



North Idaho College

2009/2010

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North Idaho College

SECTION 1: ASSOCIATED STUDENTS OF NORTH IDAHO COLLEGE (ASNIC)

WHAT IS ASNIC?

ASNIC (Associated Students North Idaho College) is committed to representing and serving the students of North Idaho College. Through our leadership we ascertain, present, and resolve student concerns; seek out opportunities for improvement within and without the college; provide resources; and enhance student life and the community around us.

Throughout the year, numerous activities and functions are available to all students on the NIC campus. Concerts, plays, and intercollegiate sports are just a few regularly scheduled opportunities provided by NIC. The Associated Students of North Idaho College (ASNIC) function as the governing body and voice of the students at NIC.

Student government is made up of an eight-member senate: four elected in spring and four in fall. The senate (called the Student Board) is presided over by the ASNIC President. Meetings are held bi-weekly on the second and fourth Tuesday of every month in the Student Union Building. Students, faculty, and staff are welcome and encouraged to attend.

Students interested in running for a seat on the Board should contact the president or vice president early in the fall about the procedures. Fall senator candidate petitions are accepted the third week of school, and the election is held the fifth week of school. Spring senators, vice president, and president candidate petitions are due the third week of March. The primary election is held the second week of April, and the general election is held the third week of April. The positions receive monetary compensation for their time and give individuals an opportunity to serve all NIC students. The ASNIC Student Board is required by the constitution to meet bi-monthly during the academic year.

Within the structure of ASNIC are three very important programs, Student Events, Orientation Leaders, and ASNIC Clubs. The Student Events Board sponsors special events and activities that students can enjoy during their breaks away from studies. Contests, festivals, concerts, comedy nights, dances, and numerous other activities are sponsored by the Student Events Board. This organization welcomes student input concerning events you would like to see.

The Orientation Leaders Program has been created to enhance the student experience here at North Idaho College. Orientation Leaders assist with recruitment, retention, and orientation of new students, and act as representatives of North Idaho College to help create a sense of community among students, employees and visitors.

Student Clubs are another important part of the ASNIC system. The Intra-Club Council, governed by the Vice President, oversees more than 25 established clubs. Some of the organizations include Rowing Club, Band, Idaho Nursing Students Association, Campus Crusade, Engineering Club, Publications Club, Phi Theta Kappa, Sailing Club, Ski Club, Business Professionals of America Club, International Student Relations Club, and many more. Clubs participate in many student activities and also get involved in volunteer projects in the local community. For more information on current clubs or to form a new club, contact the ASNIC Vice President at 208-769-7761. For a list of current clubs, visit www.nic.edu/activities/asnica/clubs.

BUSHIDO*

* The Bushido, meaning “way of the warrior”, is the code of moral principles which the samurai were required or instructed to observe. ASNIC established this Bushido as their code of conduct and all student representatives pledge to follow its code.

As Board Members of ASNIC, we pledge to uphold and promote the student code of conduct throughout the college community. We of ASNIC feel that we as leaders of the student population shall hold ourselves to a higher standard, thus we have created what shall hereby be known as The Bushido, and in doing so we take on the responsibility of:

1. Maintaining the ASNIC eligibility as stated in the ASNIC Constitution, Article V.
2. Being accountable and maintaining involvement in all said responsibilities, (ie: meetings, office hours, workshops, committees) that were agreed upon prior to induction to ASNIC.
3. ASNIC feels that it is essential that student leaders merit the confidence of their constituents, endeavoring to be models of honesty and integrity. ASNIC officers shall use integrity regarding their actions, through and outside the college atmosphere, that may reflect the image of the students, (ie: computer usage, public interactions, college engagements).

4. ASNIC expects its employees to be considerate of all people involved with the organization and their right to privacy.
5. ASNIC will not tolerate abuses of power by any employee/representative. An abuse of power occurs when an employee/representative, in a supervisory position over another, takes action that is outside the scope of their authority as defined within the Bylaws of the Associated Students North Idaho College Constitution or his/her employment.
6. ASNIC Board Members should strive to continually improve their knowledge about issues of concern to the students, and to seek out all sides of the issues before making decisions.

STUDENT GOVERNMENT LEADERSHIP

Location: Edminster Student Union Building, Upper Level

Phone: 769-7761

Staff: Jack Vanderlinden, President
 Jenna Betts, Vice President
 Torri Meagher, Spring Senator
 Alex Doler, Spring Senator
 Brian DeAustin, Spring Senator
 Syafiq Fuller, Spring Senator
 4 Senator Openings in the Fall
 Dean Bennett, Director of Student Activities
 Heather Erikson, Student Activities Coordinator

ASNIC Clubs and Organizations

ASNIC believes that college is an experience designed to help students develop knowledge and skills for continued individual growth. Furthermore, a complete collegiate experience must involve not only development of personal and academic and/or professional-technical competencies, but also development of personal and interpersonal competencies and interests. ASNIC sponsors activities and a structure of clubs and organizations that meet this second need, in part, through the practical learning experiences of the students involved in developing these organizations and implementing their programs.

To help achieve these goals, ASNIC recognizes many clubs and organizations established by students attending NIC. ASNIC has created a council made up of officers/representatives of each club/organization, called the Intra-Club Council (ICC) to oversee all the clubs and organizations and act as a liaison to the Student Board. ICC meets twice a month, the first and third Tuesday of every month at noon, in the Student Union and provides a forum for all clubs to discuss upcoming events, policy concerns, funding requests, or general club and organization related information.

All clubs or organizations that are student oriented and want to be affiliated with the student government of NIC must meet certain criteria in order to be associated as a student organization with certain privileges and benefits, such as budgetary funding. It is mandatory that club representatives attend ICC to be eligible for ASNIC funding. For more information on inactive clubs, please contact the ASNIC Vice President Jude deTar.

American Indian Student Alliance

Contact: Evanlene Melting Tallow

Phone: 769.3365

Office: ESUB 003

This club is active on campus with many events and 3 on 3 basketball tournament. A week long event sharing the Native American culture with the community.

Baptist Student Ministries (inactive)

The purpose of the Baptist Student Ministries is to provide an opportunity for students to respond to Jesus Christ through a personal relationship. The organization allows students to grow in their faith and knowledge of Jesus Christ in an atmosphere of fellowship.

Business Professionals of America (BPA)

Contact: Kathie O' Brien

Phone: 769-3264

Office: MCL 101

The mission of Business Professionals of America is to contribute to the preparation of a world-class workforce through the advancement of leadership, academic, citizenship, and technological skills. The NIC Chapter of BPA focuses on opportunities for leadership, community service, and travel to state and national competitions. All NIC students are welcome to join!

Campus Crusade for Christ

Contact: David Foster

Phone: 769.7705

Office: MHS 203

Campus Crusade for Christ is an interdenominational, student, Christian organization seeking to provide a spiritual environment for students. It is an organization designed for students that focuses on God and the teachings of His word, the Bible, Christian fellowship, friendship, and accountability. In addition, it provides a place to learn, worship, grow in God, and reach others.

Cardinal Leaders in Action

Contact: Heather Erikson

Phone: 665-5459

Office: SUB-ASNIC 220

The purpose of this club is to incorporate volunteerism into NIC, and help enhance NIC and the community through volunteer efforts.

Cardinal Dancers

Contact: Lorna Hamilton

Phone: 769-7846

Office: Winton Hall 132

The cardinal dancers will to provide a safe supportive and positive environment to increase confidence, learn new techniques, and provide entertainment to the community.

Chess Club

Contact: Alex Harris

Phone: 769-3299

Office: SUB 015

The chess club gives an opportunity for students to meet new people while playing or learning how to play chess.

Drafting Club (inactive)

The Drafting Club exists to encourage fellowship, promote the goals of the program, and assist student's endeavors to become employed draftsmen.

Drama Club

Contact: Joe Jacoby

Phone: 769-3220

Office: BOS 227

Our mission is to nurture the passion for the theatre art form in our theatre students and develop the appreciation of theatre in the general student body, to provide high quality instruction for the theatre majors and general student body, to provide experiences that enhance the skills of students so that they can succeed in their goals, to be a resource for local and regional theatre groups, and to provide a resource for faculty, staff and community members who desire theatrical experiences as part of their on-going life education. Come and discover the magical possibilities offered by the theatre!

Engineering Club (inactive)

The Engineering Club is sponsored by the physical science and math/computer science divisions. It is dedicated to exposing students majoring in engineering, computer science, and physical sciences to the work world by field trips to industries and businesses in the Northwest. It also assists in high school math and science competitions by sponsoring speakers from the area.

Foreign Language and Culture Club (inactive)

The Foreign Language and Culture Club is made up of students interested in learning about various world cultures and the customs and traditions of these cultures. We've enjoyed learning about the French custom of Mardis Gras, the Latino custom of El Dia de los Muertos and Cinco de Mayo, and the German tradition of Oktoberfest. The club holds yearly raffles and other fund-raising events and plans parties and activities as well. Meeting times and days are determined by club members each Fall. For more information contact Virginia Hickman at 769-3398.

Gay/Straight Alliance

Contact: Linda Michal

Phone: 676-7156

Office: Edminster Student Union Building, Dean of Students

The purpose of the GSA is to provide the campus and community with education and information to promote understanding of the LGB community and thereby help to end discrimination or harassment of GSA individuals and groups. A second purpose is to provide LGB students, their friends, and anyone who supports GSA rights, an opportunity to connect and socialize in a supportive environment.

Human Equality Club

Contact: ASNIC 769-7761

The Human Equality Club is involved in human rights issues. The club helps fellow students who encounter discrimination or harassment due to race, color, age, religion, disability, sexual orientation, gender, and national origin. Club members help coordinate the Martin Luther King, Jr. Day celebration and are involved in numerous activities including reaching out to community schools to promote the concept of human equality among children.

Idaho Nursing Student Association

Contact: Joy Altizer

Phone: 769-3482

Office: MHS-278

INSA (Idaho Nursing Association) is a state-wide organization of nursing students whose mission: "to organize, represent and mentor students preparing for initial licensure as registered nurses; convey the standards and ethics of the nursing profession; promote development of the skills that students will need as responsible and accountable members of the nursing profession; advocate for high quality health care; advocate for and contribute to advances in nursing education" (National Nursing Students Association, 2004).

International Student Relations Club (inactive)

The purpose of the I.S.R.C. is to promote understanding and friendship among people of different cultures. The club is involved in numerous activities throughout the year including outings, get-acquainted banquets, and fund raising activities. The annual I.S.R.C. International Buffet is one of the most popular club activities and draws students, faculty, staff, and community members.

