

PHONE DIRECTORY AND E-MAIL ADDRESSES

Campus Operator & General Info	769-3300
Academic Divisions	
Business & Professional Programs.....	769-3226
College Skills	769-3327
Communication, Fine Arts, Humanities	769-3276
English and Modern Languages	769-3394
Health Professions and Nursing	769-3481
Math, Computer Science, Engineering.....	665-4521
Natural Sciences	769-3495
PE, Dance, & Resort Recreation Management .	769-3409
Social and Behavioral Sciences.....	769-7782
Trades and Industry.....	769-3226
Admissions	769-3311
Adult Basic Education/GED.....	676-8005
Advising	769-7821
Alumni Office	769-7806
American Indian Student Advisor.....	769-3365
Associated Students (ASNIC)	769-7761
Athletics	769-3348
Auxiliary Services	769-3361
Bookstore	769-3364
Bonnors Ferry Center.....	267-3878
Boswell Hall Box Office.....	769-7780
Business Office.....	769-3340
Campus Safety/Security	769-3310
Career Center	769-3297
Center for Educational Access	769-5947
Center for New Directions.....	769-3445
Children's Center Day Care.....	769-3471
College Relations	769-7764
College Skills Center	769-3206
Community Education	769-3333
Community Relations.....	769-3316
Computer Lab (Library).....	769-3251
Copy Center (Staff & Faculty)	769-3357
Counseling.....	769-7818
Custodial.....	765-5903
Development (NIC Foundation)	769-5978
eLearning and Outreach (Distance Education) ..	769-3436
Dual Credit for High School Students	769-3229
Emergency.....	9-911
Facilities.....	769-3413
Financial Aid	769-3368
Food Services.....	769-3359
GED.....	676-8005
Grants Coordinator	769-7750
Grounds	769-5904
Gymnasium.....	769-3348

Health Services.....	769-7818
HelpDesk (Information Technology)	769-3280
Human Resources	769-3304
Information Technology.....	769-3230
International Student Advisor	769-7713
Instruction.....	769-3400
Library	769-3355
Lost and Found	769-3310
Mail Center	769-3357
Outdoor Pursuits	769-7809
Parking Services.....	769-5902
Peer Tutoring	769-3206
Physical Plant.....	769-3413
Ponderay Center	263-4594
President.....	769-3303
Professional-Technical Education	
Business and Professional Programs.....	769-3226
Health Professions	769-3481
Student Support Services	769-3448 or 769-3468
Trades and Industry.....	769-3433
Recreational Sports.....	769-3299
Registrar's Office	769-3320
Schuler Performing Arts Center.....	769-3424
Security/Emergency	769-3310
Sentinel Newspaper	769-3388
Silver Valley Center.....	783-1254
Student Accounts (Payments)	769-3344
Student Activities (ASNIC)	769-7761
Student Services	769-3370
Testing Center.....	676-7207 or 676-7203
Veteran's Services	769-3281
Workforce Training Center	769-3333

E-MAIL ADDRESSES

Admissions Office.....	admit@nic.edu
Advising.....	advising@nic.edu
Alumni Office.....	alumni@nic.edu
Bookstore.....	bookstore@nic.edu
Career Center	career@nic.edu
Financial Aid Office	finaid@nic.edu
Foundation.....	foundation@nic.edu
Distance Education.....	elearning@nic.edu
Housing	housing@nic.edu
Molstead Library	library@nic.edu
Registrar's Office.....	registration@nic.edu
Testing Center	testing_center@nic.edu

North Idaho College is committed to its policy of nondiscrimination on the basis of race, color, religion, national origin, gender, age, disability, pregnancy, sexual orientation, or status as a Vietnam-era veteran. This policy applies to education programs, services, and facilities, and includes, but is not limited to, admissions, employment, and access to programs and services.

NIC MISSION STATEMENT

North Idaho College is committed to student success, teaching excellence, and lifelong learning. As a comprehensive community college, North Idaho College provides quality educational opportunities that expand human potential and enhance the quality of life for the students and the communities it serves.

BOARD OF TRUSTEES

- Christie Wood, Chair**
- Michael (Mic) Armon, Vice Chair**
- Judy Meyer, Secretary**
- Ron Vieselmeyer, Treasurer**
- Rolly Williams, Trustee**

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College Calendar

- Holidays
- Advising/Curriculum Days

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June 2009

- 1 Summer Session begins.**
 - 1 Payment due by 5 p.m. for Summer Session students who registered after May 14.
- 1-2 Summer Session add/drops through 5 p.m. June 2.
- 4 Last day for 100 percent refund for Summer Session.
- 4 Financial Aid checks disbursed beginning at 8 a.m. at the Student Accounts Office in Lee-Kildow Hall.
- 12 10-month professional-technical programs end.
- 16 Final grades due for professional-technical Summer Session 4-week block.

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July 2009

- 1 Financial Aid deadline (FAFSA) for Fall Semester.
- 3 Independence Day observed** - campus closed.
- 6 Last day to withdraw from Summer Session or from college.
- 10 11-month professional-technical programs end.
- 14 Final grades due for professional-technical Summer Session 8-week block.
- 20 Carpentry fall block begins.
- 24 Summer Session ends.
- 28 Final Summer Session grades due from faculty.
- 30 Payment due by 5 p.m. for Fall Semester students who registered on or before July 30. If registering after July 30, payment is due Aug. 20.

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August 2009

- 4 Payment due for Fall Semester Dual Enrollment students who registered on or before Aug. 4. If registering after Aug. 4, payment is due at the time of registration.
- 4 Summer Session GPAs available on NICOOnline.
- 10 Textbooks available for Fall Semester.
- 13 Carpentry fall block ends.
- 18 Carpentry fall block final grades due.
- 18 Faculty return to campus.
- 17-21 Financial Aid charges begin at the Mica Peak Exchange Bookstore.
- 20 Payment due by 5 p.m. for Fall Semester students who registered after July 30. If registering after Aug. 20, payment is due at time of registration.
- 24 **Fall Semester begins.**
- 24-25 Summer Session Textbook Buy Back at the Mica Peak Exchange Bookstore.
- 24-26 Financial Aid Bookstore charges continue through noon on the 26th at the Mica Peak Exchange Bookstore.
- 24-27 Fall Semester course add/drops through 5 p.m. Aug. 27.

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September 2009

- 2 Last day to receive 100 percent refund.
- 3 Financial Aid checks disbursed at 8 a.m. in the Lake Coeur d'Alene Room of the Student Union Building.
- 7 Labor Day** - campus closed.

College Calendar

 Holidays
 Advising/Curriculum Days

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October 2009

- 2 First Friday Campus Visitation Program.
- 5 Incomplete grades due for Spring Semester 2008 and Summer Session 2008.
- 12-16 Midterm exams.
- 20 Midterm grades due from faculty.
- 27** **Advising Day.** Classes that meet at 4 p.m. or later are in session.

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November 2009

- 1 Deadline to apply for Spring Semester 2009 graduation.
- 2 Financial Aid (FAFSA) deadline for Spring Semester.
- 2 NICOonline registration begins for continuing students for Spring Semester by appointment.
- 4 Registration begins for continuing dual credit (WINGS) students for Spring Semester.
- 6 First Friday Campus Visitation Program.
- 9 Last day to withdraw from regular-length Fall Semester courses or college.
- 9 NICOonline registration begins for former students for Spring Semester by appointment.
- 25-27** **Thanksgiving Holiday** - campus closed.
- 30 Registration begins for new non-degree and new dual credit (WINGS) students for Spring Semester.

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December 2009

- 4 First Friday Campus Visitation Program.
- 10 Last day of regular Fall Semester classes.
- 8 Orientation, Advising, and Registration Sessions begin for new Spring Semester students by appointment.
- 11** **Professional Development Day.** Classes that meet at 4 p.m. or later are in session.
- 14-17 Fall Semester Textbook Buy Back at Mica Peak Exchange Bookstore.
- 14-17 Final exams.
- 17 Fall Semester ends.
- 22 Final Fall Semester grades due by 10 a.m. from faculty.
- 23 Fall Semester GPAs available on NICOonline.
- 25-31** **Holiday Break** - campus closed.

