

Support Services

CAMPUS SERVICES

Various services are provided by North Idaho College to help promote student success and develop an enjoyable, productive college experience. The Student Services Office is located on the second floor of the Edminster Student Union Building. Students are encouraged to stop by and learn more about the services provided.

Adult Basic Education 769-3450

Adult Basic Education (ABE) is a program for individuals 16 years of age or older who have withdrawn from public school. It also serves adults who have graduated, but who still have a desire to upgrade their basic skills. There is no tuition and many learning materials are provided.

The ABE program is designed to be “open entry, open exit.” This allows students to progress at their own pace and receive individual help. The program offers individualized instruction in classes and computer software, in addition to a lab setting. Instruction is available in reading, writing, spelling, mathematics, computer literacy, citizenship, and English as a Second Language.

Students under 18 years of age must have a withdrawal from their high school, a letter of support from their parent or guardian, and picture ID that shows their date of birth.

Students may also attain a GED Certificate or High School Equivalency Certificate. The GED battery of tests consist of five separate subject exams. There is a \$15 fee for each test. There is also a \$10 fee for the government test. Call your local learning center for more information.

ABE services are available at the following sites:

Bonnors Ferry	(208) 267-9388
Plummer	(208) 689-3712
Silver Valley	(208) 783-5205
Sandpoint	(208) 263-4594
Spirit Lake	(208) 687-2637
St. Maries	(208) 689-3712

Advising 769-3370

Advising provides students with the necessary information to make good decisions and sound educational plans. Advisors assist students with admission and graduation requirements, course placement and selection, transcript evaluation interpretation, transfer institution information, registration, and course and college withdrawals. Through advising, students can connect their educational and life interests to degree requirements and career opportunities.

Students are strongly encouraged to meet with their assigned advisor on a regular basis to ensure they are meeting requirements for graduation. This is particularly important prior to registration each semester since advisor's clearance is needed.

All full-time faculty and Student Services advisors and counselors provide advising for students. During the first four weeks of the semester, new students are assigned an advisor based upon their educational goals. Students can find out who their assigned advisor is through NICOnline at www.nic.edu or through any of the main offices on campus. Students may request a change of advisor at any time through Student Services on the 2nd floor of the Edminster Student Union Building.

American Indian and Minority Student Support 769-3365

Specialized support is available to students from diverse backgrounds through the American Indian and Minority Student Advisor at an office located at 701 River Ave. A qualified advisor is available to identify individual needs and sources of support. Support may include assistance with scholarships, enrollment, academic advising, tribal support, cultural resources, and campus clubs.

Bookstore 769-3364

The NIC Bookstore, which is called the Mica Peak Exchange, is located in the Student Union Building. It is open weekdays with extended hours during the first few days of each semester. Textbooks and supplies are available, as well as learning and self-study aids, research paper handbooks, dictionaries, books for reference and pleasure reading, computers, software, computer supplies and accessories, snacks, personal health items, music CDs, backpacks, briefcases, imprinted caps, apparel, and gift items. The Mica Peak Exchange also offers textbooks and logo items for the University of Idaho and Lewis-Clark State College. All books can now be purchased online through the Bookstore's website at www.bookstore.nic.edu

Business Office 769-3344

The Business Office is located in Lee Hall and is open weekdays. All payments to the school should be paid at the cashier's window at the Business Office. All checks to students may also be picked up from the Business Office (advanced V.A. checks, however, are available through the Registrar's Office).

Campus Safety and Security 769-3310

All matters concerning security, parking, emergency response, room openings, lost and found, special event setup, custodial, grounds, mail, and copy center services should be directed to this office. The Campus Security and Nightwatch Staff patrol the grounds, buildings, and parking lots 24 hours a day and will respond to any emergency or problem. Issues concerning enforcement of applicable federal, state, city, or county laws or ordinances on college property should be directed to this office.

The Campus Safety and Security Office, located in the River Building at 905 River Avenue, is open 8 a.m. to 4:30 p.m. Monday through Friday. Parking permits are required for the year beginning each Fall Semester and may be purchased at registration or at the Campus Safety Office. All motor-driven vehicles operated on campus are required to be registered and display a permit. Visitor and courtesy day passes are also available.

Career Center 769-3297

The NIC Career Center is located on the upper level of the Edminster Student Union Building and offers a wide variety of services to help students and prospective students with all aspects of career planning and job hunting. Visit us to receive help with questions, such as: How can I discover which career choices are best for me? What are my career options? and, How can I achieve my career goals? Career counseling, career assessments, and workshops are available to assist students with the career development process and to help them make meaningful career choices.