Latino Club

Contact: Virginia Hickman

Phone: 769-3398

Office: Lee/Kildow Hall, Room 218C

The NIC Latino Club was formed to celebrate all things Latino. The club is involved in numerous events throughout the year. We help at the annual Fiesta de Diciembre put on at the Harding Center, arrange events for Celebracion de la Raza, hold conversation hours at the campus and at various local restaurants, and sponsor salsa dance lessons. Proceeds from the dance lessons we held last year went to buying books that were sent to a school in Honduras. We are a new club and hope to grow through

the years. Anyone is welcome to join the club; you do not even have to be in a Spanish class here at NIC! Meetings are usually every second and fourth Tuesday at noon in Room 213 of LeeKildow Hall. Hope to see you at the next meeting!

Latter-Day Saints Student Association

Contact: Wade Larsen

Phone: 769-3272

Office: SHE-108

The LDSSA is available to help NIC students have a balanced secular and spiritual educational experience during years of formal education.

Machining Club (inactive)

The purpose of the North Idaho College Machining Club is to provide public awareness of the machining field and the education provided by NIC. To this end, the club will arrange programs, field trips, demonstrations, and other activities to supplement classroom learning.

Movie and Entertainment Club

Contact: Loyd Duman

Phone: 769-7713

Office: LKH-204-B

North Idaho College Young Republicans Club

Contact: Gain Clifford

Phone: 769-7719

Office: HED-101F

The purpose of the NIC Republicans Club is to provide information, activities, and the opportunity to gain hands-on experience in the political process via elections, forums, and lectures.

Phi Theta Kappa

Contact: Mariyln Wudarchi

Phone: 769-5910

Office: MCL-106

Phi Theta Kappa promotes the atmosphere needed to nurture the best and brightest minds on campus. Membership is by invitation only based on academic standards, moral character, and qualities of citizenship. PTK offers leadership workshops, regional meetings, and the yearly national honors institute promotes personal growth through lively interaction with fellow members from other campuses.

Psi Beta (inactive)

Psi Beta is the National Honor Society in Psychology for Community and Junior Colleges. It is the 2-year equivalent to Psi Chi, the professional psychology honor society for 4-year colleges. Membership is based on overall GPA and grades in psychology classes. Through monthly guest speakers, career information, and opportunities for scholarships, student APA membership, and professional conferences, Psi Beta encourages NIC's outstanding psychology majors in their chosen field.

Publications Club

Contact: Nils Rosdahl

Phone: 769-3389

Office: Siebert Room 203A

The Publications Club is comprised of students and instructors whose primary interests in membership are related to journalism and producing The Sentinel, the student newspaper. The club organizes each semester's book swap, sponsors students who attend workshops, and organizes social functions.

Rowing Club (inactive)

Contact: Martin Stacey

Phone: (W) 667- 2408, (H) 667- 8043

The NIC Rowing Club promotes the sport of rowing at North Idaho College and in North Idaho. This club operates in conjunction with the Coeur d'Alene Rowing Association and rows each morning at 6 a.m. from the Kiwanis Park at Ross Point. Regular membership becomes active upon payment of annual dues.

Sailing Club (inactive)

The Sailing Club provides an opportunity for students to meet one another and learn sailing skills. The club also provides education, safety, and opportunities to sail. Sailboats used in this program include Escapes (CFJ's), Vagabonds, and a J24. A racing team competes in regattas on Lake Coeur d'Alene and throughout the Pacific Northwest.

Snow Riders Club (inactive)

Contact: Paul Chivvis

Phone: 769-7809

Office: Edminster Student Union Building, Outdoor Pursuits Office

The Snow Riders Club provides students with the opportunity to meet other students with mutual interests and discuss various area resorts and the latest in equipment.

Students for Progressive Change

Contact: John Jensen

Phone: 769.5916

Office: Boswell 222

Students for Progressive Change was created with the goal of educating and motivating the community and campus toward greater participation in and awareness about political, environment, and socio-economic issues that affect all of us on a local, national, and global level. SPC has formed a representative group of students who are interested in progressive changes. We coordinate activities and opportunities of interest to the group, including Voter Registration, a "progressive topics" speaker and film series, and book drive. We encourage students and the community to get involved in political, environmental, and socio-economic issues. We meet weekly, fact-find for topic flyers, fund raise for conferences and promotional materials, and focus primarily on education and awareness.

Student Organization of Social Workers (inactive)

To provide the social work student with an additional opportunity for learning in such areas as leadership, organizational skills, policy, and decision making; as well as providing a sense of community among students completing the Social Workers core. Meetings for the SOSW are held monthly and will be announced in the Social Work classes, as well as being posted in the Social Science Department.

Young Democrats

Contact: Pat Lippert

Phone: 769-3249

Office: MOL 201-C

The purpose of the Young Democrats club will to promote an active and authentic democratic process of government. This shall be done by means of promoting democracy and the Democratic Party through informational events and community activity.

SECTION 2: STUDENT SERVICES

Websites for all student services can be found at www.nic.edu/about.htm

ACADEMIC ADVISING & CAREER COUNSELING: ADVISING SERVICES

Location: Edminster Student Union, Upper Level

Phone: 769-7821

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

Students are strongly encouraged to meet with their assigned advisor on a regular basis, particularly prior to registration each semester. 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 NICOOnline at www.nic.edu/current_students.htm or through any of the main offices on campus. Students may request a change of advisor at any time through Advising Services.

ACADEMIC ADVISING & CAREER COUNSELING: CAREER SERVICES

Location: Edminster Student Union Building, Upper Level

Phone: 769-3297 or 769-7700

Whether you're unsure about your career direction, how to prepare for a particular career, or how to find a satisfying job, the North Idaho College Career Center is the place to go. How Do You Find the Right Career for You?

Step 1: Finding Out About Yourself

Right Now:

- You can take the Career Key Assessment on the Internet. Go to <http://www.nic.edu/careerc>
- Select the Idaho Career Information System
- Call 769-3297 (M-Th 7:30-5 and F 7:30-2:30) to get the current User Name and Password
- Click Ideas Assessment

Use Your Career Center:

- You can also come into the Career Center to take any of our seven career assessments. Each one comes with an interpretation and help from our professional staff. The more in-depth assessments also include individualized career counseling.
- For more information just go to our web site and click Step 1!

Step 2: Exploration and Information

Right Now:

- For occupational information, wages, employment outlook, training requirements, and lots more, go to the Career Center web site and click on Step 2. Click on the first option, the Idaho Career Information System. Sign in. (Be sure to get the user name and password from the Career Services office.)

Use Your Career Center:

- Come on in to the Career Center and check out our extensive library of nearly 500 books, files on every major at NIC, computer programs and Internet sites, college catalogs, names of folks in this community who will give you information and advice about the careers that they've chosen, and lots more!

Step 3: Job Search

Right Now:

- Go to the Career Center web site and click on "View Current Job Openings." You can also click on Step 3 to check out all the Internet Job Search Links provided by Career Services.

Use Your Career Center:

- We can help you with every step of the job search process, from identifying which jobs you'd like to apply for, to writing your cover letter and resume and preparing to interview. We also have lots of information on keeping the ideal job, and advancing in your career. And don't miss the great listings of current local and distant job openings, internship and volunteer opportunities, and summer jobs.

Career Center Hours are Monday through Thursday, 7:30 a.m. - 5:00 p.m. and Friday, 7:30 a.m. - 2:30 p.m. We also have open office hours on Tuesday nights from 5:00 p.m. - 7:00 p.m. when school is in session.

ACADEMIC ADVISING & CAREER COUNSELING: PROFESSIONAL-TECHNICAL STUDENT SUPPORT SERVICES

Phone: 769-3468

Services and resources are available to students before, during, and after they are admitted into Professional-Technical Programs. Admissions procedures, the "Bridge Program," and services for students with special needs are coordinated by a student support services committee.

ADVISING / COUNSELING

Students considering professional-technical training can find general career information and specific program acceptance procedures through the Career Center or Professional Technical Student Support Coordinator. Information is available on a walk-in basis, although an appointment with the Professional-Technical Student Support Coordinator is highly recommended for guidance in selecting a program.

Services offered include general information and procedures for entering Professional-Technical programs; career advising and information; assessments for assisting in your career decision; and counseling on social, educational, and personal issues.

JOB REFERRALS

Among the services offered as part of the Professional-Technical programs are classes such as Successful Job Search and Occupational Relations. There is also an annual Job Fair which is held in the spring at the Kootenai County Fairgrounds. Job listings are available on the Career Services Web Site (www.nic.edu/careerc), in the Professional-Technical Student Support Services Coordinator's office in Hedlund 145, and in the Career Center on the Upper Level of the Student Union Building. Listings in the Career Center include local, regional, national, international, internship, volunteer, and summer opportunities. Visit the Career Center for additional assistance. In the Career Center you can also contact and interview potential employers, and learn effective job search skills such as networking, cover letter and resume writing, and interview techniques. For more information, see the Career Services description in this handbook. Information about opportunities for students who are awarded Work-Study funds as part of their Financial Aid package is available online at www.nic.edu/financialaid/WorkStudy, as well as in the Financial Aid Office.

PROFESSIONAL-TECHNICAL SKILLS DEVELOPMENT

Services are available for Professional-Technical students for tutoring in math, reading, grammar, spelling, writing, and study habits. This assistance is available at no cost to students during regular school hours. An academic core curriculum, which includes math and communications, is an integral part of all Professional-Technical programs. For more information, call 666-8027.

ADMISSIONS

Location: Lee-Kildow 105

Phone: 766-3311

The Admissions Office hours are M-Th 7:30AM - 5:00PM and F 7:30AM - 2:30 PM. The Admissions Office is responsible for student admissions to NIC and to the limited enrollment programs. It also is responsible for evaluating external transcripts and determining residency status for tuition paying purposes. Contact admissions to change from a non-degree status to a degree seeking status.

ADULT EDUCATION CENTER

Location: 501 Lakeside Ave. Coeur d'Alene

Phone: 676-8005

Adult Basic Education (ABE) is a program for any person 16 years of age or older who has withdrawn from public school. It also serves adults who have graduated and have a desire to upgrade their basic skills. No tuition is required.

The ABE Program is designed on an open-entry / open-exit format which emphasizes individual help and allows students to progress at their own pace. The program offers one-to-one student / teacher assistance to achieve goals set for each individual. In addition, small group instruction in writing, reading, and mathematics is available on an enrollment basis.

