribute toward establishing Idaho residency.