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January 2010

- 1** **Holiday Break continues** - campus closed.
- 1 Financial Aid FAFSA forms available online for 2010-2011.
- 4 Textbooks available for Spring Semester.
- 4-8 Financial Aid Bookstore charges for Spring Semester in the Mica Peak Exchange Bookstore.
- 5 Faculty return to campus.
- 7 Payment due by 5 p.m. for students who registered for Spring Semester on or before Jan. 7. If registering after Jan. 7 payment is due at the time of registration.
- 11 **Spring Semester begins.**
- 11-13 Financial Aid Bookstore charges continue through noon Jan. 13 at the Mica Peak Exchange Bookstore.
- 11-14 Spring Semester course add/drops through 5 p.m. Jan. 14.
- 18** **Martin Luther King, Jr. Holiday** - campus closed.
- 20 Last day for 100 percent refund for Spring Semester.
- 21 Financial Aid checks disbursed at 8 a.m. in Lake Coeur d'Alene Room of the Student Union Building.

College Calendar

- Holidays
- Advising/Curriculum Days

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February 2010

- 5 First Friday Campus Visitation Program.
- 15** Presidents' Day Holiday - campus closed.
- 22 Incomplete grades due for Fall Semester 2009.

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March 2010

- 1-5 Midterm exams.
- 1 Summer Session Financial Aid Applications available from Financial Aid Office.
- 5 First Friday Campus Visitation Program.
- 9 Midterm grades due from faculty.
- 15 Priority financial aid and scholarship application deadline.
- 29-31** Spring Break begins - no classes scheduled.

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April 2010

- 1 Deadline to apply for Summer Session 2009 graduation.
- 1-2** Spring Break continues - no classes scheduled.
- 2 First Friday Campus Visitation Program.
- 5 Last day to withdraw from regular-length Spring Semester courses or college.
- 8** Advising Day. Classes that meet at 4 p.m. or later are in session.
- 8 NICOonline registration begins for continuing students for Summer Session by appointment.
- 12 NICOonline registration begins for continuing students for Fall Semester by appointment.
- 19 NICOonline registration begins for former students for Summer Session and Fall Semester by appointment.

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May 2010

- 3 Deadline to apply for Fall Semester 2009 graduation.
- 3 Registration begins for new students for Summer Session.
- 3 Registration begins for non-degree seeking students for Summer Session and Fall Semester.
- 3 Registration begins for new dual credit (WINGS) students for Fall Semester.
- 6 Last day of regular Spring Semester classes.
- 7** Curriculum Day. Classes that meet at 4 p.m. or later are in session.
- 7 First Friday Campus Visitation Program.
- 10-13 Final exams.
- 10-14 Fall Semester Textbook Buy Back at Mica Peak Exchange Bookstore.
- 13 Payment due for students who registered on or before May 13 for Summer Session. If registering after May 13, payment is due by 5 p.m. June 7.
- 14 Commencement at 10 a.m. Christianson Gymnasium.
- 17 4-week and 8-week professional-technical program blocks begin.
- 18 Final Spring Semester grades due from faculty by 5 p.m. \
- 19 Spring Semester grades available on NICOonline.
- 31** Memorial Day Holiday - campus closed.

College Calendar

 **Holidays**
 **Advising/Curriculum Days**

S	M	T	W	T	F	S
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June 2010

- 2 Summer Session textbooks available.
- 2-4 Financial Aid charges continue through 2:30 p.m. June 4 at the Mica Peak Exchange Bookstore for Summer Session.
- 4 Orientation, Advising, Registration Sessions (OARS) begin for new Fall Semester students by appointment.
- 7 **Summer Session begins.**
- 7 Payment due by 5 p.m. for Summer Session students who registered after May 13.
- 7-8 Summer Session add/drops through 5 p.m. June 8.
- 9 Last day for 100 percent refund for Summer Session.
- 10 Financial Aid checks disbursed beginning at 8 a.m. at the Student Accounts Office in Lee-Kildow Hall.
- 11 10-month professional-technical programs end.
- 15 Final grades due for professional-technical 4-week block.

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July 2010

- 1 Financial Aid deadline (FAFSA) for Fall Semester.
- 5 **Independence Day observed** - campus closed.
- 6 Last day to withdraw from Summer Session or from college.
- 9 11-month professional-technical programs end.
- 13 Final grades due for professional-technical 8-week block.
- 19 Carpentry fall block begins.
- 29 Summer Session ends.
- 29 Payment due for Fall Semester students who registered on or before July 29. If registering after July 29, payment is due Aug. 19.

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August 2010

- 3 Summer Session grades due from faculty.
- 9 Summer Session GPAs available on NICOOnline.
- 9 Textbooks available for Fall Semester.
- 12 Carpentry fall block ends.
- 17 Carpentry fall block final grades due.
- 17 Faculty return to campus.
- 16-20 Financial Aid charges begin at the Mica Peak Exchange Bookstore.
- 19 Payment due by 5 p.m. for Fall Semester students who registered after July 29. If registering after Aug. 19, payment is due at time of registration.
- 23 **Fall Semester begins.**
- 23-24 Summer Session Textbook Buy Back at the Mica Peak Exchange Bookstore.
- 23-25 Financial Aid Bookstore charges continue through noon on the 25th at the Mica Peak Exchange Book-

ABOUT NORTH IDAHO COLLEGE

Founded in 1933, North Idaho College is a comprehensive community college located on the spectacular shores of Lake Coeur d'Alene and the Spokane River. Quality instruction, small classes, and a caring, talented faculty and staff are the driving forces behind NIC's success.

NIC offers associate degrees in more than 35 transferable academic majors and certificates or associate of applied science degrees in 33 professional-technical programs. Credit courses are offered during Fall and Spring Semesters and during an eight-week Summer Session. Courses are offered days, evenings, on the NIC campus, at the Post Falls Workforce Training Center, and at outreach sites throughout the five northern counties.

Approximately 4,650 students are enrolled in credit courses with classes averaging approximately 20 students. NIC also operates centers in Ponderay, Kellogg, and Bonners Ferry. The college's Workforce Training Center, located near the Idaho-Washington border in Post Falls, offers non-credit classes and workforce training programs to approximately 10,500 students each year.

NIC's main campus is located in Coeur d'Alene, a destination resort town, which lies in the four-season beauty of North Idaho's famous recreation area. An abundance of outdoor activities are available including mountain biking, boating, fishing, hunting, backpacking, hiking, camping, swimming, snowboarding, and skiing. The campus lies in the city limits of Coeur d'Alene, with a growing population of 39,000 residents with approximately 130,000 residents in Kootenai County. Cultural and social activities are abundant in the lakeside city that is near Spokane, Washington, a metropolitan area of 436,000.

ACCREDITATION

North Idaho College is accredited by the Northwest Association of Schools and Colleges. The Nursing program is accredited by the National League for Nursing Accrediting Commission.

HISTORY

North Idaho College was first known as Coeur d'Alene Junior College, a private school that was started in 1933 and operated for six years. The state legislature passed the Junior College Act in January 1939, which permitted the establishment of junior college districts by a vote of eligible electors. Coeur d'Alene Junior College became North Idaho Junior College in June of 1939. On July 31, 1971, the college changed its name to North Idaho College.

OPEN-DOOR POLICY

NIC subscribes to the philosophy of the comprehensive community college, including an "open-door" admissions policy. To truly reflect its role as a community college, NIC accepts the fundamental responsibility to meet the varying needs of individuals with widely divergent interests and

abilities. At the same time, NIC seeks to respond to the needs of area businesses, industries, and governmental agencies by preparing competent, trained employees.