Adult Basic Education is also available for students 16 years of age and older who do not have a high school diploma, and wish to earn a GED or High School Equivalency Certificate (these are issued through the Idaho Department of Education). Students have a choice of open-entry assistance or instruction in a structured classroom setting.

The English as a Second Language program offers English and citizenship classes to adult immigrants and refugees, 16 years of age and older. The small, multi-level classes are free, based on an open-entry / open-exit schedule. Call (208) 676-8005.

The GED battery of tests consists of five separate subject exams. There is a \$15 fee for each test. Testers must attend a GED Test Registration –with a \$15 registration fee-before taking their first GED test. Call (208) 676-8005 for an appointment.

Adult Basic Education and GED programs are offered on a daily basis. Instructional and testing services are also offered at outreach sites in Bonners Ferry, Sandpoint, Silver Valley/Kellogg, St. Maries, and Post Falls. For information, please call (208) 676-8005.

Hours for the center are Monday, Tuesday, and Wednesday 8:00 a.m.-8:00 p.m.; Thursday 8:00 a.m.-5:00 p.m.; Friday 8:00 a.m.-12:00 p.m.

ATHLETICS

Location: Christianson Gymnasium

Phone: 769-3348

The North Idaho College athletics department provides intercollegiate programs in ten sports: men and women's basketball, men and women's soccer, men and women's golf, wrestling, women's softball, women's volleyball, and cheerleading. All programs compete in the Scenic West Athletic Conference (SWAC) with an affiliation to the NJCAA. Athletic programs at NIC have a rich tradition of excellence, led by the perennial power wrestling program which has won 13 national championships since its inception in 1973. Both the men and women's basketball programs have earned multiple trips to the National Tournament from Region 18, which is considered one of the toughest NJCAA basketball conferences in the country. The women's team placed 9th in the nation and the men's team won the SWAC Conference Championship in 2009. Additionally, the volleyball program has been rated amongst the nation's best in national polls, finishing 11th in the nation in 2008 and the women's softball team took second in the national tournament in 2007. In soccer, both the women and men's programs have been consistent regional powers, and the women's team finished 3rd in the nation in 2008. The cheerleading squad was ranked fourth nationally by the Universal Cheerleaders Association (UCA) in 2004, and placed fifth at the junior college division national competition in 2003. The golf programs were established in 2007 and continue to gain stature as a tough regional program. Both teams qualified for the 2009 National Junior College Athletic Association national tournament, a first for NIC. As a supporter of NIC athletics you will witness student-athletes competing at the highest level against some of the best competition on a regular basis. Attendance at all home intercollegiate regular season games and athletic events is free to NIC students with proper current student identification.

CAMPUS SAFETY

Location: River Building

Phone: 769-3310

Campus Safety provides security and support to college operations on NIC property or properties managed by NIC. Officers can provide escort, emergency, and investigatory services. NIC's Campus Safety Officers are in direct connection and act in cooperation with the Coeur d'Alene Police Department for matters that exceed their jurisdiction. Failure to comply with Campus Safety could be construed as a civil offense as well as a violation of the Student Code of Conduct.

CENTER FOR EDUCATIONAL ACCESS (CEA) [SERVICES FOR DISABLED STUDENTS]

Location: Seiter Hall

Phone: 769-5947 (voice); 769-3323 (TTY/TDD)

Fax: 676-7202

Students who have physical / mobility impairments, medical, learning or psychiatric disabilities, or students who are deaf, hard of hearing, blind or visually impaired who would like to request accommodations for learning or testing, should make their requests in the CEA office. Documentation must be provided. Advising and counseling are available through CEA as well. For more information, please contact CEA at 769-5947.

CHILDREN'S CENTER

Location: Lakeside center

Phone: 769-3471

The NIC Children's Center is a Reggio-inspired NAYEC Accredited program that serves as NIC's Child Development's Lab School. NIC students seeking their degree in early childhood utilize the program to conduct their student teaching. The secondary mission of our program is to provide a high quality educational program to young children from within our educational community. NIC Children's Center teachers are all educated and dedicated early childhood professionals with degrees in early childhood education. Our services are available to children of NIC students enrolled in a minimum of 3 NIC credits or children of any NIC faculty and staff. Priority is given to full time NIC students (12+ credits). U of I and LCSC students, faculty and staff are eligible for care beginning the fall semester of 2009. The Center's hours of operation are Mondays-Thursdays 6:45 am to 5:15 pm and Fridays 6:45 am to 3:15 pm. The Center is closed during the summer and when NIC students do not have class (i.e. spring break, winter break, etc), with the exception of advising and curriculum days. Please call 769-3471 for details on current rates or any other questions.

COMPUTER CENTER

Location: Library/Computer Center

Phone: 769-3251

The Student Computer Lab is located on the second floor of the Molstead Library Computer Center. The lab consists of four bays of virus protected computers, and a bay of Apple computers.

Student lab consultants are available to assist students with the computers. Student Identification cards are required for use of the computer lab facility. This is a "Pay for Print Facility". Copy cards can be obtained and recharged in the MLCC Library. A \$2.00 annual copy card can be obtained in the MLCC Computer Lab. The \$2.00 cards are given to students to use through out the academic year. These cards can be recharged in the MLCC Library when the balance is zero.

Please check the Newsticker on our Website for up to date Hours, Closures, Employment and other information about the Molstead Computer Lab.

DEAN OF STUDENTS

Location: Edminster Student Union Building

Phone: 676-7156

The Dean of Students' office is here to support the educational mission of the college and to enhance each student's individual growth and sense of personal responsibility in creating a positive learning community. We take leadership in creating a safe, inviting and meaningful student experience at NIC.

- We encourage and recognize the value of multiculturalism, ethnic, gender and all other aspects of diversity. Actively seeking ways to promote acceptance of differences, we create a campus that is welcoming to people from all backgrounds.
- We promote wellness through offering health and counseling services for students, including health education and promotion activities.
- We direct and provide crisis intervention services for students and the campus community.
- New student orientation activities operate from leadership in this office.
- We administer the campus judicial system based on the student code of conduct and related college policies. These services combine to create a complete educational experience, in and out of the classroom, to prepare each student to be successful in our more global world.

EDMINSTER STUDENT UNION BUILDING

Location: Edminster Student Union Building

Phone: 208-769-3361

On the main floor of the Student Union you can explore the Market Food Court and enjoy a variety of Grab and Go or made to order food selections. Stop by the Educated Cup for your favorite Latte' or Mocha. The Student Union Operations office can assist you with scheduling conference rooms, planning events, arranging for catering through the food service and campus housing information. Browse the Mica Peak Exchange (bookstore) for NIC logo items, textbooks and computer supplies.

On the second level, talk with your ASNIC representatives, find out about upcoming student activities and learn how to join or start a campus club. On this floor you will also find Student Services which provides academic advising, counseling / health services and career planning information.

The lower level of the Union houses the Activity Center, Outdoor Pursuits office and Recreational Sports office. Check out these areas which offer a variety of indoor and outdoor events, from comedy and coffee house programs to skiing and rock climbing to basketball and various waterfront activities. We look forward to meeting you.

ESUB BOOKSTORE: THE MICA PEAK EXCHANGE

Location: Edminster Student Union Building

Phone: 769-3364

The NIC Bookstore, known as the "Mica Peak Exchange," is located in the Edminster Student Union Building. It is open weekdays, 7:30 a.m. to 5:00 p.m., Monday through Thursday and 7:30 a.m. to 2:30 p.m. on Friday, with extended hours during the first few days of each semester. Textbooks and school and computer supplies are available, as well as learning and self-study aids, research supplies and accessories, snacks, student-priced software, personal health items, backpacks, briefcases, imprinted caps and apparel, and gift items.

Remember, textbooks are a very costly expense, so careful consideration should be given to their purchase. It is very important to know the course number and section number of the course you are taking, before selecting your books. We recommend that you do not purchase books prior to your registration. We further recommend that you attend the first session of class before buying books. Our textbook refund policy is very specific and clearly states the terms by which you may receive a refund for incorrect books or books not needed.

Distance Education and Satellite Center (Kellogg, Sandpoint, etc.) students may use our website, www.bookstore.nic.edu to purchase their books by credit card and have them shipped directly to their homes. We also offer apparel items and other supplies on our website for our distant customers' convenience.

ESUB NICARD

Faculty, Staff, and Students may purchase a NICard - a prepaid meal card allowing the convenience of purchasing food and beverage items offered in The Market and the The Educated Cup. NICards may be purchased with a fifty-dollar minimum opening balance through the Student Union Operations Office (Edminster Student Union – 1st Floor). Additionally, Gift Cards are available for The Market and The Educated Cup purchases.

FINANCIAL AID

Location: Lee Hall 104

Phone: 769-3368

Financial Aid can help you afford the cost of an NIC education. Approximately 50 percent of students enrolled in six or more credits at NIC receive some type of financial aid.

If you think you need help to pay for your college costs, apply for financial aid. Generally, due to limited funding, the earlier in the year you apply for assistance, the better your chances are for receiving the maximum financial aid for which you are eligible. Two financial aid programs, the Pell Grant and the Stafford Loan, are available all year, even if you do miss the preferred March 16 financial aid application deadline.

Eligibility for most federal financial aid is based on financial need. Financial need represents the difference between the total cost of education, which includes tuition, fees, books, supplies and/or tools, allowances for living expenses, transportation, and child care, and the amount the student and family can afford to pay toward those costs. We determine the amount you and your family can afford to pay by using a need analysis formula established by the federal government which takes into consideration family size and number in college, as well as income and assets. There is NO income cut off for financial aid.

Financial aid awards come in three different forms. There are grants, loans, scholarships and student employment programs. Funding for financial aid comes from four sources - the federal government, the state government, private scholarships, and North Idaho College funds. The financial aid website contains more detailed information about the specific types of financial aid, eligibility requirements, and application procedures. The Financial Aid Office hours are 7:30 a.m. to 5 p.m. Monday; 7:30 a.m. to 2:30 p.m. on Friday. The staff will be happy to answer your questions and help you with the forms or procedures.

GRADUATION INFORMATION

Location: Lee Hall Room 108

Phone: 769-3320

All students who are degree-seeking, either academic transfer (Associate of Arts or Associate of Science) or Professional-Technical (Associate of Applied Science or Certificate of Completion) must apply for graduation from NIC. Applications are in the Registrar's Office. Students planning to graduate at the end of Spring Semester should apply by November 1st; graduation at the end of Summer Session by April 1st; and graduation at the end of Fall Semester by May 1st. These early application dates allow time for the Registrar's Office to evaluate your transcript and help assure that you are meeting degree requirements.