Seven different assessments are designed to help generate ideas about which career options might be most fulfilling for a particular student. The center also provides the latest information on career planning and job hunting, including information on careers related to every major offered at NIC. Extensive information is available, including occupation descriptions, employment outlook, wages, and training requirements. The Career Reference Library contains nearly 500 volumes, 58 career videos, and 12 periodicals. In addition, 52 free handouts are available.

Names of community contacts are located in the Informational Interview Notebook which gives students an opportunity to ask career questions of someone working in a specific occupation. Assistance is also available to help students discover the hidden job market, write a resume that gets an interview, and then interview in a manner that gets the desired job. Students may explore full-time and part-time job listings, Job Service jobs, summer jobs, volunteer opportunities, and internships. Computers with Internet access are available for students to explore career information, conduct scholarship searches, access U.S. college catalogs, and conduct job searches. For more information, visit the website at www.nic.edu/careerc, give us a call, or visit the center.

Center for New Directions 769-3445

The Center for New Directions provides services for single parents, displaced homemakers, and other adults in transition to help overcome barriers to education and employment; to access training, educational, and employment opportunities; and to become economically self sufficient. The services include personal, career, and educational counseling and a variety of workshops and classes for personal and professional enhancement. CareerWise is a five-week

modular program of instruction for adults changing careers or re-entering the workforce or an educational program. It includes building self-confidence, effective communication, job-seeking skills, strategies for goal achievement, and opportunities to meet employers from the community. Students may choose the relevant weeks to attend. The Center for New Directions is located on the first floor of the Siebert Building.

Children's Center Child Care 769-3471

The NIC Children's Center is located on the Coeur d'Alene campus in the Fort Sherman Park area and is a service available to NIC students to provide children with quality early care and education services while their parent attends college. In addition, the center provides Early Start services and serves as a lab site for students in the NIC Child Development program. The center is staffed with qualified, dedicated childcare professionals and operates from 6:45 a.m. to 5 p.m. Monday through Thursday and from 6:45 a.m. to 3:15 p.m. on Fridays. The center is equipped with five classrooms, and enrollment is open for children from 12 weeks to 5 years of age (pre-kindergarten) with fees varying according to age group. Enrolled families are strongly encouraged to apply to the Idaho Child Care Program (ICCP) at 769-1456 for assistance in paying childcare costs. Due to the large demand for services, parents are encouraged to contact the center as early as possible concerning upcoming childcare needs.

College Skills Center 769-3450

The College Skills Center supports the mission of the community college by providing a variety of class offerings to enhance learning opportunities for North Idaho College students.

Services are provided through various instructional modes. These include traditional classroom, computer and Internet instruction, as well as skills workshops, and tutoring. Assistance is available for many different learning styles and abilities. College Skills classes provide concentrated skill development for underprepared or re-entry students and allow students to maximize their learning.

A variety of academic classes are offered, such as Basic Mathematics, College Study Skills, College Transition, Writer's Workshop, plus various levels of Reading Skills instruction.

The College Skills Center provides tutoring assistance in various classes by qualified peer tutors. NIC students may schedule two hours per week, per class, of tutoring. This service is available at no cost to the student.

The Math/Science Study Center is available to all students enrolled in a math or science class and is staffed by NIC faculty members. Students may obtain daily help with class material on a drop-in basis.

Supplemental Instruction targets classes in which students may need extra assistance. A trained student leader provides special sessions to students of all ability levels in a structured, small-group setting. Assistance is available several times a week.

College Skills Center Testing Service is designed for instructors who have students who need to make up tests. Contact the College Skills Center for information on this service at 769-3450 or 769-3289.

Computer Center

Molstead Library 2nd Floor 769-3251

The Student Computer Lab is located on the second floor of the Molstead Library. The lab consists of four bays of virus-protected Windows 2000 Gateway computers and a bay of G4 Apple computers. There are two black and white laser printers and one color laser printer available from all computers. The lab also includes two color scanners for the IBM's and a color scanner for the Apple computers. A disability workstation is available on a Micron computer that uses Windows 2000. This computer also has a color scanner and other features to accommodate impaired students.

Hours are posted at the lab entrance, which includes the hours and days that the bays are used for class instruction. Users must present their student ID card at the check-in desk to enter the lab. Only NIC students, or those meeting certain criteria and having paid a fee, will be admitted. Friends and family members that are not NIC students will not be admitted. If there are any questions concerning any of these policies, please contact the lab supervisor.

Lab policy manuals are available at www.nic.edu/compserv/mlcclab. Student lab consultants are available to assist students with the computers.

General lab hours for Fall and Spring Semesters are:

- Monday–Thursday 7 a.m. - 10 p.m.
- Friday 7 a.m. - 5 p.m.
- Saturday 9 a.m. - 5 p.m.
- Sunday 12 p.m. - 6 p.m.