The commitment to an open-door admissions policy is defined as providing all eligible students with access to appropriate educational offerings at the college. NIC enrolls students seeking a post-secondary education, but reserves the right to guide students into the courses and programs that will enhance their opportunities for success.

Certain designated courses of study have special requirements for admission. The college tests and evaluates entering students to place them in the appropriate level courses.

COMMUNITY SERVICES

As a community college, North Idaho College strives to provide a quality educational environment and serve area residents through involvement in the community. Both goals are vitally important to NIC and have resulted in a wide variety of educational offerings, programs, and services designed for the college community at large.

Concerts, theatrical productions, athletic competitions, convocation programs, "Popcorn Forums," the NIC public television series, and other events are offered to encourage community participation and involvement. Special courses, programs, and workshops are offered to meet the varied interests of individuals and community groups.

A Senior Citizen's Gold Card allows individuals 60 years of age and older to attend NIC-sponsored athletic and arts events free of charge. Gold Cards are available through the NIC College Relations Office or the Admissions Office.

NIC FOUNDATION

The North Idaho College Foundation was founded in 1977 to encourage private support for the academic mission of North Idaho College. The NIC Foundation is an independent, non-profit charitable organization governed by a volunteer board of directors comprised of civic-minded community leaders.

The NIC Foundation works closely with the NIC trustees, the president, and staff to secure support for various needs of the college. The foundation solicits, accepts, and manages both cash and non-cash gifts on behalf of NIC and invests and administers those funds to provide a source of financial support for the college.

With the support of the community, the NIC Foundation is helping to change lives. Annually, the foundation provides more than \$475,000 in student scholarships and approximately \$50,000 in support of faculty and staff grants to enhance instruction and support services. Since the 1990's, the NIC Foundation has been able to provide more than \$4 million dollars to help with campus building projects, including the Meyer Health and Sciences Building which opened in the fall of 2005.

The Foundation raises funds through its annual and planned giving programs, scholarship drive, and community events.

The Foundation's Really Big Raffle offers a grand prize of a \$300,000 custom home built by the NIC Carpentry program and more than \$35,000 worth of additional prizes each year.

To make a tax-deductible gift, request additional information, or inquire about charitable giving, contact the NIC Foundation at 1000 West Garden Avenue, Coeur d'Alene, ID 83814; (208) 769-5978; www.nic.edufoundation.

NIC ALUMNI ASSOCIATION

The North Idaho College Alumni Association encourages a lifelong interest in the college by its alumni and friends. The association has found that many individuals cherish their experiences and memories of NIC classmates, instructors, and friends and that these remain with them throughout their lifetimes. The Alumni Association provides opportunities for alumni to serve NIC and its students. Membership in the association unites individuals in an organization of thousands of alumni who have chosen to express their active support for the college.

Membership is free, but requires completion of 12+ academic credits or completion of the first semester of a certificate course or apprenticeship program. You need not be a graduate to become a member. Membership benefits include invitations to special events, Molstead Library privileges, personalized ID cards, newsletter subscription, and discounts at the NIC bookstore and home athletic events. To join, visit the website at www.nic.edualumni or call (208) 769-7806.

The Alumni Office is located in the Sherman Administration Building. Please stop by to visit us if you come to campus.

NIC BOOSTER CLUB

The North Idaho College Booster Club is a non-profit organization, committed to providing financial support to all recognized intercollegiate athletic programs at NIC through various fund-raising and endowment activities for student athlete grant-in-aid and team benefits. Organized in the 1960s, the Booster Club supports all NIC recognized intercollegiate athletics as a lifelong learning experience that will enhance the value of sportsmanship and provide a positive experience for student athletes, students, and fans. The club also recognizes the commitment our athletes make to the young people of our community through our Cardinal Kids outreach program and the wrestling team's Shirley Parker Reading Program.

The Booster Club holds fund-raising events throughout the year including an annual auction, awards banquet, 3-on-3 basketball tournament, the Idaho State High School All Star Basketball Game, and golf tournament. It also sponsors a booth each year at the North Idaho Fair and operates a concession stand in Christianson Gym. For more information or to become a member, contact the Booster Club Coordinator at (208) 769-3348. Meetings are held weekly.

NIC PUBLICATIONS

Official North Idaho College publications, such as catalogs, brochures, course and fee schedules, etc., are not to be considered as binding contracts between NIC and its students. NIC and its divisions reserve the right to: (a) withdraw or cancel classes, courses, and programs; (b) change fee schedules; (c) change the academic calendar; (d) change admission and registration requirements governing instruction in, and graduation from, the college and its various divisions; and, (f) change any other regulations affecting students. Changes shall be enacted for both prospective and presently-enrolled students whenever deemed appropriate. Advance notice of changes will be provided when possible.

EQUAL OPPORTUNITY EMPLOYMENT

North Idaho College is committed to its policy of nondiscrimination on the basis of state and federal protected class status. This policy applies to all programs, services and facilities, and includes, but is not limited to, applications, admissions, access to programs and services, and employment. Such discrimination is prohibited by state and federal laws and regulations.

COLLEGE TERMINOLOGY

North Idaho College acknowledges Pueblo Community College, Oklahoma State University, and Mr. Bill Etheredge for their contributions to this glossary of college terminology.

Ability to Benefit: Students who have not graduated from an accredited high school and have not successfully completed a GED can be accepted as matriculating (degree-seeking) students by meeting or exceeding the minimum required scores on all three sections (math, writing, and reading) of the COMPASS placement exam. Students who do not meet the Ability to Benefit testing requirements have several options: 1) retake the entire COMPASS test (once) and meet score requirements; 2) complete the GED; 3) attend as a non-matriculating (non-degree) student. Only matriculating (degree-seeking) students may apply for Financial Aid.

Academic Advisor: An academic advisor is a full-time faculty member or advising staff person who is trained to assist students with educational planning and to promote a successful college experience.

Academic Load: An academic load is the number of credit hours taken in one semester.

Academic Probation: All colleges require students to maintain a minimum cumulative grade point average (GPA) to remain in school. Students who do not meet the minimum GPA will be placed on academic probation. Refer to the Academic Probation, Suspension, and Disqualification Policy on page 32 for specifics.

Academic Suspension: Students who do not meet the GPA requirements when on probation will be placed on suspension. Suspension requires a student to sit out the semester following suspension. In extraordinary cases, students can petition the Admissions and Academic Standards Committee to grant exemption from suspension. Refer to the Academic Probation, Suspension, and Disqualification Policy on page 32 for specifics.

Address: *Permanent* - The student's home address. Residency is determined by this address. *Mailing* - The address used by a student while he/she is attending NIC if different from permanent address. *Temporary* - The address used for a short time if the local and permanent addresses are not being used.

Alumni: People who have graduated from the institution. A male is called an alumnus, while a female is called an alumna.

ACT and SAT: These are acronyms for the American College Test and the Scholastic Aptitude Test. Both tests are designed to measure a student's level of knowledge in basic areas such as math, science, English, and reading. Colleges may require the results of either the ACT or SAT before granting admission. NIC does not require ACT or SAT scores, but these scores may be used to satisfy assessment requirements.

Associate Degree: The associate degree is granted upon completion of a program. Associate of arts and associate of science degrees are awarded to students who successfully complete programs designed for transfer to a baccalaureate-granting institution. The associate degree requires completion of a minimum of 64 semester credits of 100 level or above courses with a cumulative GPA of 2.0 (a "C" average).

Associate of Applied Science Degree: This degree is awarded to students who successfully complete a program designed to lead directly into employment in a specific career. The associate of applied science degree requires completion of a minimum of 60 semester credit hours with a cumulative GPA of 2.0.

Audit: A student who does not want to receive credit or a grade in a course may audit the course. Audited courses will not fulfill graduation requirements and do not affect a student's grade point average. The application process and fees for auditing a course are the same as if a student were enrolling for credit. Course enrollment may be changed from credit to audit only during the drop/add period. With the instructor's permission, course enrollment may be changed from audit to credit during the first four weeks of the semester or the first two weeks of Summer Session.