When you access your personal online student information you may track your own degree progress using Degree Audit on NICONline.

The commencement ceremony is held at the end of every spring semester for all graduation candidates (Fall, Spring and Summer). If you wish to participate in the graduation exercises, you must fill out a cap and gown order form with your application. There are no fees charged.

HEALTH & WELLNESS: THERAPEUTIC COUNSELING SERVICES

Location: Edminster Student Union Building, upper level

Phone: 676-7156

Licensed counselors offer students access to a wide range of counseling services, resources, and referrals. Counseling services works in collaboration with other student services on campus to maximize the success of students with their academic goals. Students may experience a variety of challenges including stress, depression, anxiety, and relationship problems during their college years, and find that it is helpful to discuss their concerns with a professional. The professional and support staff provides a supportive and confidential environment for students to explore their concerns and learn new skills to deal more effectively with problems that may be interfering with their personal well-being and academic goals.

Information cannot be released to anyone outside the counseling center unless authorized by the student or required by law. Our counselors are not able to provide long-term counseling for students. In some cases, students may be referred to other campus or community resources that will best meet their needs.

Counseling services are available at no cost to students enrolled at NIC. During hours of operation, if you need immediate care, we will do our best to meet your needs.

Hours of appointment are Monday – Thursday 9:00 a.m.- 4:00 p.m. Closed Friday.

Counselors are also available at:

HEALTH & WELLNESS: CENTER FOR NEW DIRECTIONS

Location: 1st floor of the Siebert Building

Phone: 769-3445

Counseling is also available through the Center for New Directions which is also staffed with licensed counselors. Although CND counselors serve both students and the community, their services of educational, personal, and career counseling are offered primarily to professional-technical students and adults in transition, such as displaced homemakers, single parents, and career changers. Services also include free personality and interest assessments for those undecided about a career choice. Students may access the center counselors for any personal or educational concerns, such as difficulty with relationships or stress in school. The Center is open throughout the year for appointments.

Hours of Appointment are Monday-Thursday 8:00 a.m.- 4:00 p.m. and Friday 8:00 a.m.- 2:00 p.m.

HEALTH & WELLNESS: HEALTH SERVICES

Location: Edminster Student Union Building, Upper Level

Phone: 769-7818

Health Services at North Idaho College provides a holistic approach to health to help support your academic success. Health Services are confidential and available by appointment. Services include evaluation and treatment of minor injuries and acute health problems such as colds, flu, bladder infections, sexually transmitted infections, dermatology concerns, depression, other mental health issues, reproductive health including emergency contraception, and general physical exams. Health education information about nutrition, stress reduction, exercise, relationships, sexuality, sexual orientation, exercise,

HIV/AIDS, and other topics are also available including wellness and complementary health issues. There is no charge for a basic visit to Health Services. There may be charges for special treatments, lab work, immunizations and medications. Students are responsible for all laboratory and prescription costs not covered by their personal insurance. After hours, and during scheduled breaks such as Thanksgiving, between semesters and summer, services are not provided by student health and can be obtained from a private health care provider, minor emergency clinic, or hospital emergency department. The expense of any off-campus health care is the responsibility of the student or their health insurance carrier.

Hours of appointment are Monday through Thursday 9:00 a.m. to 3:30 p.m. Closed Friday.

HEALTH & WELLNESS: ACCIDENT INSURANCE

Location: Edminster Student Union Building, Upper Level

Phone: 769-7818

Mandatory accident insurance is required for all students enrolled in one or more credits. This covers accidents, which occur only on NIC campuses (including outreach centers) or campus sponsored events. If an accident occurs, an accident report should be completed within 72 hours or as soon as possible. Accident reports and insurance claim forms are available at the student health services office.

LEARNING RESOURCES: LIBRARY

Location: Molstead Library (first floor)

Phone: 769- 3355 (Library Circulation Desk)

769-3265 (Information Desk)

The staff of Learning Resources, which includes Molstead Library and Instructional Media Services, strives to provide quality services by providing students and staff with diverse materials and cutting-edge technologies. Learning Resources supports the College's educational mission by promoting and encouraging independent, lifelong learning.

In support of NIC's diverse curriculum, Molstead Library houses approximately 65,000 volumes, 300 serial titles, and a growing collection of videos, CDs, CD-ROMs, and web-based databases. Full Internet access, fax, and photocopying are also available. The library's web catalog provides access to the library's cataloged collection as well as to an array of web, full-text periodical indexes, other libraries' catalogs, the "Best of the Web," additional peer-reviewed websites and an e-mail reference service via the library's "Ask a Librarian" web link. More sophisticated interlibrary loan and information services and a wider array of services to NIC's distant student population are natural outgrowths of these exciting developments.

Molstead Library also offers a self-service copy center which houses copy machines, color copier, and other equipment helpful to students completing assignments. A large microcomputer lab, under the management of Computer Services, is located on the second floor of Molstead Library and provides Internet access, e-mail, access to electronic course materials, and word processing.

Group study rooms are available to students and may be reserved in advance. These rooms hold a maximum of 10 people. Rules governing their use are available at the Check-Out and Information Desks.

Through the Work Study and Grants-in-Aid programs, Learning Resources offers students work experience in the library and Instructional Media Services (IMS).

LEARNING RESOURCES: MATH STUDY CENTER

Location: Lee/Kildow Hall 118

Phone: 769-3327

The Math Study Center (MSC) is available to all students enrolled in an NIC math course and is staffed by our faculty members. Students may obtain daily help with class material on a drop-in basis. The Math Study Center is generally staffed from 9 a.m. to 3 p.m. Monday through Thursday and Friday 9 a.m. to 2 p.m. However evening and alternate hours are available each semester based on the availability of instructors. A detailed schedule is posted in the College Skill Center each semester. Availability of instructors varies each semester.

LEARNING RESOURCES: PEER TUTORING

Location: College Skills Center, Lee/Kildow Hall 118

Phone: 665-4535

The Peer Tutoring Center offers help to students who feel they need extra support in their classes. Students may schedule two hours of free tutoring per week in each subject area. (Subject areas to be tutored vary from semester to semester as tutors are available). The Peer Tutoring Center operates in the College Skills Center, beginning the second week of school. Students may begin signing up for tutoring the Thursday of the first week of school. College Skills Center hours are: Monday 7:30am to 5pm, Tuesday through Thursday 7:30am to 8pm, Friday 7:30am to 2:30pm. Evening hours may also be available.

Students may be hired as tutors to provide up to 10 hours of tutoring per week. Qualifications to become a tutor include an instructor recommendation and completion of the course to be tutored with an "A" or "B". If you are interested in becoming a tutor, please come to the College Skills Center to fill out an application.

TRIO STUDENT SUPPORT SERVICES

Location: Lee-Kildow Hall, Room 123

Phone: 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 and transfer to a four-year institution, improve academic performance, maintain a healthy grade point average, and 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, financial aid, scholarship, & admissions application assistance.

To qualify for the SSS program, you should...

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

LEARNING RESOURCES: WRITING CENTER

Location: Lee/Kildow Hall 216

Phone: 769-3298

Open Monday through Friday, the Writing Center is available to all NIC students. Students may schedule an appointment in advance, or they can come on a walk-in basis. Although consultants will not edit or proofread papers, they will help with everything from generating essay topics to perfecting grammatical and mechanical skills.

NIC AMERICAN INDIAN STUDENT SUPPORT

Location: Edminster Student Union, Lower Level

Phone: 769-3365

NIC provides support to American Indian students through this office by helping students better access campus and community resources.

NIC ALUMNI ASSOCIATION

Location: Sherman Building

Phone: (208) 769-7806

Website: www.nic.edu/alumni

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 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 or call. Stay connected and join today!

REGISTRAR

Location: Lee Hall Room 108

Phone: 769-3320

The Registrar's Office is open Monday through Thursday from 7:30 a.m. to 5 p.m., and Friday, 7:30 a.m. to 2:30 p.m. Your official academic records are maintained in this office. Registration, schedule changes, and course withdrawals may be initiated through an academic advisor or Student Services, and can only be officially finalized by the Registrar's Office. Students can access their student records including financial aid rewards, advisor assignments, class schedules, grades, and unofficial transcripts using NICOOnline [www.nic.edu/current_students.htm]. Any questions concerning grades, records, transcripts, and class schedules should be directed to the Registrar's Office.

RESIDENCE HALL

Phone: 769-5932

The NIC Residence Hall offers single and double rooms; semi-private bathrooms; close proximity to the student union, the beach, tennis courts, the library and downtown; Internet access; cable TV; debit card meal plan; live-in trained staff; study lounge and a state-of-the-art DVD Theatre; social activities and educational programs; laundry; facilities and vending; nightly desk operations to checkout cleaning supplies, movies, sports equipment; disability access; dedicated parking and indoor bicycle storage; Nic @ Nite: a Convenience store and 24-hour on-campus security.

STUDENT ACCOUNTS

Location: Lee Hall

Phone: 666-8003

North Idaho College provides convenient payment options, you can pay online through your NICOOnline account, at the Business Office, mail-in your payment or sign up for a payment plan available for the Fall and Spring semesters. Once you have registered, you have incurred a debt, which you are responsible for. It is your responsibility to drop any classes you do not plan to attend.

FOR CURRENT TUITION RATES AND PAYMENT PROCEDURES, VISIT US AT WWW.NIC.EDU/COSTS

STUDENT ACTIVITIES

Location: Edminster Student Union Building, Lower Level

Phone: Recreational Sports Coordinator 769-3299

Recreational Sports Student Work Office 665-5456

Outdoor Pursuits 769-7809

Activity Center 769-5939

Student Events 769-5933

Student Government (ASNIC) 769-7761

North Idaho College Student Activities enables students to enjoy the total college experience. Located in the Edminster Student Union, Student Activities provides diverse social, cultural, recreational, and educational programs and activities for the North Idaho College community.

Through Recreational Sports, the Activities Center, Outdoor Pursuits and Outdoor Equipment rentals, students can get involved in a wide array of activities designed to meet the varied needs of the campus community.

Students can gain important leadership experience by serving in student government, working as a member of the Student Events Board, and joining various student clubs and organizations. In addition, students may apply for positions as Orientation Leaders to help with recruitment and retention of students. The Student Activities team includes the offices for Student Government, Student Events Board and the Intra Club Council as well as Recreational Sports, the Activities Center, Outdoor Pursuits and Outdoor Equipment Rentals.