Lab hours for the Summer Session are:

- Monday–Thursday 8 a.m. - 5 p.m.
- Friday 8 a.m. - 4 p.m.
- Saturday.....Closed
- Sunday.....Closed

Counseling 769-7818

Counselors can be reached through the above number or at Counseling Services on the second floor of the Edminster Student Union Building. Counseling can provide direction and support for enrolled students who want help managing the demands of college and personal life. This confidential assistance could include easy access to helpful information, casual chats, support groups, career counseling, personal counseling, or referral to appropriate community resources.

A friendly staff of counselors is available to help with any concern that might interfere with student success or well-being.

Directory Information

North Idaho College designates the following categories of student information as public or “Directory Information.” Such information may be disclosed by the institution for any purpose, at its discretion.

1. Student’s name
2. Student’s address
3. Dates of attendance
4. Freshman/sophomore classification
5. Previous institutions attended
6. Major field of study
7. Awards/honors (including Dean’s list)
8. Degree conferred (including dates)
9. Past and present participation in officially recognized sports and activities
10. Physical factors (height, weight of athletes)

Currently enrolled students may withhold disclosure of any category of information under the Family Educational Rights and Privacy Act of 1974, as amended. To withhold disclosure, written notification must be received in the Registrar’s Office prior to the fourth week of a semester. Forms requesting the withholding of Directory Information are available in the Registrar’s Office. North Idaho College assumes that failure on the part of any student to specifically request the withholding of categories of Directory Information indicates approval for disclosure.

Disability Support Services 769-5947 769-7836 TTY

Disability Support Services (DSS) will provide accommodations to students with documented disabilities who, as a result of their disability, experience physical, emotional, or learning issues that create significant barriers to success in the educational setting. Any information disclosed regarding the nature of a student’s disability is confidential, kept in a separate file from general college files, and will not adversely affect admission to the college.

Eligible students may receive accommodations, such as interpreters, notetakers, peer tutors, readers, scribes, materials in alternative formats, testing accommodations, assistive technology, and other reasonable provisions.

In order to ensure that accommodations can be made in a timely manner, students who require taped texts should make their requests a minimum of four weeks prior to the beginning of each semester. Students who will require Braille should make their requests at least six months in

advance of each semester. Students not requesting taped texts or Braille should request accommodations at least two weeks prior to the beginning of each semester. Documentation must be on file at the time that the accommodation request is made. For more information, contact Disability Support Services at (208) 769-5947, 769-7794, or TTY 769-7836.

Emergency Phones

Seven emergency phones are located throughout the campus grounds. These phones are mounted on freestanding poles and are identified with a flashing blue light. Each phone dials direct to the Campus Safety Office. These phones are for the use of students, staff, or visitors in case of an emergency or the need for assistance, such as an escort or vehicle jump start. Emergency phone location maps are available at the Campus Safety Office.

Head Start 666-6755

North Idaho College Head Start is a comprehensive child development program for families and children between the ages of three and five. Families must meet eligibility requirements. Head Start's mission is "to provide high quality, comprehensive services that foster each family's growth, empowering them to nurture and support their children's social, emotional, cognitive, and physical development."

Head Start is located throughout Idaho's five northern counties with sites in Bonners Ferry, Sandpoint, St. Maries, Kellogg, Post Falls, Athol, and Coeur d'Alene.

North Idaho College Head Start:

- provides nutritious meals and snacks during the school day and at parent meetings
- ensures medical and dental care
- creates a variety of educational opportunities for children and families
- establishes individualized plans for children
- recognizes parents as the child's primary educator and teaching team partner
- encourages and supports active parent involvement
- includes children with special needs
- provides community outreach, referrals, education, and information about community resources.

Health Insurance 769-7761

All fee-paying students enrolled in one or more credits are automatically covered by a student accident insurance plan. This plan covers accidents occurring only on the North Idaho College campus or at activities officially sponsored by the college. The cost is \$10 per semester and is charged at the time of registration. Additional medical coverage is available for students enrolled in eight academic or five professional technical credits. The policy provides 80/20 coverage, and the plan may be purchased on a semester or an-

nual basis. The student insurance program is managed by the Associated Students of North Idaho College (ASNIC), not the NIC administration. For policy coverage information, claims, questions, or to purchase the insurance, call the insurance coordinator at 769-7761.

Health Services 769-7818

A nurse practitioner is available weekdays for health consultation for students. Services are available by appointment (unless for an emergency) by calling the above number. Evaluation and treatment of minor injuries and acute health problems, such as colds, flu, bladder infections, sexually transmitted diseases, etc., is provided. Reproductive health exams including birth control and emergency contraception, as well as allergy shots and immunization, are available.

Health education information, counseling, and referrals about nutrition, stress management, relationships, sexuality, rape/date rape, exercise, HIV/AIDS, and other topics are also available.