Bachelor's Degree (or Baccalaureate Degree): This is the undergraduate degree offered by four-year colleges and universities. The bachelor of arts degree requires that a portion of the student's studies be dedicated to the arts - literature, language, music, etc. The bachelor of science degree requires that a portion of the studies be in the sciences - chemistry, biology, math, etc. The minimum credit hour requirement for a bachelor's degree is 120 hours.

Bookstore: All colleges have bookstores. Bookstores generally stock the books and materials required in all the courses offered at the institution. Bookstores also provide basic items and clothing items.

Business Office: The office responsible for all financial transactions of the institution. It may also be called the Bursar's Office or the Cashier's Office on some campuses.

Catalog: College catalogs provide all types of information parents and students need to know about a school. It typically includes the institution's history and philosophy, policies and procedures, accreditation status, courses of study, degrees and certificates offered, physical facilities, admission and enrollment procedures, financial aid, student life activities, etc. They are considered the student's contract with the institution.

Certificate Programs: Certificate programs are designed to provide specific job skills.

The College Level Examination Program (CLEP): This program can be administered to students who desire to obtain college credit by taking proficiency tests in selected courses. If the student scores high enough on the test, college credit can be awarded. There is a charge for each test taken. Information concerning an institution's CLEP test policies can be found in the institution's catalog.

COMPASS: An English, reading, and math assessment that determines the most appropriate entry for student enrollment.

Concurrent Enrollment: A student who is enrolled at NIC and University of Idaho or Lewis Clark State College in Coeur d'Alene. Students who are receiving financial aid from either UI or LCSC must provide a copy of their financial aid award letter to the NIC Business Office to defer payment on NIC's tuition and fees. Students must also submit a Concurrent Enrollment form to the NIC Registrar's Office for verification of course enrollment.

Core courses: These are general education courses within various disciplines that require a C- or better to satisfy the distribution requirements for an associate degree.

Corequisite course: A corequisite is a course that must be taken concurrently with another course or courses unless the corequisite has been previously completed with a minimum of a C-.

Counselor: A counselor is a professional who is trained to assist students in overcoming personal barriers to success.

Curriculum: A curriculum is composed of those classes outlined by an institution for completion of a program of study leading to a degree or certificate.

Degree Requirements: An institution's requirements for completion of a program of study. Requirements may include a minimum number of hours, required GPA, and prerequisite and elective courses within the specified major and/or minor areas of study.

Degrees: Degrees are rewards for the successful completion of a program.

Department: A department is the basic organizational unit in a higher education institution and is responsible for the academic functions in a field of study. It may also be used in the broader sense to indicate an administrative or service unit of an institution.

Distance Education: Distance Education courses are taught at off-campus locations, by Internet, or interactive video.

District/Non-District Tuition: See page 28.

Division: A division represents a number of different units of a college or university: (1) an administrative division of an institution usually consisting of more than one department; (2) an academic division of an institution based on the year-level of students; and (3) a service division of an institution that is composed of a number of service departments, such as the Student Services Division.

Drop and Add: Students are generally permitted to drop courses from their class schedules and/or add other courses. Courses that are dropped do not appear on a student's transcript and the student generally does not have to pay for the course. Colleges allow varying lengths of time for students to add and drop courses.

Dual Credit (WINGS): Dual credit 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 many regionally accredited colleges and universities across the nation.

Elective: An elective is a course that is not specifically required and may be selected by the student based on personal preference.

Extra-Curricular Activities : These are non-classroom activities that can contribute to a well-rounded education. They can include such activities as athletics, clubs, student government, recreational and social organizations, and events.

Faculty: The faculty are the individuals who teach classes.

Fees: Fees are additional charges not included in the tuition. Fees may be charged to cover the cost of materials and equipment needed in certain courses and they may be assessed for student events, programs and publications.

Final Exams (Finals): These end-of-the-semester exams are either given during the last week of courses each semester or during a specific week called "Finals Week." The type of final administered in a course is left to the discretion of the instructor. Final exams given during Finals Week are given on specified dates that may be different than the regular course time and are usually two hours in length. Finals schedules are published online each semester.

Financial Aid (FAFSA): Aid for paying college expenses is made available from grants, scholarships, loans, and part-time employment from federal, state, institutional, and private sources. Financial aid from these programs may be combined in an "award package" to meet or defray from the cost of college. The types and amounts of aid awarded are based on financial need, available funds, student classification, academic performance, and sometimes the timeliness of application.

Free Application for Federal Student Aid (FAFSA): This is a qualifying form used for all federal and government guaranteed commercial lenders' programs – as well as many state, regional, and private student aid programs. By filling out the online or paper FAFSA, applicants start the process of qualifying for financial aid.

Full-Time Enrollment/Part-Time Enrollment: A full-time student is enrolled in 12 or more credit hours a semester. A three-quarter-time student is enrolled in 9-11 credit hours per semester. A part-time student is enrolled in 6-8 credit hours a semester.

Honor Roll: Students are placed on honor rolls for GPA's above certain specified levels. Criteria for President's, Dean's, or other honor rolls vary at different institutions. In most cases, students must be enrolled full-time to be eligible.

Humanities Courses: Humanities courses cover subjects such as literature, philosophy, foreign languages, and the fine arts. Most undergraduate degrees require a certain number of humanities credit hours.

Hybrid Course: These courses provide multiple learning environments for interactions among students and instructors. They include required hybrid and face-to-face components. The face-to-face components are reduced, but not eliminated. Note: The hybrid component is technology-based and often consists of web-based instruction requiring the students to have computer skills.

Interactive Video Conference (IVC): These courses are delivered to off-campus sites by technology that allows interaction between students and faculty through two-way audio and video.

Internet Course: Internet courses are delivered through a website.

Junior/Community College: A Junior/Community College is often called a two-year institution of higher education. Course offerings generally include a transfer curriculum with credits transferable toward a bachelor's degree at a four-year college, and an occupational or technical curriculum with courses of study designed to prepare students for employment in two years.

Lecture/Laboratory/Discussion Courses: In lecture courses, students attend class on a regular basis and the instructor lectures on course material. Laboratory courses require students to perform certain functions in controlled situations that help them test and understand what is being taught in the lecture. Discussion courses, sometimes called seminar courses, offer students the opportunity to talk about material being taught, ask questions, and discuss material with their classmates. Discussion courses are often taught by master's or doctoral students, and are becoming more common on college campuses.

Letter Grades/Grade Point Averages (GPA): Most colleges use both letter grades and GPA's in determining students' grades. Most colleges figure GPA's using the following method: A's are worth 4 points; B's are worth 3 points; C's are worth 2 points; D's are worth 1 point; and F's are worth 0 points. To figure a GPA, multiply the number of credit hours a course is worth by the number of points for the letter grade, then add up the totals for each course and divide by the number of attempted credit hours.

Major/Minor: A major is a student's chosen field of study that usually requires the successful completion of a specified number of credit hours. A minor is designated as a specific number of credit hours in a secondary field of study.

Matriculated/Non-Matriculated (Degree Seeking/Non-Degree Seeking): Students who are matriculated are working toward a degree or certificate and have completed the admissions process, which includes application, payment of application fee, and provision of high school and/or college transcripts. Matriculated students are eligible to apply for financial aid. Non-matriculated students are not working toward a degree from North Idaho College and are not eligible for financial aid or participation in varsity athletics.

Mid-Term Exams: During the middle of each semester, instructors may give mid-term exams that test students on the material covered during the first half of the semester. Some courses have only two tests, a mid-term and a final.

Non-Credit Courses: Some courses have zero credit hours and do not meet the requirements for a certificate or a degree at a given institution. Non-credit courses may serve one of several purposes: to explore new fields of study, increase proficiency in a particular skill area or profession, develop potential, or enrich life experiences.