STUDENT ACTIVITIES: OUTDOOR PURSUITS

ASNIC Outdoor Pursuits exercises both body and mind through wilderness-based, environmentally sound outdoor adventures. Our activities foster educational growth through self-awareness, teamwork and risk taking. We provide a non-profit outdoor service with trips and rentals for all those in our community.

Take advantage of YOUR outdoor program and try a new and exciting sport in the great outdoors.

1. Instructional Outings

Rafting, hiking, canoeing, rock climbing, skiing, and kayaking are a few of the outdoor activities offered throughout the year. We are always open to new ideas. Most outings are geared for the absolute beginner!!

2. Equipment Rentals

We have outdoor equipment for participants during instructional outings and for those who want to create their own adventure to that secret spot.

3. Resource Library

For planning an outing or equipment research we have books, videos, magazines, catalogs, maps, and handouts to better educate and prepare you for any outdoor adventure.

4. Speaker and Slide Presentations

From time to time we run across competent leaders and travelers who are kind enough to share their knowledge and experiences of their recreation and leisure pastimes.

5. NIC Beach

Fun in the sun! The sandy beach next to the lake is a great place to hang out and enjoy the summer. There are plenty of activities and events to sooth the outdoor spirit. Come learn a new and exciting sport like kayaking, sailing, canoeing, and volleyball.

6. Student Employment

Without student help, Outdoor Pursuits could not provide the numerous events and activities throughout the year. There are several paid and volunteer positions available for enthusiastic students who have a desire to share their knowledge or learn some new skills in the outdoors.

7. The NIC Challenge Course offers a great teambuilding opportunity for campus and community groups. We offer programs that range from simple ground activities to fun adventures up in the trees. Check out our high ropes course, right behind the Student Union Building!

STUDENT ACTIVITIES: RECREATIONAL SPORTS

Contact: Alex Harris, Recreation Sports Coordinator

Phone: 769-3299

Office: SUB-015

The Recreational Sports program is open to all North Idaho College students, faculty and staff. The goal of the program is to enhance the quality of student life by providing a wide array of activities designed to meet the varied needs of the campus community. Regardless of one's skill level, individuals are encouraged to get involved, "For the Fun Of It!"

Recreational Sports are an integral part of the extracurricular activities at NIC. Over 1,600 students participated in the Recreational Sports program last year. Recreational/Intramural Sports are athletic competitions held among students, faculty and staff from North Idaho College. The program offers a wide variety of team activities, such as co-ed flag football, co-ed 6 on 6 volleyball, co-ed 4 on 4 volleyball, 3 on 3 basketball, 5 on 5 basketball, floor hockey, soccer, dodgeball and co-ed softball. Recreational Sports also offers special events, such as NIRSA "Natural High", broomball, ultimate frisbee, disc golf, golf, miniature golf, fun runs, lazer tag, bowling, tennis, croquet, 2 on 2 grass volleyball, and whiffleball. Other exciting tournaments that take place through the Recreational Sports Department includes: table tennis, pool, turkey bowling, and nerf hoops.

There is a simple process in getting started in these activities:

1. Select the activity and form a team. If you are new to the campus and would like to participate on a team with other students, drop by the office and leave your name and telephone number, and our staff will try to place you on a team.
2. Obtain an information packet with starting dates, entry deadlines, rules and regulations, 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 one contest during the regular season or playoffs, this fee will be lost. Teams that do not forfeit may pick up forfeit bond by going to the Recreational Sports Coordinator and request their deposit. Team managers must pay their deposit in the business office before the season starts and file the receipt with the Recreational Sports Coordinator.
4. All championship teams and individual champions will receive Intramural T-Shirts.

Recreational Sports is constantly trying to provide new and exciting activities for students, faculty, and staff. If you would like to introduce a competition in any leisure activity not offered through the Recreational Sports program, you can provide a list comprising of a minimum of four teams to participate. This allows the department adequate time to organize the schedule and provide officials. No awards will be given the first year an activity is introduced. The group organizing the activity will be expected to provide most of the leadership under the supervision of the Recreational Sport Coordinator.

Recreational Sports hires students each year to work as Intramural Supervisors, Scorekeepers, Officials and Activity Center Attendance. If you have an interest in being a leader and want to get involved, stop by the Recreational Sports Office today! Our office is located on the lower level of the Edminster Student Union Building.

All Recreational Sports participants must 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 Recreational Sports Department are not responsible for any injuries that may occur. Individuals who choose to participate in the Recreational Sports program will be doing so at their own risk.

STUDENT ACTIVITIES: STUDENT EVENTS

Location: Edminster Student Union Building, Upper Level

Phone: 769-5933

Student Events Board Mission: To provide quality programming to NIC students, our campus, and the Coeur d'Alene community, as well as offering student involvement opportunities outside the classroom.

As the events programming board of ASNIC, Student Events is responsible for programming concerts, comedians, lectures, movies, and numerous other activities for NIC students and the campus community. Student Events is comprised of several student stipend positions, volunteer team members, and staff members from the Student Activities Office. If you would like to apply for a position on the Student Events Board, please contact the Student Activities Office.

STUDENT ID CARDS

Location: Molstead Computer Lab, upper level of the library

Phone: 769-3251

All students enrolled at North Idaho College will be issued a Student Identification Card. This card is one of the most important items you will receive during the registration process. With it, you are able to access numerous areas of campus and enjoy a variety of events at a discount, or even free.

You must present the card to check out books from the library, use the computer labs, check out equipment in the gym, rent equipment from Outdoor Pursuits, and many other functions you may deal with.

If your card is lost or damaged, contact the Molstead Computer Lab located on the second floor of the Molstead Library, and they will replace the card for you. There is a replacement charge for a new card.

This card should be kept with you throughout your duration at North Idaho College. As you continue your studies at NIC, your card will be updated each semester with a validation sticker.

VETERANS SUPPORT

Location: Lee Hall Room 132

Phone: 769-3281

Veteran's support is available through the Registrar's Office. A Veterans Coordinator is available to answer questions from prospective veteran students about eligibility for benefits, and to initiate proper applications and paperwork. Students eligible for benefits should contact the coordinator at least eight weeks prior to the beginning of the semester to assure timely submission of their claims. Information regarding outreach services such as, medical assistance, job service, etc., can be obtained from the Coordinator.

Veterans Administration benefit counselors are directly available to each veteran by phone through the Veterans Administration regional office in Boise, 1-800-827-1000. Or, call the Department of Veterans Affairs at 1-888-442-4551.

WIRELESS OPEN ACCESS POINTS ON CAMPUS

North Idaho College has several 'Open Access Points' located on the campus. These points allow anyone to connect to the internet using wireless technology. The main areas are in Edminster Student Union, Health Science Building (Full Building Coverage), McLain Hall, Winton 2 (ELF), Siebert Conference Room, HelpDesk, Molstead 2nd floor. If you have a laptop with wireless technology you should be able to access many resources through these open access points. Once connected to a NIC wireless access point, opening a browser will take wireless users to a secure login page. Students can use their network login credentials (the same as they use in the Molstead Computer Lab to login) or login as a guest by using an email address.

This card is nontransferable and must be presented to college officials upon request.

WORKFORCE TRAINING AND COMMUNITY EDUCATION

Phone: 769-3444

The credit-free Workforce Training Department of NIC offers a wide variety of classes in Coeur d'Alene/ Post Falls area and the five northern counties. With topics including computer skills, apprenticeship in the building trades, learning how to make a quilt, country line-dance, or launching a business, there is something for everyone. Workforce Training is the credit-free, job skill training and community service division of NIC. Workforce Training serves about 10,000 enrollments each year and tries to listen to the wants and needs of each person. Workforce Training offers daytime and night classes as well as weekend and Internet classes to meet every possible schedule. Our instructors are experts in their fields and bring hands-on, practical information to the classroom. You are welcome to visit our Post Falls facility and share with us your needs and wants.

SECTION 3: CAMPUS PARKING REGULATIONS

Location: Headwaters Complex B

Phone: 769-3310

Motor vehicle regulations on the North Idaho College campus have been authorized by the NIC Board of Trustees. Copies of the Campus Parking Procedures/Regulations are available to all students and staff through the Campus Safety Office. Vehicle registration and parking enforcement is managed by the Campus Safety Office located at 905 River Ave. General student and staff parking regulations are effective 6 a.m. to 5 p.m. Designated restricted parking spaces are in effect 24 hours a day. Permits are not required for evening or summer classes.

Responsibility for locating a legal parking space rests with the motor vehicle operator. Lack of readily available space is not an excuse for violation of parking regulations. There are 1,740 parking spaces available for students of which over 233 are no-fee parking spaces. Except for designated reserve areas, parking is open on the NIC campus.

The following regulations and traffic laws apply on all property owned, leased, and/or controlled by North Idaho College:

1. The motor vehicle and other traffic laws of the State of Idaho.
2. The North Idaho College parking and traffic regulations.

STUDENT PARKING

Students parking on Campus Property are required to have a current North Idaho Parking Permit affixed permanently to the lower inside from Passenger side windshield. Each permit must be accompanied by a registration card and kept on file in the Campus Safety Office. For the purpose of this section, vehicle means car, truck, van, motorcycle, recreational vehicle, and all other vehicles requiring registration under Title 49 Idaho Statutes.

HANDICAPPED PARKING

Students requiring Handicapped Parking must apply to the Department of Motor Vehicles for handicap parking permits. The Handicapped Permit number must also be registered at the time you register your vehicle. NIC student parking permits are required even when displaying a Handicapped Permit.

VISITOR PARKING

Many people come to campus as guests or speakers, including business persons and professionals whose services are needed by the College. It is important that the limited number of parking spaces designated as "Visitor Parking" be kept free for use by these persons. Your cooperation in this regard will be appreciated. Students and staff members parking in "Visitor Parking" will be cited.

PERMIT PLACEMENT

Parking permits, "One Day Only" visitor permits, or handicapped permits should be displayed on the vehicle and positioned to be readable from outside the vehicle.