Health service visits are free to all students and **are not** related to your health insurance. Students are responsible for all laboratory charges that are not covered by insurance. Health care services that extend beyond the scope of the nurse practitioner will be appropriately referred to a physician. After-hours or emergency services can be obtained from a private physician, minor emergency clinic, or hospital emergency room. The expense of off-campus health care is the responsibility of the student and/or their health insurance carrier.

Health Services is located on the second floor of the Edminster Student Union Building. Appointments can be scheduled by calling 769-7818.

International Student Advising 769-7713

The International Student Advisor (ISA) is the official advisor for all international students. The ISA helps students with academic advising, class scheduling, class adds and drops, information regarding visa renewal, transfers to other colleges and universities, on-campus work, information, interpretation, and explanation of government laws and college regulations. Upon arrival on campus, all international students must meet with the ISA in order to have their I-20-ID validated.

Job Location and Development 769-3368

The Job Location and Development program assists students with full-time and part-time employment in the community. Current opportunities are posted in a display case in Lee Hall next to the Financial Aid Office. For information, contact the Financial Aid Office at (208) 769-3368.

Learning Resources

Molstead Library 769-3355
Instructional Media Services 769-3429
Website www.nic.edu/library

Recognizing North Idaho College's commitment to educational excellence as well as today's increasing reliance on a vast array of information resources, the Learning Resources Department seeks to enhance the educational process by teaching critical thinking and information literacy skills, which promote and encourage independent, lifelong learning. Striving for high-quality services through its dedicated staff, diverse materials, and cutting-edge technologies, Learning Resources supports the College's educational mission.

Learning Resources includes Molstead Library and Instructional Media Services. Its services are designed to foster a comprehensive and meaningful experience for NIC students.

To meet the increasingly sophisticated information needs of students, Instructional Media Services offers the faculty creative materials and services for instructional design, such as video and television programming, and computer-enhanced instruction including Web and digital production. Instructional Media Services supports faculty by making satellite and off-air programs available. Instructional Media Services oversees and maintains the campus audiovisual systems and media duplication services.

Molstead Library staff organizes and disseminates information in a variety of formats in support of the college's educational mission, its various curricula and extension programs, its administrative initiatives, and the information needs of the larger NIC community. The Library provides quality services to enrich classroom instruction and develop skills that allow students to become independent, self-directed, lifelong learners.

Molstead Library houses approximately 60,000 volumes and approximately 450 periodical titles in addition to a broad selection of videos and compact discs. Enhanced computer and telecommunications capabilities make it possible for the Library to offer the campus community access to Web-based full-text periodical and newspaper indexes; a Web-based catalog called MolWeb; Internet access; a range of CD-ROM indexes and resources; the Best of the Web; fax service; and a DVD theater studio in Todd Lecture Hall.

The Library also provides a self-service copy center with copy machines. Color copies and transparencies are available in the Library's secretarial office. A variety of services for students and staff such as bibliographic instructional, library tours, Internet instruction, interlibrary loan, and special services for distance education students are available from the Library's Public Services staff.

Legal Advice

769-7761

The Associated Students of North Idaho College (ASNIC) retains a lawyer to provide advice to students. The advice is free, but legal counsel or official representation is the financial responsibility of the student. For information, contact the Associated Students of North Idaho College.

Lost and Found

769-3310

Lost and found items should be turned in or claimed at the Campus Safety Office located in the River Building at 905 River Avenue.

Professional-Technical Placement and Cooperative Education

769-3451

The Placement Office for Professional-Technical programs coordinates activities to assist students find employment in their field of study upon graduation. Some of the activities provided include on-campus employer recruiting, an annual Job Fair, current listings of employment opportunities, and job search workshops.

Individual assistance is available in preparing for and accomplishing an effective job search. This includes resume preparation, cover letter writing, interview skill development, and job search strategy design. Appointments for assistance can be made by calling the Placement Office or by visiting the Placement Office in Hedlund 145.

Cooperative Education (Co-op) allows students employed in jobs related to their training to earn college credit for their work experience. Students considering Co-op must be enrolled in a Professional-Technical program, successfully completed half of their program, and secured an approved work site prior to the beginning of the semester of enrollment. Students interested in Co-op can contact the Cooperative Education Office in Hedlund 145 for more information and an informational handbook.

Professional-Technical Student Support Services

769-3468

The Coordinator of Professional-Technical Student Support Services is available to provide services and resources for professional-technical students prior to and during enrollment in a technical program. The coordinator also serves as a liaison between faculty, students and other on-campus departments on issues relating to advising, registration, transcript assessment, curriculum and counseling.