Open-Door Institution: Open-door institutions are usually public junior/community colleges. The term “open-door” refers to an admission policy that states that anyone who meets certain age requirements can be admitted. Open-door admissions policies do not mean that students can take any courses that they choose. Students must meet course prerequisites in order to enroll in specific courses.

Orientation, Advising, and Registration Session (OARS): This session, which includes orientation and advising, is the process by which new degree-seeking students register for courses.

Prerequisites Courses: A prerequisite is a condition that must be met before a student can enroll in a course. This may include, but is not limited to, completion of other courses with a C- or better, acceptance in other programs, sophomore standing, instructor permission, and prescribed test scores. For example, Accounting I is a prerequisite for Accounting II.

Private/Public Institutions: Private and public institutions differ primarily in terms of their source of financial support. Public institutions receive funding from the state or other governmental entities and are administered by public boards. Private institutions rely on income from private donations, or from religious or other organizations and student tuition.

Resident/Non-Resident Status: The amount of tuition a student pays to a public (state supported) college is determined by the student’s state residence status. If a student is a resident of the state, then the student pays a lower tuition rate. A non-resident will pay a higher tuition rate. Residency requirements vary from state to state, but are determined by the student’s place of residence or his/her parents’ place of residence if the student is younger than a certain age. Tuition rates for private colleges are not based on residency.

Schedule of Classes: With the help of academic advisors or faculty advisors, students make up their own individual class schedules for each semester they are enrolled. Courses are designated in the Class Schedule by course department, course number, time and days the course meets, the room number and building name, and the instructor’s name.

Service Learning: Service Learning combines academic studies with community service by linking the theory and content of a course with the practical application of the course’s concepts in a community setting. The Service Learning assignment, which is optional, requires 15-20 hours outside the classroom during the semester (in lieu of other course assignments comparable to 15-20 hours). Career exploration may be an added benefit to this type of class.

Student Identification Card (I.D.): A student ID card is usually required in college. A student ID card generally includes a photograph of the student, a student number, the student’s name, the name of the college, and the semester enrolled. The ID requires validation each semester. Student ID cards provide access to numerous areas on campus and to a variety of events

at a discount. Students must present their ID cards 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.

Syllabus: A course syllabus is a summary of the course. It usually contains specific information about the course; information on how to contact the instructor, including the instructor’s office location and office hours; an outline of what will be covered in the course, with a schedule of test dates and due dates for assignments; the grading policy for the course; and specific classroom rules. It is usually given to each student during the first class session.

Transcript: The transcript is a student’s permanent academic record. It may show courses attempted, grades received, academic status, and honors received. Colleges do not release transcripts if a student owes any money to the college. Transcripts are maintained and sent from the Registrars Office.

Transfer of Credits: Some students attend more than one institution during their college careers and will wish for accumulated credit hours from the former institution to transfer to the new one. To transfer credits, a student must have an official transcript sent to the new institution, which will determine which courses will apply toward graduation requirements.

Tuition: Tuition is the amount paid for each credit hour of enrollment. Tuition does not include the cost of books, fees, or room and board. Tuition charges vary from college to college and are dependent on such factors as resident or out-of-state status, level of classes enrolled in (lower, upper, or graduate division), and whether the institution is publicly or privately financed.

Tutors: A tutor is a person, generally another student, who has completed and/or demonstrated proficiency in a course or subject, and is able to provide instruction to another student. Tutors usually help students better understand course material and make better grades. At NIC, students may receive two free hours of tutoring per class, per week.

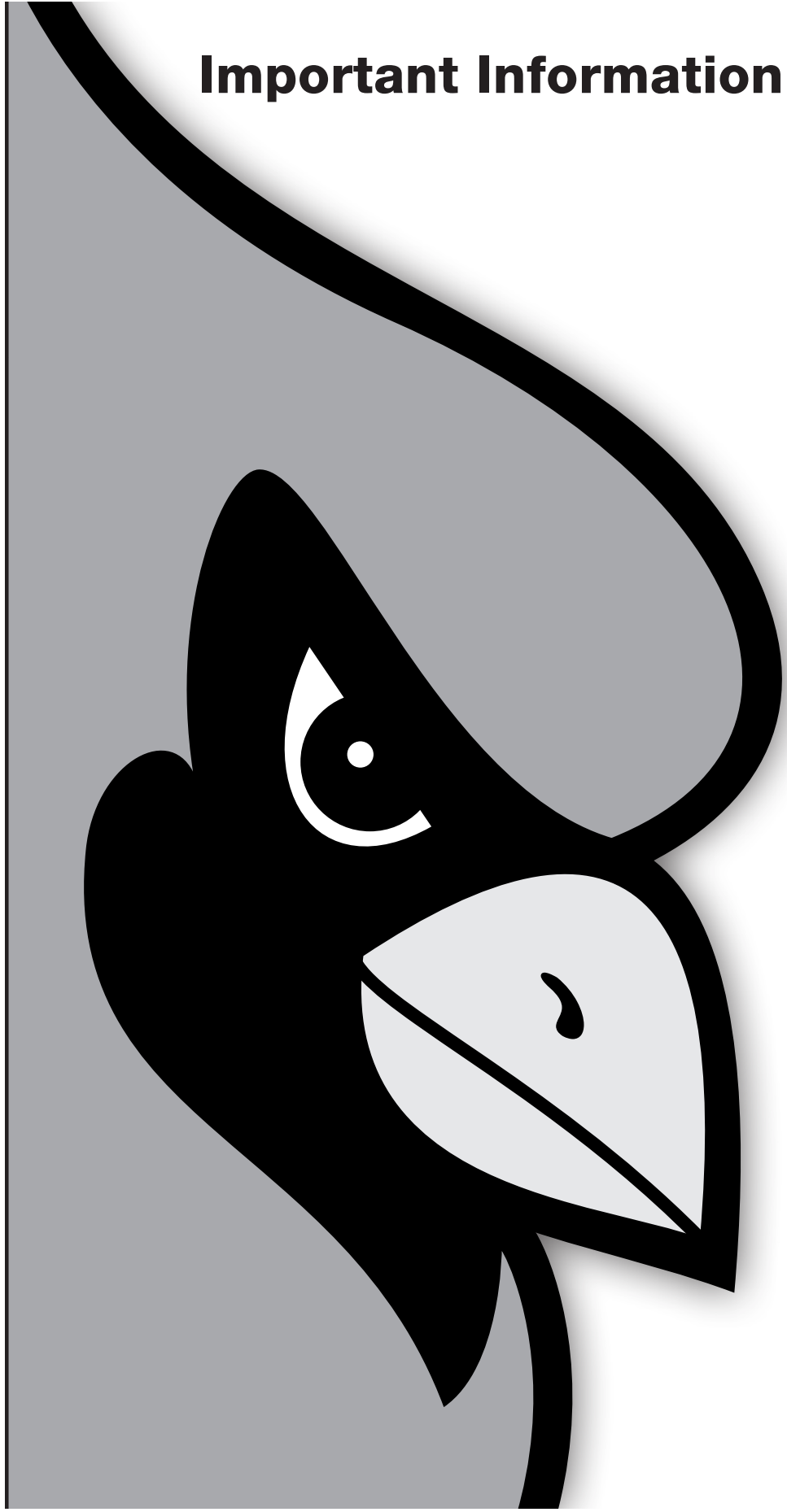
Undergraduate: An undergraduate is a student who is pursuing either a certificate or an associate or baccalaureate degree.

University: A university is composed of undergraduate, graduate, and professional colleges and offers degrees in each.

Withdrawal: Students may withdraw from courses during a semester, but there are established procedures for doing so. The college catalog generally specifies the procedures. Classes from which a student withdraws are listed on the student’s transcript and the student is responsible for paying the tuition and fees for the class.

North Idaho College 2009-2010

Important Information



STUDENT'S RIGHT TO KNOW

As a student, there are many different types of information that you have a "Right to Know."