GENERAL INSTRUCTIONS

1. A \$20 parking fee per year will be charged for all students. A permit placed on a vehicle not registered to the permit holder will be cited. Parking areas located on Rosenberry Drive, Hubbard Street, and River Avenue are designated no-pay parking.
2. If a permit is lost or stolen, a replacement may be obtained for a fee of \$10.
3. "One Day Only" visitor permit may be obtained if an individual's permit is unavailable.
4. A refund for a Parking Permit may be obtained within the first 14 working days of the semester.
5. Only Residence Hall residents can park in the lot adjacent to the dormitory.
6. Permission must be obtained from the Campus Safety Office for overnight camping and/or parking vehicles with trailers (including boat trailers/motor homes).
7. Vehicles parked on campus, except in authorized reserved, parking overnight or for an extended period of time are required to:
 - A. Park in the parking lot directly south of Campus Safety on River Avenue.
 - B. Notify Campus Safety of date/time/location and vehicle identification.
8. No vehicle shall be parked on the campus except in those areas designated as parking spaces, and head-in parking is requested in all parking lots.
9. Drivers will strictly observe the 20 mile-per-hour basic campus speed limit.
10. Making major mechanical repairs to vehicles parked on campus is prohibited.
11. Except for vehicles with a valid Residence Hall Permit, any vehicle parked more than 48 hours will be cited, and more than 72 hours may be towed.
12. Operation of motorcycles and motor vehicles on paths, trails, play fields, planted areas, sidewalks, or in pedestrian areas is prohibited.
13. NIC does not assume responsibility for any motor vehicle, or its contents, while parked on College property.
14. All unattended vehicles must be locked and the keys removed.

ENFORCEMENT/SANCTIONS

1. Parking tickets are placed on windshields by a parking attendant.
2. Students with unpaid parking tickets may lose registration privileges and/or be placed on Academic Hold and are subject to Administrative withdrawal. Student names will be submitted to the Vice President for Student Services. Staff and faculty names are submitted to the Vice President for Administrative Services and may have their fines taken from payroll.
3. Parking on the NIC campus is open. That is, any permit-bearing individual may park on the campus providing the space is not a designated reserve area.

IMPROPER PARKING

The following are examples of improper parking and may be subject to sanctions including citation and/or removal of the vehicle.

1. Parking in any posted reserve area not allowed by your parking permit; (i.e. students in staff parking areas.)
2. Parking in a posted fire lane or fire hydrant space/area;
3. Parking in a posted visitor space without;
4. Parking along a yellow curb or across a yellow line;
5. Parking on a sidewalk;
6. Partially or completely blocking a street, a roadway, a driveway, right-of-way, or another vehicle;
7. Parking in such a manner that takes space for two or more vehicles;
8. Blocking any building entrance;
9. Parking on landscaped or improved areas;
10. Parking in any area posted "Authorized Vehicles Only."
11. Parking in violation of 49-660 and 49-661 Idaho Statutes.
12. Parking without the appropriate NIC parking permit permanently affixed to the lower inside windshield on the passenger side or a visitor permit easily readable from outside of the vehicle.

FINES

1. \$126.50 - Parking in handicapped space.
\$30 - all other citable matters.
2. Any fine, except fire lane, hydrant, or handicapped violations, paid within seven (7) calendar days of the citation will be charged one-half the face amount on the citation. There are no fine reductions for fire lane, hydrant, or handicapped violations. North Idaho College parking citations for Handicapped violations are not exclusive and additional City and or State penalties may also apply.

RESTRICTED AREAS/TOW AWAY ZONES

At the discretion of the individual person from Parking/Security Services, North Idaho College reserves the right to tow, at the owner's expense, any vehicle, with or without a parking permit, that is improperly parked, whether or not said vehicle creates a hazard or is attended or unattended. North Idaho College assumes no liability for any damage to any vehicle towed under this section. Any vehicle that has accrued one to five or more parking citations is subject to being towed without notice.

Towing may occur for violation of:

- Handicapped spaces, fire lanes, fire hydrant areas, and/or other designated areas requiring a proper and valid permit.
- Continual violators with five or more unpaid parking violations.
- Campus Security Officers may use their discretion in the towing of vehicles.

PAYMENT OF FINES/TICKET APPEALS

1. To clear a ticket by payment, present the ticket with payment to the Campus Safety Office during regular daily office hours.
2. To appeal a ticket, do the following:
 - Obtain a Parking & Traffic Appeals Form from the Campus Safety Office.
 - Complete and return the Appeal form with ticket attached to the Campus Safety Office within seven calendar days of date of issuance.
 - The Traffic Appeals Committee will review the appeal. You will be notified by mail of the decision.
 - Upon receipt of the decision, present the form to the Campus Safety Office to clear the ticket or pay the appropriate fine.
 - Tickets that have not been cleared will have a hold placed on the record. Holds must be released by the Campus Safety Office.

SECTION 4: HOW DO I...?

- **How do I get a student ID card?**
The Computer Lab (Molstead Library, upper level) 769-3251
- **How do I get money?**
Go to the Financial Aid office in Lee Hall (769-3368)
- **How do I get a job on campus?**
Lots of departments have work-study and non-work study positions available! - Check out the listing of jobs in the Financial Aid office. - Check out the listing of jobs at the Career Center.
- **How do I get involved in some outdoor activities?**
Visit the Outdoor Pursuits office in the lower level of the Student Union Building or call 769-7809.
- **I don't have an advisor.**
Call Student Services at 769-3370.
- **I'm a veteran. Where do I go for support?**
Contact the Veterans Coordinator in the Registrar's Office (769-3281).
You can reach the regional office in Boise at 1-800-827-1000
- **I'm having problems with school, family and I just need to talk to someone.**
Call 769-7818, to schedule an appointment with a counselor.
- **How do I know if school is canceled?**
Call 769-3300 or 1-800-254-4526. The recording is activated by approximately 6:00 a.m.
- **How do I get a parking permit?**
Go to the Campus Safety office on River Avenue (769-3310).
- **I'm lost, I have questions, HELP!**
It's going to be okay!! Visit Student Services located on the second floor of the Student Union.
- **How do I get involved in activities or clubs on campus?**
Visit the Student Activities Office on the second floor of the SUB (769-7761).
- **How do I get help with NIC Online?**
Call the Registrar's Office 769-3320.
- **How do I e-mail a staff member or instructor?**
Use this guide: first name lastname@nic.edu Check the NIC website for a list of employee names.
- **How do I get legal advice?**
Contact Student Services at 769-7863, or visit the office on the second floor of the SUB for a referral to ASNIC's student legal services
- **I lost something. I found something. Where is the lost and found?**
Contact the Campus Safety Office at 769-3310.
- **I want to find information about the NIC Residence Hall.**
Contact the Auxiliary Services Office at 769-7787.
- **I want to be on a recreational sports team. Where do I go to sign up?**
Visit the Recreational Sports office in the lower level of the Student Union.
- **What should I do if I need additional or extra help in one of my classes?**
Visit the College Skills Center on the first floor of Lee/Kildow Hall, Room 118 regarding free tutoring services.

SECTION 5: STUDENTS' RIGHTS

Free inquiry and free expression are essential attributes of a community of scholars. The freedom to learn depends upon appropriate opportunities and conditions in the classroom, on the campus generally, and in the community at large. The responsibility to secure and respect general conditions conducive to the freedom to learn is shared by all members of the college community. Students should strive to develop the capacity for critical judgment and the ability to engage in a sustained and independent search for truth, while endeavoring to exercise their freedom with maturity and responsibility. As students undertake to fulfill the obligations and duties outlined in this document, the college community of which they are a part undertakes to respect the basic freedoms of students.

In recognition of students' rights and dignity as members of the college community, North Idaho College is committed to supporting the following principles:

1. Students have the right to free inquiry, expression, and association.
2. Students have the right to representation on appropriate college committees.
3. Students accused of misconduct or of violating college policy have the right to a determination of their guilt or innocence in accordance with college procedures.
4. Students have the right to protection against improper disclosure of their student records.
5. Students have the right of access to their personal educational records.
6. Students have the right to be informed by the faculty at the beginning of each course about the course requirements, evaluation procedures, and evaluation criteria to be used, and the right to expect that those criteria will be fairly employed.
7. Students have the right to be evaluated solely on relevant academic criteria and to have protection against arbitrary or capricious academic evaluation.
8. Students have the right to timely assessment and fairness in grading of their academic work.
9. Students have the right to be treated with respect and to be engaged in civil discourse.

As a student, if you feel these rights have been violated, you may engage in the NIC appeal and grievance procedure. This procedure is outlined below for **Non-academic concerns**:

1. Talk first to the person you feel has violated your rights or about the concern you have. Make an appointment, be open-minded, and approach the situation with a professional disposition.
2. If the concern is not resolved after Step 1, talk to the staff member's supervisor. This information can be obtained from the Student Services Office on the second floor of the Student Union, or by calling 769-7863. Make an appointment with the individual, bring with you a written account of the concern, and bring with you a summary of how Step 1 failed to meet your needs.
3. If the case is not resolved after Step 2, consult with the Vice President for Student Services. The Vice President will direct you to the next person in the chain of command. Prepare the same way as outlined in Step 2.
4. If resolution does not occur after #3, present your case to the appropriate Vice President for review. Prepare the same way as outlined in Step 2. Step 4 is your last option for resolution. The Vice President's decision on the matter is final.

In all circumstances, the student must present their concern in writing. The personnel involved in hearing the case will provide a written response within 5 days of the interview that occurs with the student in Step 2, 3, and 4. Other appeal procedures may supersede the process above. These processes include, but are not limited to, the Student Conduct Appeal Process, Student Academic Progress Reviews, and reviews conducted by the Admissions and Academic Standards Committee. The Student Services Office will direct you to the correct appeal body for your situation. If no appeal body exists, proceed with the steps listed above.

FOR INSTRUCTIONAL PETITIONS, PLEASE FOLLOW THESE PROCEDURES:

To appeal any decision, action, or inaction pertaining to instructional issues such as concerns about an instructor, change of grade, course substitutions, academic sanctions, or other instructional matters, the student should:

STEP 1

Discuss the issue in question with the original decision maker, e.g., an instructor. If the problem is not resolved to the satisfaction of the student at this level, the student should then determine the immediate College supervisor of the employee or faculty member making and/or enforcing the questioned decision and schedule an appointment with that person. This supervisor may be a director or a division chair. In this informal meeting, the student will be expected to verbally explain the situation, indicate concerns, and suggest possible solutions.