Registrar's Office

769-3320

The Registrar's Office, located in Lee-Kildow Hall, serves the students, faculty and staff of the college. The office maintains student transcripts and files; processes grade reports; issues diplomas; and verifies enrollment for student loan guarantors and the Veterans Administration.

Student Support Services (SSS) 769-5979

Student Support Services (SSS) is a federally-funded TRIO educational assistance program designed to help eligible students to:

- stay in school and successfully graduate from NIC or transfer to a four-year institution,
- improve academic performance and maintain a healthy grade point average,
- work through the challenges of college life while gaining autonomy and a sense of confidence.

Services available free to eligible students include one-on-one tutoring; educational planning; individualized academic advising; study skills strategies; transfer information and assistance; and financial aid, scholarship, and admissions application assistance.

To qualify for the SSS program, students must:

- be a citizen or legal resident of the United States,
- be at least a half-time student working toward a degree at NIC or planning to transfer to a four-year college or university,
- have an academic need and be either financially limited (according to federal criteria), a first-generation college student (meaning neither parent has earned a baccalaureate degree), or a student with a documented physical or learning disability.

For more information, call (208) 769-5979, or stop by the Student Support Services Office in Lee-Kildow Hall, Room 133.

Veterans Benefits 769-3281

Students eligible to receive VA benefits should contact the Veterans Coordinator in the Registrar's Office prior to registration to assure timely submission of their claim. New students who are enrolling for the first time should contact the Veterans Coordinator for forms and help in the application process approximately 8-12 weeks prior to their first term.

Advanced payment of VA benefits must be requested no later than one month before a term begins for returning students. New students must allow the one month, plus the 8-12 weeks for the application process.

To be eligible for benefits, students must be matriculated (working toward a degree) and must follow the curriculum for their declared major as outlined in the college catalog. The VA will not pay for any class that is not required for obtaining a degree.

To be considered full time, a student must carry 12 credits for the entire term. It is the responsibility of the student receiving benefits to report to the Veterans Coordinator all changes (drop/add, withdrawals, etc.) that may affect eligi-

bility for educational benefits. Failure to report such changes may result in delayed or improper benefit payments. Students whose enrollment status changes to below the level for which they have been certified or who are failing to achieve satisfactory progress in a course, must promptly notify the Veterans Coordinator.

As with all students, regular class attendance is expected of recipients of VA benefits. An instructor may cancel the enrollment of a student who attends only sporadically or who has been absent for a period of three or more consecutive weeks. The termination will be effective the last day of attendance as reported by the instructor.

VA benefit counselors are available to each veteran by phone through the Veterans Administration Regional Office in Boise. That toll-free number is 1-800-827-1000.

STUDENT LIFE

Numerous activities and functions are available to all students on the North Idaho College campus. Concerts, plays, and intercollegiate sports are just a few regularly-scheduled opportunities provided.

Athletics 769-3348

NIC is proud of its comprehensive athletic program, which includes a total of seven athletic teams. NIC competes in men's and women's soccer, volleyball, men's and women's basketball, wrestling, and softball. Scholarships are provided in all sports. Athletics plays a large role in providing students an arena for exciting entertainment throughout the year. Students may attend regular-season home athletic events free with their student ID card.

Convocations 769-3325

NIC Convocations presents various programs and events including outside speakers. The Convocations Committee cosponsors a week-long symposium each spring in conjunction with the NIC Popcorn Forum.

Identification Cards

All students will be issued a Student Identification Card. This card is one of the most important items you will receive during the registration process. ID cards provide access to numerous areas on campus and to a variety of events at a discount or free. You must present your ID card to check out library books, use the computer labs, check out gym equipment, or rent equipment in the Student Union Entertainment Center and Outdoor Pursuits.

Your card will be updated each semester with a validation sticker. If your card is lost or damaged, contact the Molstead Computer Lab, located on the second floor of the Molstead Library Building.

There is a \$10 replacement fee for lost or stolen ID cards. A \$5 fee will be charged for any updated ID card with the student's old card. This card should be kept with you through your duration at North Idaho College. Student identification cards are the property of NIC, and the use of this card is governed by college rules and regulations. This card is nontransferable and must be presented to college officials upon request.

Intramural Sports/Student Activities 769-3354

Intramural sports are an integral part of the extracurricular activities at NIC. Well over 1,500 students participated in the intramural program during the 2001-02 school year. A wide diversity of activities are offered such as flag football, volleyball, 3-on-3 basketball tournament, 5-on-5 basketball, softball, tennis, golf, fun runs, floor hockey, bowling tournaments, extreme fitness adventure, NIRSA "Natural High," and many more.