**STUDENT RECORDS, CONFIDENTIALITY,
AND FERPA**

The Family Educational Rights Privacy Act of 1974 (FERPA) requires that North Idaho College adopt guidelines concerning the right of a student to inspect his or her educational record. The information on these pages is designed to assist students in knowing the guidelines and protecting their confidentiality.

Release of Personally Identifiable Records

The college does not permit access to or the release of educational records, or personally identifiable information other than "directory information" listed below without the written consent of the student, to any other party other than the following:

- Administrative/support staff and college faculty when information is required for a legitimate educational interest within the performance of their responsibilities to the college, with the understanding that its use will be strictly limited to those responsibilities.
- Federal and state officials requiring access to educational records in connection with the audit and evaluation of a federally- or state-supported educational program or in connection with the enforcement of the federal or state legal requirements which will not permit the personal identification of students and their parents to other than those officials. Such personally identifiable data shall be destroyed when no longer needed for such audit, evaluation, or enforcement of legal requirements.
- Agencies or individuals requesting information in connection with the student's application for, or receipt of, financial aid.
- Organizations conducting studies for, or on behalf of, the college for purposes of developing, validating, or administering predictive tests; administering student aid programs; and improving instruction. Such studies shall be conducted in such a manner that will not permit the personal identification of students by persons other than representatives of such organizations, and such information shall be destroyed when no longer needed for the purposes for which it was provided.
- Accrediting organizations in order to carry out their accrediting functions.
- Any person or entity designated by judicial order or lawfully issued subpoena, upon condition that the college makes a reasonable effort to notify the student of all such orders or subpoenas in advance of the compliance therewith.

- Information from educational records may be released to appropriate persons in connection with an emergency if the knowledge of such information is necessary to protect the health or safety of a student or other person(s).

DIRECTORY INFORMATION

The term "directory information" at North Idaho College is defined as including:

1. Student's name
2. Student's address
3. Student's phone number
4. E-mail address
5. Dates of attendance
6. Freshman/sophomore classification
7. Previous institutions attended
8. Major field of study
9. Awards/honors (including Dean's List)
10. Degree(s) conferred (including dates)
11. Past and present participation in officially recognized sports and activities
12. Weight and height of members of athletic teams.

Students may request through the Registrar's Office that the college not release directory information.

The Registrar's Office will assist students who want to inspect their records. Records covered by FERPA will be made available within 45 days and the college may charge reasonable fees for preparing copies for students. This includes records that are kept in the following offices:

1. Admissions
2. Registrar
3. Financial Aid
4. Veteran's Services
5. Student Activities
6. Intercollegiate Athletics
7. Vice President for Student Services

The college reserves the right to have a college representative present during the review of the student's record and the representative may offer interpretation of the data within the record.

Some records may be withheld by the college. For example, academic transcripts are routinely withheld if the student has a financial obligation to the college. Medical records may be released to the student's physician rather than to the student. Students may not inspect financial information submitted by their parents, confidential letters associated with admissions, and records to which they have waived their inspection rights. In the event a record contains information about other persons, the college will release only the portion of the record that pertains to the student.

Finally, the college will not release records that are not owned by the college.

FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT OF 1974 (FERPA) HEARING PROCESS

Upon examination of records, a student who believes that his or her record is inaccurate or misleading can request a formal hearing. Requests for a hearing should be directed in writing to the Registrar's Office. When a date, time, and place for the hearing has been established, a student may present evidence at the hearing and be represented by an attorney, at the student's expense. The hearing panel will include the Vice President for Student Services or other appointed designee and the student's advisor/instructor. The hearing process does not replace other processes for student grievances. The decision of the hearing panel will be based solely on the evidence presented at the hearing. A written summary of the hearing will be prepared and distributed to all parties. The summary will include the reasons behind any decisions made by the hearing panel. The student's records may be amended in accordance with the ruling of the hearing panel.

A student may add comments to his or her record if the student is not satisfied with the ruling of the hearing panel. Such comments will be released whenever the records in question are disclosed. Students who believe the hearing panel results are in error may contact the United States Department of Education, Room 4074, Switzer Building, Washington, D.C. 20202.

DRUG-FREE SCHOOLS AND CAMPUSES ACT

NIC is committed to maintaining an environment of teaching and learning that is free of illicit drugs and alcohol. The college prohibits illegal possession, consumption, manufacture, and distribution of alcohol and drugs by students in college-owned, -leased, or -operated facilities and on campus grounds. Individuals who violate college policies, city ordinances, state, or federal laws may be subject to disciplinary action and/or criminal prosecution. Student sanctions, as detailed in the Student Code of Conduct, may include warning, censure, fines, disqualification, suspension, expulsion, restitution, as well as required attendance at educational programs. More information is available at www.nic.edu.

CAMPUS SECURITY POLICY AND CAMPUS CRIMES STATISTICS ACT

Higher education institutions are required to publish and provide campus security information to students and staff.

NIC's campus safety policies, programs, and campus crime statistics are available at the Campus Security Office in the Headwaters Building at 710 Military Drive, Coeur d'Alene or by calling (208) 769-3310.

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.

	2006	2007	2008
ARRESTS			
On-Campus			
a. Liquor law violations	3	5	7
b. Drug law violations	4	5	10
c. Illegal Weapons possessions	0	0	0
On-Campus Residence Halls			
a. Liquor law violations	0	5	5
b. Drug law violations	3	0	5
c. Illegal weapons possessions	0	0	0
Non-Campus			
a. Liquor law violations	0	0	0
b. Drug law violations	0	0	0
c. Illegal weapons possessions	0	0	0
Public Property			
a. Liquor law violations	2	0	0
b. Drug law violations	0	0	0
c. Illegal weapons possessions	0	0	0
CRIMINAL OFFENSES			
On-Campus			
a. Murder/non-negligent manslaughter	0	0	0
b. Forcible sex offenses (including rape)	0	0	0
c. Non-forcible sex offenses	0	0	0
d. Robbery	0	0	0
e. Aggravated assault	0	1	0
f. Burglary	4	8	3
g. Motor vehicle theft	0	0	0
h. Arson	0	0	0
i. Negligent manslaughter	0	0	0
On-Campus Residence Hall			
a. Murder/non-negligent manslaughter	0	0	0
b. Forcible sex offenses (including rape)	0	0	0
c. Non-forcible sex offenses	0	0	0
d. Robbery	0	0	0
e. Aggravated assault	0	0	0
f. Burglary	1	0	0
g. Motor vehicle theft	0	0	0
h. Arson	0	0	0
i. Negligent manslaughter	0	0	0
Non Campus			
a. Murder/non-negligent manslaughter	0	0	0
b. Forcible sex offenses (including rape)	0	0	0
c. Non-forcible sex offenses	0	0	0
d. Robbery	0	0	0
e. Aggravated assault	0	0	0
f. Burglary	1	0	0
g. Motor vehicle theft	0	0	0
h. Arson	0	0	0
i. Negligent manslaughter	0	0	0
Public Property			
a. Murder/non-negligent manslaughter	0	0	0
b. Forcible sex offenses (including rape)	0	0	0
c. Non-forcible sex offenses	0	0	0
d. Robbery	0	0	0
e. Aggravated assault	0	0	0
f. Burglary	0	0	0
g. Motor vehicle theft	0	0	0
h. Arson	0	0	0
i. Negligent manslaughter	0	0	0

DISCIPLINARY ACTIONS/JUDICIAL REFERRALS
On-Campus

a. Liquor law violations	11	5	40
b. Drug law violations	0	0	0
c. Illegal weapons possessions	0	0	0

Non-Campus

a. Liquor law violations	0	1	0
b. Drug law violations	0	0	2
c. Illegal weapons possessions	0	0	0

Public Property

a. Liquor law violations	0	0	3
b. Drug law violations	0	0	0
c. Illegal weapons possessions	0	0	0