If not satisfied with the results of this meeting, the student should seek further review as follows:

STEP 2 A

Admissions and Academic Standards Committee

Exceptions to late withdrawal from college (all courses), reinstatement to college following disqualification or suspension, and transfer and/or substitution of course credits that NIC transcript evaluators have not accepted as satisfying graduation requirements may be requested through the Admissions and Academic Standards Committee. Appeal forms are available at the Registrar's Office located in Lee-Kildow Hall. *Petitions for late withdrawals must be submitted within two years of the end of the semester from which a student requests withdrawal.*

STEP 2 B

Office of the Vice President for Instruction

- Unresolved concerns about an instructor or change of grade requests are processed by the Office of the Vice President for Instruction. *Requests for grade changes must occur within 2 years of the original grade issuance.*
- Students may also appeal decisions rendered by the Admission and Academic Standards Committee or any academic sanctions imposed as a result of violation of academic integrity (appeal process for academic sanctions is detailed in the Student Code of Conduct and NIC Policy 5.06.01 and takes precedent over any process outlined herein)

Students who wish to appeal should secure an Instructional Petition Form from the Office of the Vice President for Instruction, prepare the written statement of appeal, and submit it to the Office of the Vice President for Instruction within seven (7) workdays of the decision being appealed.

The Statement of Appeal must contain the following information:

- the student's name, local address and telephone number
- a statement of concerns regarding the original decision
- arguments supporting the student's position
- a statement of the requested solution
- all relevant supporting documentation

The Vice President or designee will then conduct such inquiries as deemed appropriate and shall provide a written decision to the appellant within fifteen (15) workdays. The Vice President for Instruction's decision is final.

Your Right To Know:

- Family Educational Right to Privacy Act: www.nic.edu/FERPA.htm
- Drug Free Schools and Campus Act: www.nic.edu/ferpa/drugpolicy
- Disruptive, Hostile, and Violent Behavior Policy: www.nic.edu/FERPA/disruptive.htm
- Services for Students with Disabilities: www.nic.edu/dss
- Financial Aid Refund/Withdraw Policy: www.nic.edu/financialaid/refund.htm
- NIC's Graduation and Transfer Out Rates: www.nic.edu/planning/research/retention
- Athletic Program Participation Rates & Financial Support Data: www.nic.edu/planning/research
- Clery Crime Statistics: <http://www.nic.edu/studentssupport/CampusSafety/statistics.htm>

SECTION 6: STUDENT CODE OF CONDUCT

ARTICLE I: SCOPE OF THE CODE

This procedure is a codification of disciplinary regulations enacted to govern the conduct of students on campus or at authorized NIC activities. Claiming ignorance of the contents of this code will not exonerate a student charged with a violation. NIC may apply this code to student behavior occurring off-campus when such behavior endangers the welfare of other members of the campus community.

When NIC is informed that criminal charges are being brought against a student for conduct that also violates the Student Code of Conduct, NIC may file disciplinary charges against a student and investigate the incident. NIC has discretion to wait a reasonable period of time before requesting a hearing or final resolution of the disciplinary charges if it is in the best interest of the College's disciplinary process to await the outcome of the criminal charges. If a student is convicted of a crime prior to the college disciplinary hearing, NIC shall accept as fact that the student engaged in conduct that constitutes the crime. The disposition of criminal charges against the student, if determined prior to the college disciplinary hearing, shall be taken into account by NIC in determining sanctions against that student [see Article XIII].

Examples provided in each section of the articles below, detailing forms of conduct prohibited by the Code, are not intended to define prohibited conduct in exhaustive terms but rather to set forth examples to serve as guidelines for acceptable and unacceptable behavior.

Definitions

A. Student

1. all persons taking NIC courses, both full-time and part-time;
2. all persons who are not officially enrolled for a particular term but have a continuing relationship with NIC or intend to enroll in the next semester. (This provision is intended to include within the definition of students those persons enrolled in the spring and fall semesters who engage in misconduct during the summer and students who are first time applicants who engage in misconduct prior to the time of enrollment.)

B. Campus:

1. all land, buildings, facilities, and other property, including adjacent streets and sidewalks, in the possession of or owned, used, or controlled by NIC;
2. all land, buildings, facilities, and other property, including adjacent streets and sidewalks, used as residences in the possession of or owned, used, or controlled by student associations recognized by NIC.

ARTICLE II: ACADEMIC INTEGRITY

To maintain N.I.C.'s academic atmosphere and integrity, academic honesty is of the utmost importance. Instructors and students are responsible for maintaining academic standards and integrity in their classes. See N.I.C.'s Academic Integrity Policy and Procedure.

Examples include:

- cheating on classroom or outside assignments or tests;
- plagiarism;
- purchasing or using essays or other documents which are available on-line and submitting them as if they were original work to fulfill a class assignment;
- falsification of academic reports;
- acquisition or use of test materials without authorization;
- use, forging, printing, reproducing, altering, removing, or destroying any record, document, or identification used or maintained by N.I.C.

ARTICLE III: PHYSICAL ABUSE, SEXUAL OFFENSES, HAZING, OR HARASSMENT

Living together in a college community requires a respect for the rights of fellow members of that community to pursue their academic goals and to participate in lawful campus activities. Actions taken intentionally to cause physical discomfort or mental anguish to others are in violation of this code. See N.I.C.'s Policy and Procedures on Sexual Harassment, Malicious Harassment, and Disruptive, Hostile or Violent Behavior on NIC Sites.

A. PHYSICAL ABUSE

Examples include:

- physical assault, attempted assault or threat of physical harm;
- sexual misconduct and/or assault;
- terrorist threats;
- reckless endangerment (conduct that creates substantial risk of physical harm to any person, including oneself);
- physical detention of another person.

B. HAZING

Examples include:

- any action imposed on current or potential members of an NIC group which, regardless of location of the incident or consent of the participant, produces, or is reasonably likely to produce, bodily harm, mental or physical discomfort, fright, humiliation, ridicule, substantial interference with academic efforts, or significant impairment or endangerment of physical well-being;
- any action that compels an individual to participate in any activity which is illegal, perverse, or publicly indecent or contrary to college rules, regulations, or policies or which is known by the person(s) compelling the activity to be contrary to the individual's moral or religious beliefs.

C. HARASSMENT

Examples include:

- physical or verbal abuse;
- sexual harassment;
- an act that intentionally causes mental anguish to others;
- intimidation;
- other conduct, including hazing, which unreasonably interferes with or creates a hostile or offensive learning, living, or working environment;
- visual abuse such as obscene gestures or poses;
- stalking or following someone.

D. Sexual Offenses

Sexual offenses of any kind, including acquaintance rape, indecent liberties, unwanted sexual contact, lewd conduct, and assault of a sexual nature are prohibited.

Examples include:

- rape, which includes sexual intercourse with a person who clearly expressed lack of consent by his or her words or conduct or a person who lacks the opportunity to give clear consent;
- indecent liberties, which includes knowingly causing sexual contact with a person by forcible compulsion or when the person is incapable of consent by reason of mental defect, mental incapacitation, or physical helplessness;
- non-consensual sexual contact, which includes any touching of the sex organ or fondling or kissing other intimate parts of a person done for the purpose of gratifying the sexual desire of either party.

ARTICLE IV: CAMPUS DISORDERS AND DISRUPTION

While students have the right to freedom of expression, including the right to dissent or protest, this expression cannot interfere with the rights of others or disrupt the process of the college. See NIC's Policy and Procedure Manual, including Violence in the Work Place.

Examples include:

- obstructing or disrupting teaching, laboratories, offices, services, meetings, or ceremonies;
- interfering with the freedom of movement of any member or guest of the college to enter, use, or leave any college facility, service, or activity;
- remaining in any NIC building or failing to disperse from a crowd or group after being advised by any law enforcement personnel, NIC Campus Security, or NIC official to leave or disperse;

- creating noise, including the use of noisemaking or amplifying devices, or cellular telephone use during class;
- interfering with authorized events on property owned or controlled by NIC or in NIC facilities;
- interfering with law enforcement personnel, NIC Campus Security personnel, or NIC officials in the lawful conduct of their duties.

ARTICLE V: PHYSICAL SAFETY AND WELFARE

As in any community, certain forms of responsible conduct must be adhered to in order to ensure the physical functioning and safety or security of that community.

A. PROPERTY

The need to safeguard the property of the college community requires that it is a violation of this code to:

- engage in the unauthorized entry or unauthorized attempted entry into or onto any building, land, or property owned or controlled by NIC, including any rooms in those buildings or their heating tunnels, elevator shafts, shops, mechanical rooms, trunk rooms, storerooms, roofs, or fire escapes;
- possess, give to another, make, or cause to be made any key or other access device into or onto any building, land, or property owned or controlled by NIC without proper authorization;
- knowingly damage, destroy, or deface NIC property or property that is owned by others and located in or on any building, land, or property owned or controlled by NIC;
- steal or misappropriate NIC property or the private property of any person occurring on or in any building, land, or property owned or controlled by NIC;
- use the campus buildings or grounds for unauthorized overnight camping;
- smoke within 20 feet of the entrance of a building (Idaho's Indoor Clean Air Act).

B. FIRE

Protecting the college community against fire is a major concern. The following are violations of this code:

- in the interest of the health and safety of students, staff and the public, smoking is not allowed within any building or vehicle owned or operated by or for North Idaho College;
- building or setting fires in or on any building, land, or property owned or controlled by NIC without proper authorization;
- removing or tampering with fire equipment or fire alarm systems in or on any building, and of property owned or controlled by NIC;
- failure to promptly vacate any buildings owned or controlled by NIC when fire alarms sound.

ARTICLE VI: COMPUTER MISUSE, ABUSE

Conduct that violates the college's property rights with respect to computing resources is subject to NIC disciplinary action.

Examples include:

- unauthorized copying, including copying college owned or licensed software or data for personal or external use without prior approval from the Director of Computer Services;
- modifying or damaging or attempting to modify or damage computer equipment, software, databases, or communications lines without permission;
- disrupting or attempting to disrupt computer operations;
- invading the privacy of an individual by using electronic means to ascertain confidential information, even if an individual or department inadvertently allows access to such information;
- abusing or harassing, including sexually harassing, another computer user through electronic means;
- using the college's computing facilities in the commission of a crime;
- using computer services without authorization or allowing another individual to use one's computer identity/account or using another individual's computer identity/account. (This includes, but is not limited to, logging on to the account, accessing programs, and reading or altering computer records);
- using college computer equipment to access child pornographic materials or web sites.

ARTICLE VII: WEAPONS

Dangerous weapons are potential safety hazards. Possession, use or display of dangerous weapons or firearms is inappropriate in an academic community unless authorized by North Idaho College. It is the intent of this policy to ensure a safe educational, social and working environment at North Idaho College and property controlled by North Idaho College. For definitions, enforcement, exemptions, and violations, see N.I.C.'s Policy and Procedure on Weapons.

Possession, display or storage of a dangerous weapon, including, but not limited to firearms, ammunition, destructive devices, fireworks or hazardous chemicals in any form, is prohibited on property owned or controlled by North Idaho College except as noted under the procedures relevant to this policy.