Intramural Sports is located in the lower level of the Edminster Student Union Building. It's easy to get involved; just follow these steps:

1. Select an activity and form a team. If you are new to the campus and would like to participate on a team, drop by our office and leave your name and phone number. Our staff will try to place you on a team.
2. Pick up an informational packet with starting dates, entry deadlines, rules, release forms, and team roster.
3. If a team forfeit fee is required, payment must be made in the Business Office prior to competing. If your team forfeits a contest during the regular season or playoffs, the fee is lost. Teams that don't forfeit can pick up their deposit in the Intramural Office.
4. All championship teams receive individual Intramural T-shirts.

Student Activities encourages new and exciting activities for students, faculty, and staff. If you would like to introduce a competition in any leisure activity not already offered, we encourage you to visit with us.

The Student Activities Department hires students each year to work as supervisors, scorekeepers, and officials. If you have an interest in being a leader and want to get involved, stop by.

All participants should be aware of the natural risks involved in various activities. Individuals are encouraged to obtain health insurance prior to participation in any event. NIC and the Student Activities Department are not responsible for any injuries that may occur. Individuals who choose to participate do so at their own risk.

Outdoor Pursuits 769-7809

Outdoor Pursuits is a non-profit, student-funded program that provides fun, safe, educational outdoor activities for

students, faculty, and staff. Offerings include rafting, hiking, canoeing, rock climbing, skiing, snowboarding, and kayaking, just to name a few. Most outings are geared for beginners, but individuals of all skill levels are encouraged to participate.

Outdoor Pursuits also offers outdoor equipment for rent and maintains a thorough resource library of books, videos, magazines, catalogs, maps, and handouts. During the summer months, Outdoor Pursuits operates the "Sunspot" on the NIC beach which includes sailing, kayaking, sand volleyball, rollerblading, and a snack bar. Outdoor Pursuits is located in the lower level of the Edminster Student Union Building.

Phi Theta Kappa 769-3318

Phi Theta Kappa is the only internationally-acclaimed honor society serving two-year institutions. It is a non-profit organization which recognizes and encourages scholarships among two-year college students. Phi Theta Kappa provides opportunities for the development of leadership and service; and for an intellectual climate to exchange ideas and ideals, for fellowship among its members, and for the stimulation of interest in continuing academic excellence.

Phi Theta Kappa is based primarily on academic achievement. Candidates for membership must have completed 12 semester hours of associate degree coursework, have a cumulative grade point average of 3.50 or above, and adhere to the school code of conduct. A cumulative grade point average of 3.00 must be maintained to remain a member.

Phi Theta Kappa provides numerous opportunities. Several universities offer scholarships exclusively to Phi Theta Kappa members. For more information about NIC's PTK chapter, call the President's Office at 769-3303.

Popcorn Forum 769-3325

The North Idaho College Popcorn Forum, sponsored by the Department of Political Science with funding from the Associated Student Body governing board, was created during the 1970-71 academic year and has presented more than 400 lectures by national and international speakers over the past 32 years. The campus lectures deal with a variety of topics such as politics, Big Foot, theology, the Bill of Rights, mysteries, women's issues, nuclear war, world travel, evolution/creation, psychology, DNA, human sexuality, arts, humanities, journey through time, sciences and wildlife photography.

Student Clubs 769-7761

Student clubs are another important part of the ASNIC system. The Intra-Club Council oversees more than 30 established clubs. Some of these organizations include the

Engineering Club, Publications Club, Sailing Club, Rodeo Club, Human Equality Club, Drafting Club, International Students Club, and many more.

Student Events
769-5933

Within ASNIC are two very important programs, Student Events and ASNIC Clubs. Student Events sponsors special events and activities which students can enjoy during breaks away from studies. Lecture series, slide presentations, barbecues, concerts, comedy nights, dances and other special events are scheduled throughout the year by Student Events. Student input is welcome regarding what events should be offered.

Student Government (ASNIC)
769-7761

The Associated Students of North Idaho College (ASNIC) functions as the governing body and voice of the students. The student government is made up of an eight-member Senate, which is presided over by the ASNIC president. Four sophomore senators are elected in the spring, and four freshman senators are elected in the fall. The Senate of the Associated Students of North Idaho College plans, directs, promotes, and distributes student funding for extracurricular activities, publications, Popcorn Forum, convocations, social events, and campus organizations. In addition, board members serve on various policy-making committees of the NIC College Senate.

ASNIC board meetings, which are open to all students and staff, are held twice a month in the Edminster Student Union Building. The ASNIC offices are located on the upper level of the Edminster Student Union Building.

Student Handbook
769-7761

A student handbook is provided to all students registering at NIC. If a copy of this handbook is not received during the registration process, a student should obtain a copy from the office of the Associated Students of North Idaho College (ASNIC). The handbook contains information about student services, student organizations, and clubs.