HATE OFFENSES
On-Campus

a. Murder/non-negligent manslaughter	0	0	0
b. Aggravated assault	0	0	0
c. All forcible sex offenses (including rape)	0	0	0
d. Forcible rape	0	0	0
e. Arson	0	0	0
f. Negligent manslaughter	0	0	0
g. Simple assault	1	1	0

Residence Hall

a. Murder/non-negligent manslaughter	0	0	0
b. Aggravated assault	0	0	0
c. All forcible sex offenses (including rape)	0	0	0
d. Forcible rape	0	0	0
e. Arson	0	0	0
f. Negligent manslaughter	0	0	0
g. Simple assault	0	1	0

Non-Campus

a. Murder/non-negligent manslaughter	0	0	0
b. Aggravated assault	0	0	0
c. All forcible sex offenses (including rape)	0	0	0
d. Forcible rape	0	0	0
e. Arson	0	0	0
f. Negligent manslaughter	0	0	0
g. Simple assault	0	0	0

Public Property

a. Murder/non-negligent manslaughter	0	0	0
b. Aggravated assault	0	0	0
c. All forcible sex offenses (including rape)	0	0	0
d. Forcible rape	0	0	0
e. Arson	0	0	0
f. Negligent manslaughter	0	0	0
g. Simple assault	0	0	1

Crimes that are not reported cannot be reflected in this report. The college also maintains facilities in Post Falls, Sandpoint, Kellogg, and downtown Coeur d'Alene.

EMERGENCY PHONES

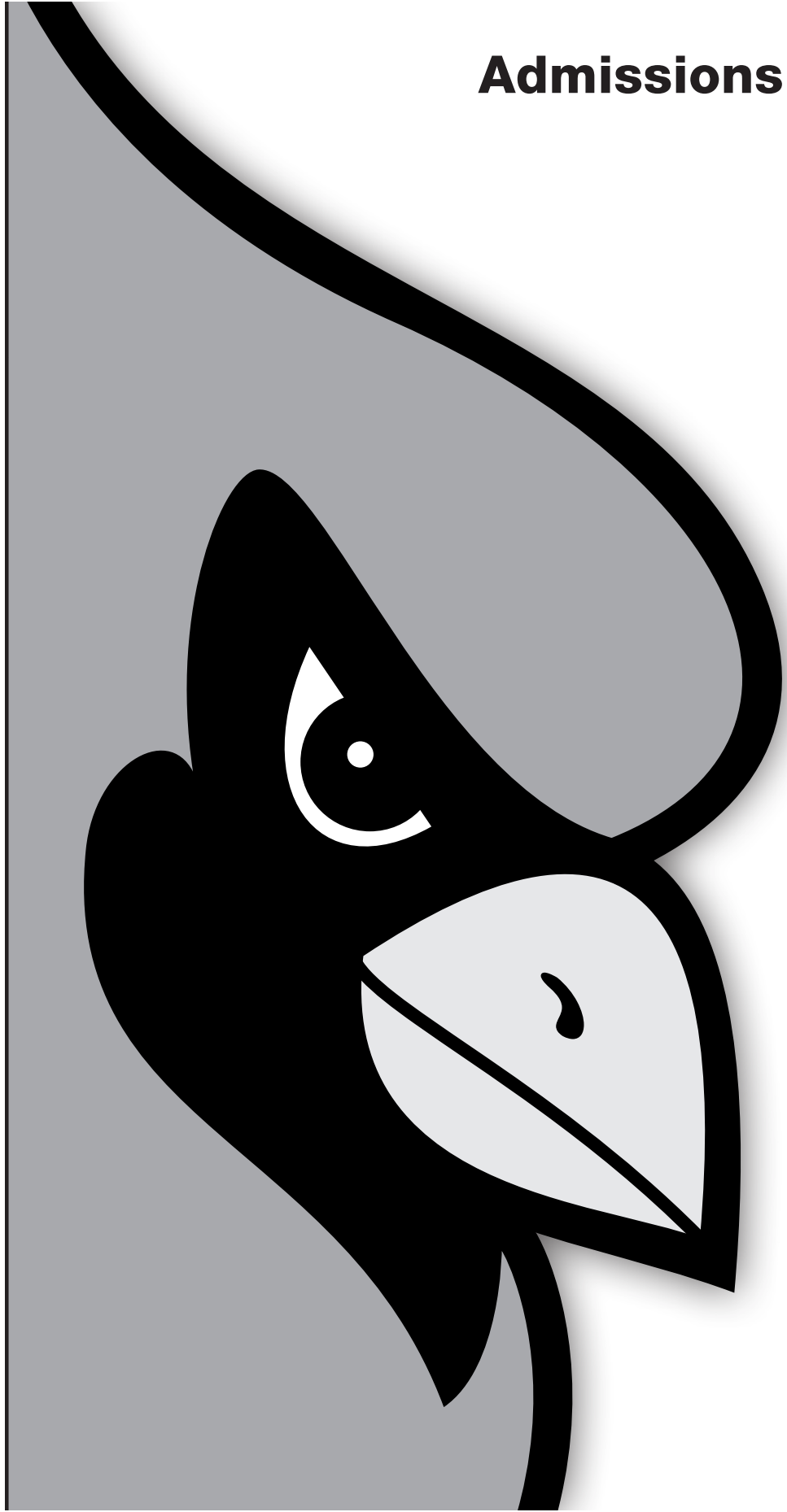
Eight emergency phones are located throughout the campus grounds. These phones are mounted on freestanding poles and are identified with a flashing blue light. Each phone dials direct to the Campus Security Office. These phones are for the use of students, staff, or visitors in case of an emergency or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

**FINANCIAL AID REFUND/
WITHDRAW POLICY**

Federal law requires that when you withdraw during a payment period or period of enrollment, the amount of federal financial aid that you have "earned" up to that point is determined by a specific formula. If you received (or NIC received on your behalf) less assistance than the amount that you earned, you will be able to receive those additional funds. If you received more assistance than you earned, the excess funds must be returned.

North Idaho College 2009-2010

Admissions



GETTING STARTED
ADMISSIONS

North Idaho College's open door admissions policy reflects a commitment of access to higher education for all individuals who can benefit from college coursework. NIC admits all applicants who have earned a high school diploma from an accredited high school or who have earned a General Education Diploma (GED). Applicants who have not graduated from high school or who have not earned a GED must demonstrate the ability to benefit from college coursework before being admitted as a degree-seeking student. Please read the non-high school graduate section below. Individuals under the age of 16 may contact the Admissions Office for special admissions consideration. Admission to NIC does not guarantee admission to limited or selective enrollment programs.

GENERAL ADMISSIONS

Students who are pursuing a degree or certificate, or who are applying for financial aid, must submit an admissions application. The application steps are:

- Complete an application for admission and submit a \$25 one-time application fee.
- First time students should submit a final high school transcript or GED scores to the Admissions Office.
- Transfer students should submit an official copy of all previous college transcripts to the Admissions Office. Transcripts must be received in the Admissions Office in an officially sealed envelope.
- Meet the assessment requirement by submitting ACT or SAT test scores or by taking the COMPASS placement test. Test scores are valid for two years.

FORMER STUDENTS

Students who have previously attended NIC do not need to reapply for admission, but need to reactivate their files by completing a Student Record Update form and submitting it to the Admissions Office.

NON-DEGREE SEEKING STUDENTS

Students not intending to earn a degree or certificate from NIC, but who are interested in taking classes to further their education, to improve job skills, or for personal enrichment are not required to apply for admission. Students may enroll by mail, on the web, or in person at the Registrar's Office in Lee-Kildow Hall.

NON-HIGH SCHOOL GRADUATES

Non-high school graduates 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 degree-seeking student may do so after passing the high school level General Educational Development (GED) 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

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.

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 living 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 applying from within the United States need to submit all materials no less than one month prior to registration. The college will issue an I-20 to accepted students who provide the appropriate admissions and financial documentation.