TV Public Forum
769-3325

Sponsored by the Learning Resources Department, the NIC-TV Public Forum is one of the longest running college produced TV programs in America. The Public Forum has aired since September, 1972. Public Forum is broadcast weekly and has produced more than 1,450 programs. It can be seen on PBS stations KSPS (Spokane), KUID (Moscow), KCDT (Coeur d'Alene), KAAD (Boise), KIPT (Twin Falls) and KISU (Pocatello). The program can be received by viewers in portions of seven Northwest states, as well as British Columbia and Alberta, Canada.

The Sentinel
769-3388

Students, with NIC's sponsorship, publish *The Sentinel*, which is a bi-weekly student newspaper. Interested students are encouraged to join the staff by registering for Journalism 100, Sentinel Staff. *The Sentinel* has earned numerous national first-place awards: the Robert F. Kennedy Journalism Award for outstanding coverage of disadvantaged people, the "Story of the Year" from the Los Angeles Times, and the "Newspaper of the Year" and "Best Photo" from the Associated Collegiate Press. In 1999 and 2001, *The Sentinel* won first place in the nation for its website, which can be accessed at www.nic.edu/sentinel.

Trestle Creek Review

A literary magazine of prose and poetry is published under the sponsorship of the NIC English Division. Interested students are encouraged to enroll in English 203-A, Workshop: Trestle Creek Review, offered each Spring Semester.

CRIME STATISTICS

The personal safety and security of students, staff, and visitors, and the protection of property, are a high priority at North Idaho College. By law, the college is required to report crimes that occur on its campus, NIC-owned or leased, off-campus facilities, residence hall, and adjacent property. Adjacent public property means all public property that is within the same contiguous geographic area of the institution such as a sidewalk, street, other thoroughfare, or parking facility. The college facilities include a Workforce Training Center in Post Falls and the Sandpoint Center in Sandpoint. Any crimes reported for these centers are included in the statistics below. This information is provided as part of NIC's commitment to safety and security on campus.

	<u>'99</u>	<u>'00</u>	<u>'01</u>
Murder/Homicide	0	0	0
Sex Offenses			
a. Forcible	0	0	0
b. Non-Forcible	0	0	1
Robbery	0	0	0
Aggravated Assault	0	1	0
Burglary	9	16	10
Motor Vehicle Theft	2	0	3
Larceny-Theft	34	26	36
Hate Crimes	0	0	1
Total Crimes	45	43	51
Selected Offenses:			
Arson/Reckless Burning	0	0	0
Vandalism/Property Damage	27	25	30
Liquor Law Violations	24	12	8
Liquor Law Arrests/Discipline	4	1	2

Drug Abuse Violation	0	1	1
Drug Abuse Arrests/Discipline	0	1	1
Weapons Possession Arrests	0	1	0
Weapons Arrests/Discipline	0	1	0

Crimes that are not reported cannot be reflected in this report. For more detailed information concerning crime statistics for North Idaho College, contact Campus Safety at (208) 769-3310.

HOUSING

The NIC Residence Hall is centrally located on campus near the Edminster Student Union, the Molstead Library, tennis courts, Christianson Gym, and most campus classrooms. It is also close to the NIC beach, and not far from downtown Coeur d’Alene’s shopping, restaurants, parks, and beaches. In addition to its stunning location, the Resident Hall provides many desirable amenities such as:

- Single and double rooms, many with a view
- Semi-private bathrooms
- In-room hookups for cable, phones, and computers
- Meals provided in the spacious Student Union Building
- Trained residence life staff
- Indoor bicycle storage
- Social lounge with fireplace
- Big-screen-TV theater lounge
- Frequent social activities and educational programs
- Laundry facilities
- Disability access
- Dedicated parking
- Group study lounge
- On-campus security
- Safe (access to residents and guests only)

Residence Hall Application

Students interested in living in the residence hall should send in an application packet as soon as possible. Information is available by calling the NIC Auxiliary Services department at (208) 769-3361.

Applicants are required to contract at least one semester at a time. A room deposit of \$150 is required to reserve a room. This will be refunded:

1. If requested by July 20 (prior to Fall Semester), or by November 20 (prior to Spring Semester), or
2. At the end of the contracted residence period, except for damage charges as assessed by Housing and Residential Life. Students will be charged for abnormal damage if it occurs.

Residence Hall and Food Costs

As with tuition and fees, the costs for the Residence Hall and food service are set on an annual basis by the NIC Board of Trustees. Costs for a year are estimated at \$5,400 for a double room space.

Off-Campus Housing

Students who need assistance finding available off-campus housing are urged to contact the NIC Auxiliary Services office,¹ which maintains a list of available housing opportunities. Students are encouraged to begin their housing search early for the best selection. The Auxiliary Services staff may be reached at (208) 769-3361 or may be accessed on the Internet at www.nic.edu/sub/services/rentals.asp

Workforce Training and Community Education

WORKFORCE TRAINING and COMMUNITY EDUCATION

NIC's Workforce Training and Community Education Center is located in the Riverbend Commerce Park in Post Falls and offers courses designed with "something for everyone." More than 9,000 enrollments occur annually in a wide variety of courses that offer personal and professional development opportunities. Workforce Training and Community Education courses and programs are open to anyone over the age of 16. Courses are credit-free and do not require diploma or residency restrictions. Instructors are experts in their fields with hands-on, practical information.

Workforce Training and Community Education publishes a Fall, Winter/Spring, and Summer Class Catalog that is mailed to Kootenai County residents. It also available at libraries and other locations throughout the community. For information, call the Workforce Training Center at (208) 769-3444.

Workforce Training

The goals of Workforce Training are to promote economic progress in Idaho by meeting employer needs for trained workers, by providing students with skills and personal capabilities required for occupational success in technical and skilled occupations, by meeting specific technical training needs in selected occupations, and by providing access to training for all participant groups and individuals.

Workforce Training includes pre-employment training, entrepreneurship training, upgrade training for employed persons, retraining for alternative employment opportunities and displaced workers, related instruction for apprentices in carpentry, electrical, sheet metal and plumbing, and skill development for personal enrichment.

Examples of recent credit-free, open enrollment course offerings include training for nurse assistants, dental assistants, occupational-physical therapist aides, real estate professionals, as well as courses in welding, drafting, small engine repair, machining, and many computer software programs.

Customized Training

NIC offers training and development programs that can be customized to suit the specific needs of businesses and nonprofit organizations. Training is offered in large groups or small work groups either on campus or at the work site. These programs consist of training possibilities from basic classes to completely customized training programs designed to improve organizational performance.

Past offerings have included computer classes, technical skill development, interpersonal skills, sales training, new employee orientation, continuous quality improvement, customer service management leadership, and frontline

employee training. Fees vary with the nature and/or length of the course. Phone (208) 769-3444 for more information.

Fort Sherman Institute for Human Protection

The primary mission of the Fort Sherman Institute (FSI) is to provide training to as many citizens as possible that will meet and exceed national and military standards in the fields of antiterrorism and hostage survival. The Fort Sherman Institute believes that the American way of life and peace of mind are only secure through an educated, prepared citizenry. To accomplish this, FSI will assemble expertise, design training, and deliver education to as many people as possible in the most cost-effective manner.

FSI conducts research at the federal level to develop corporate knowledge of terrorist strategies and methods to counter them successfully. Additionally, it will seek out effective methods of training to deliver the most retainable, practical instruction available at this time.

Community Education

The Office of Community Education offers special interest, credit-free courses to residents of the community. Class participants may cultivate a hobby, develop a skill, learn about an interesting subject, or simply enjoy a new activity. The wide range of courses is a result of requests from the community and are specially designed to be practical, enjoyable learning activities.

Community Education classes are offered year-round in the categories of Art and Literature, Health, Nutrition, Personal Growth, and Recreation.

The Community Education Office also coordinates the annual Elderhostel program and sponsors a variety of events and classes designed at the requests of students and instructors.

Idaho Small Business Development Center (ISBDC)

The mission of the Idaho Small Business Development Center is to provide direct consulting and training services to individual small businesses in Idaho through a sustained and increasingly effective higher education network.

The ISBDC's purpose is to serve as a focal point for linking together the resources of higher education; the private business community; and federal, state, and local governments. The ISBDC also serves as a small business assistance program serving prospective and existing small businesses in Idaho focusing on areas of consulting, skill training, and information research. The center serves small business owners and managers; expanding and start-up businesses; home-based businesses; as well as manufacturing, retail, wholesale, service, and value-added agriculture businesses.

The ISBDC develops and presents seminars, conferences and short courses tailored to meet the needs of the business community. For more information, phone (208) 769-3444.

Continuing Education Unit

Learning activities for which regular college-level credits are not awarded may be evaluated by a system of uniform continuing education units (CEU). Such units are granted in accordance with the following guidelines set forth by the National Task Force on the Continuing Unit.

Each CEU represents 10 contact hours of participation in an organized community education experience under responsible sponsorship, capable direction, and qualified instructors. Community education, as used in this definition, includes all learning experiences in organized formats that impart noncredit education to individuals who meet participation requirements. These properties of community education may be applied equally under the system regardless of the teaching-learning format, program duration, source of sponsorship, subject matter, level, audience, or purpose.

The number of units to be awarded is determined by considering the number of contact hours of instruction, or the equivalent, included in the educational activity. Reasonable allowance may be made for activities such as required reports, laboratory assignments, field trips, and supervised study.