The following items are required for all international applicants:

1. International Student Application for Admission
2. The \$25 application 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), 173 (computer-based), and 61 (Internet-based).

Information about the TOEFL is available on the Internet at www.ets.org.

- 6. Certificate of Health signed by a recognized medical agency which includes complete immunization records.
- 7. Proof of Health Insurance
- 8. Financial Declaration:

International students must submit proof from a financial institution demonstrating sufficient financial resources to fully cover the costs of tuition, books, fees, room and board, and all personal expenses for one academic year. North Idaho College will not bear responsibility for an international student's finances. Estimated costs for the 2009-2010 academic year are listed below.

Tuition and Fees	\$7,066
Room and Board*	\$5,750
Books, Supplies, Incidentals	<u>\$1,184</u>
Total *	<u>\$14,000</u>

* NIC reserves the right to change its charges at any time. In the unlikely event that changes become necessary, NIC will endeavor to give advance notice.

Send all materials to: Office of Admissions
 North Idaho College
 1000 West Garden Avenue
 Coeur d'Alene, ID 83814 USA

PROGRAMS WITH SPECIAL ADMISSION REQUIREMENTS

Limited Enrollment Professional-Technical Programs

Certain professional-technical programs have limited capacity and additional admission requirements. Since these programs often fill quickly, prospective students are encouraged to begin the application process as early as possible.

The following programs have limited space available:

- Automotive Technology
- Carpentry
- Collision Repair Technology
- Computer Aided Design Technology
- Computer Information Technology
- Culinary Arts
- Diesel Technology
- Emergency Medical Services
- Heating, Ventilation, Air Conditioning and Refrigeration Machine Technology
- Maintenance Mechanic/Millwright
- Medical Assistant
- Outdoor Power/Recreational Vehicle Technology
- Welding Technology

Applicants should submit admissions materials 6-12 months prior to enrollment. Decisions on acceptance are made on an eligibility/space available basis and only after the Admissions Office has received the following items:

- An application for admission to NIC and the specific program.
- The \$25 application fee (non-refundable one time fee).
- Provide assessment materials in the form of the COMPASS, SAT, ACT test scores or transcripts of previous college coursework in math and English.

Students accepted into a limited enrollment program are required to pay a \$100 non-refundable deposit within two weeks of acceptance. The deposit will be applied toward tuition and fees. See the program descriptions in this catalog for specific requirements for each program.

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

Selective Enrollment Programs

The following programs have a selective and/or competitive entry and have additional admissions requirements. Application packets for all programs, except Law Enforcement, are available from the Admissions Office. Please see the program descriptions in the catalog for the specific admissions requirements for each program.

Carpentry Management Technology	See page 66
Law Enforcement/Administration of Justice	See page 83
Pharmacy Technology	See page 98
Practical Nursing	See page 94
Radiography Technology	See page 104
Registered Nursing	See page 95

Dual Credit for High School Students (WINGS)

Dual credit 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.

Dual credit students are not eligible for financial aid or scholarships. Complete details about Dual Enrollment are available from high school counselors.

To be eligible students must be at least 16 years old and/or have successfully completed at least half of their graduation requirements.

Dual Credit Application and Registration Process:

1. Meet with a high school counselor to determine eligibility.
2. Submit an NIC Application for Admission.
3. Complete the Dual Enrollment Registration Form, with high school counselor and parent signatures.

Tech Prep for High School Students

The Tech Prep Advanced Learning Partnership is a statewide professional-technical program that coordinates high school curriculum with a college professional-technical program.

Students enrolled in approved high school programs throughout the state may receive post-secondary credit from NIC toward a professional-technical certificate or degree. This process allows student to begin working on an associate of applied science degree or advanced technical certificate 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.

For more information about the Tech Prep Advanced Learning Partnership, contact the regional office at (208) 768-5954.

PLACEMENT ASSESSMENT

The placement assessment (COMPASS) is an important part of enrollment because it measures each student's entry skills in reading, writing, and math. Scores are used to identify courses needed to ensure student success. Students are required to complete the placement assessment if they will be entering their first college English or college math course. Enrollment in other courses with an English or math prerequisite (or equivalent placement scores) may also require completion of the placement assessment.

ACT, SAT, or ASSET scores can substitute for COMPASS scores in fulfilling the placement assessment requirement.

COMPASS appointments can be arranged following acceptance to the college by calling (208) 676-7203. Information about the COMPASS is available online at www.nic.edu/testingcenter. Placement scores previously earned within two years from the date of course registration may satisfy the assessment requirement by having official copies of the ACT, SAT, COMPASS, or ASSET score report sent to the NIC Admissions Office, 1000 W. Garden Avenue, Coeur d'Alene, ID 83814. If you have questions about placement assessments, contact Advising Services at (208) 769-7821.

eLEARNING AND OUTREACH

ELearning offers students alternatives to traditional face-to-face, on-campus courses. Course alternatives include:

Internet (INT): These courses are conducted online with no face-to-face component.

Hybrid (HYB): These courses are conducted online with some face-to-face or scheduled components.

Web-Enhanced (WEBE): These courses are conducted face-to-face with online components.

Interactive Video Courses (IVC): These courses are conducted through a robust two-way audio/video network from the main campus or from an Outreach Center and have an online component.

The content, credit, and transferability of eLearning courses are equivalent to traditional on-campus courses .

NIC has outreach centers in Bonners Ferry, Ponderay, and the Silver Valley. These centers offer a variety of services,

including face-to-face courses, interactive video courses, non-credit courses, adult basic education courses, GED instruction and testing, and course registration.

ELearning courses require Internet access, an active NIC email account, and basic computer skills.

For more information about eLearning courses, call (208) 769-3436 or toll-free (877) 404-4536, Ext. 3436, or email us at eLearning@nic.edu. Learn more about the services offered at the Outreach Centers at www.nic.edu/outreach, call, or visit:

NIC Bonners Ferry Center
6791 Main Street, Suite B,
Bonners Ferry, ID 83805
(208) 267-3878

NIC Ponderay Center
300 Bonner Mall Way, Suite 81
Ponderay, ID 83852
(208) 263-4594

NIC Silver Valley Center
323 Main Street,
Kellogg
(208) 783-1254

For registration information, go to www.nic.edu. To purchase textbooks go to www.bookstore.nic.edu.

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.”

Residents of Idaho

Residency status is determined when a student applies for admission and remains unchanged until the student supplies evidence to the contrary. Residency at NIC is determine at the county level. To be classified as a resident the student, or for a dependent student the parent or legal guardians, must have established a domicile in the state of Idaho for 12 months prior to the beginning of the semester of enrollment. Residents of Kootenai, Ada, Canyon, Je-

rome, and Twin Falls are classified as in-district residents. NIC determines residency for those counties. Residents from Idaho counties other than those listed above may be eligible for monetary support from their county of residence (see certificate of residency section below).

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 provisions 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.

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, each academic year. Certificate forms are available from the Admissions Office, Business Office, or the county auditor's office.

If verification is not received from the student's home county, the student must pay non-district fees. (Exception: Students from Ada, Canyon, Jerome, Kootenai, and Twin Falls coun-

ties are not required to complete the Certificate of Residency. Those counties collect funds through assessed taxes to fund the community college in their district.)

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.

TUITION REDUCTION PROGRAMS

Washington State Residents

Washington residents qualify for a reduction of a portion of the out-of-state tuition rate. Residency status is determined at the time of application to the college. (See page 28 for tuition rate tables).

Western Undergraduate Exchange

The Western Undergraduate Exchange Program (WUE) was established to financially assist individuals interested in attending college out of their home states. The tuition rate is 150% of the non-district tuition rate. Residents from the following states are eligible for the reduced tuition rates: (see page 28 for tuition rate tables).

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

Senior Citizen's Rate

North Idaho College offers a special rate to individuals who are 60 years or older. The senior citizen rate for credit classes is \$25 per class plus \$5 per credit. Fees for non-credit courses, materials, books, or special fees are full price.