This policy involves the prohibition of the above-referenced items on or in college property and facilities, including, but not limited to, academic buildings, athletic and recreation facilities, administrative offices, college housing, college parking areas, college streets, and college vehicles. It shall also apply to private vehicles parked or operated on college owned or controlled property.

ARTICLE VIII: DISCRIMINATION

Discrimination subverts the mission of North Idaho College, and threatens, in both obvious and subtle ways, the well being of students and staff. Denial of human dignity is unacceptable and will not be tolerated at North Idaho College. Any violation of the basic rights of a human being is contrary to the very nature of North Idaho College's non-discrimination policies and procedures. See the following Policies and Procedures: Sexual Harassment, Americans with Disabilities, Civil Rights, and Malicious Harassment.

Examples include:

- practices or regulations that discriminate on the basis of race, color, national origin, religion, gender, age, disability, sexual orientation, or ethnicity as each of these bases is defined by law, are neither condoned nor permitted in any area of NIC operations, including personnel appointments, student admissions, housing assignments, use of dining hall, classrooms, or other facilities, or in any activities of the faculty, staff, or students that may be commonly regarded as sponsored or sanctioned by NIC;
- no functions, business transactions or official actions by any organization, division, department or other unit of NIC may be held or undertaken at any facility of a lodge, club or organization that has as its policy the practice of discrimination on any of the bases specified above;
- nothing herein shall be deemed to affect the classification of people based on the differences between males and females or between other persons or groups that is not irrational, capricious, or arbitrary, and that is intended to accomplish a lawful purpose (e.g., women's or men's living groups may exclude persons of the opposite sex, and students with substandard grades may be denied membership in honor societies and other groups having minimum grade requirements).

ARTICLE IX: DRUGS AND ALCOHOL

Abuse of alcohol and/or drugs is one of the major reasons students do not succeed in college. The examples provided in this section of the articles constituting forms of conduct prohibited by the Code are not intended to define prohibited conduct in exhaustive terms, but rather set forth examples to serve as guidelines for acceptable and unacceptable behavior. See N.I.C.'s Policies and Procedures on Drug-Free Workplace and on Substance Abuse.

Examples include:

- The manufacture, sale, possession, distribution, or consumption of alcoholic beverages or illegal drugs in or on any building, land, or property owned or controlled by NIC; or
- A student athlete who takes a legal but performance enhancing drug prohibited under athletic conference, NJCAA rules, or NWACC rules. In furtherance of NIC's Zero Tolerance policy, a sanction of eviction imposed for drug offenses is not subject to Administrative Review.

ARTICLE X: AIDING, SOLICITATION AND ATTEMPT

A person is in violation of this code if he or she intentionally aids or abets another in the commission of any offense(s) mentioned in this code; or requests, hires, encourages, or otherwise solicits another person to commit any offense mentioned in this code, either intending that the other person commit the offense or with the knowledge that the other person intends to commit the offense, or attempts to commit any offense mentioned in this code.

ARTICLE XI: STUDENTS LIVING ON CAMPUS

The Residence Hall Code of Conduct is a supplement to the NIC Code of Conduct. All policies and procedures for the Residence Hall are outlined in the Residence Hall handbook and violations of these policies are likewise violations of the general code.

ARTICLE XII: DISPOSITION OF DISCIPLINARY MATTERS; JUDICIAL PROCESS for ACADEMIC MISCONDUCT (Article II)

A. Judicial Process for Academic Misconduct

1. If an instructor determines that a student has violated the Academic Integrity Policy (Article II), the instructor will resolve the problem directly with the student. All specific procedures are described in detail in the Academic Integrity Policy and Procedure. In summary, the instructor will
 - a. Present the evidence of misconduct to the student;
 - b. Discuss with the student why the behavior is considered misconduct;
 - c. Assign a sanction(s) to the student, ranging from a verbal reprimand to course failure as outlined in the Policy;
 - d. Inform the student of the appeal process;
 - e. Document the resulting action in writing and sending a copy to the student, the Division Chair, and the Vice President for Student Services. The VPSS will place the documentation in the student's permanent disciplinary file.
2. All actions taken by the instructor are confidential as dictated by the Family Educational Right to Privacy Act. The instructor may consult with the VPSS before making a determination about sanctions to see if the student has had previous disciplinary action.

B. Appeals and Disciplinary Review for Academic Misconduct

1. A student appeal to the Division Chair or the Vice President for Instruction will occur in the process outlined in the above procedure, 5.06.01. In summary, an appeal begins with an "Academic Integrity Resolution Form" completed by the student within five days after the student has been notified of the misconduct. The Division Chair sets up a meeting described in full in 5.06.01, and if the student pursues a further appeal, the Vice President for Instruction will hear it and make a determination.
2. In the case of an "egregious" offense or repeated misconduct, the Vice President for Student Services will conduct a disciplinary review as described in 5.06.01.

ARTICLE XIII: DISPOSITION OF DISCIPLINARY MATTERS; JUDICIAL PROCESS for BEHAVIORAL MISCONDUCT (Articles III through XI)

A. Judicial Process for Behavioral Misconduct

1. Alleged misconduct must be reported to an NIC judicial officer. NIC judicial officers include the Coordinator of Residence Life, The Director of Auxiliary Services, and the Vice President for Student Services. The stewardship for this code rests with the Vice President for Student Services and he/she may designate other judicial officers as necessary. To report misconduct, an individual must submit a written Incident Report available from a judicial officer or their office.
2. Upon receipt of an Incident Report, the judicial officer will summons a student to an Interview to discuss the alleged misconduct. A student has six (6) class days to respond to the summons. An academic HOLD will be placed on a student's records should they fail to meet with the judicial officer. A summons will include:
 - a. A description of the policy allegedly violated
 - b. Date, time, and location of alleged misconduct (if applicable)
 - c. A statement of the student's rights with regard to NIC judicial processes
3. After the Interview, the judicial officer may:
 - a. Dismiss the case
 - b. Investigate further
 - c. Issue a sanction
 - d. Refer the case to an Administrative Review
 - e. Refer the case to a Judicial Hearing.

4. Should the student accept responsibility for their actions and accept the sanctions issued by the judicial officer, the case is closed. The judicial officer will summarize in writing the action being taken as outlined in 3 above and deliver this summary to the student.
5. A student who wishes to appeal either their culpability (innocence or guilt) or the sanction assigned, (other than eviction for drug offenses, see below), may request an Administrative Review (go to **XIII.C**). An appeal must be made in writing to the Judicial Officer and received no later than five (5) working days from the date of the summary letter.
6. NOTE: THERE IS NO ADMINISTRATIVE REVIEW AVAILABLE FOR THE SANCTION OF EVICTION ASSIGNED FOR DRUG OFFENSES. A student who wishes to appeal his/her CULPABILITY for a drug offense may request an Administrative Review (go to XII. C). An appeal must be made in writing to the Judicial Officer and received no later than five (5) working days from the date of the summary letter.

B. Administrative Review for Behavioral Misconduct

1. Should a student wish to appeal either their culpability or the sanction assigned to them by the judicial officer, (other than the sanction of eviction for drug offenses) the student must submit this intent in writing to the judicial officer within five (5) working days of the date of the summary letter.
2. The student will then engage in an Administrative Review with a higher ranking judicial officer. The student may attempt to resolve the case or present more information during the Administrative Review. If the initial Interview was held with the VP for Student Services, appeals will be forwarded to a Judicial Hearing.
3. The Administrative Review Officer may:
 - a. Dismiss the case
 - b. Investigate further
 - c. Issue a sanction
 - d. Refer the case to a Judicial Hearing.
4. Should the student accept the resolution created during the Administrative Review, the case is closed. The Administrative Review officer will summarize in writing the action being taken as outlined in 3 above and deliver this summary to the student.
5. A student who wishes to continue an appeal may request a Judicial Hearing (go to **XIII.D**). The request for a continued appeal must be made in writing to the Administrative Review officer and received no later than five (5) working days from the date of the summary letter.

C. Judicial Hearings for Behavioral Misconduct

1. Membership

The North Idaho College Judicial Board (hereafter referred to as NICJB or the Board) will be composed of five members. Minimally, the Board will have one member who will serve from the Staff Association, one from the Faculty Association, and one from the Student Association. The other two members may represent any of the aforementioned Associations. In cases where there is academic misconduct (Article II) at least two members must be from the Faculty Association. Students are eligible to serve on the Board if they are in good academic and disciplinary standing and appointed by ASNIC. Staff and Faculty members will be appointed by their respective Assemblies. The NICJB shall select its chair and the chair will normally serve as the hearing officer, however the NICJB may also elect to use a qualified third party to conduct the hearing. In the case of a third party hearing officer, only the five members of the NICJB may vote on the guilt or innocence of the accused. Students who are charged with violations of the Code, which, if proven, could result in suspension or expulsion from the college will be afforded the opportunity for a hearing.

2. Notification and Timing of Hearing

Board members and the student alleged of misconduct will receive official notification to appear for a hearing from the Vice President for Student Services. The notification will include the date and time of the hearing. The disciplinary hearing shall occur not less than five (5) working days or more than fifteen (15) working days from the date the student submits the request for a Judicial Hearing. Under exceptional circumstances, the college may delay the hearing with written notification provided to the student as to the reasons why. This action is only taken when necessary to provide due process to the student.

3. Waiver of Right to Hearing

A disciplinary hearing may be waived and disposition of disciplinary action including the sanction can be imposed by an agreed settlement, in writing, between the student charged with code violations and the Vice President for Student Services or the Vice President's designee. The sanctions imposed in the agreed settlement will be effective upon signature of the accused student(s) and the VPSS or designee and does not depend upon the approval of the Judicial Board, but shall have full force and effect as if the sanctions had been imposed by the NICJB.

4. Privacy of Hearing

Hearings shall be conducted in private unless the student charged with the violation states on the record that he or she wishes the disciplinary hearing to be public. The student charged with the violation can request the chair of the NICJB to order that the disciplinary hearing be open only to specified members of the public. The decision on whether to open a hearing is at the discretion of NICJB chair. The only persons permitted to attend the "private" hearing will normally be the members of the NICJB, the Vice President for Student Services and/or the Vice President's designee, the college counsel or the college counsel's designee, the party bringing the charges against the student, the accused student, the accused student's attorney or advisor, and witnesses. Although the student charged with a violation has the right to request a public hearing, the chairperson of the NICJB has the discretion to refuse. Any party can request that witnesses be removed from the hearing when they are not giving testimony. In hearings involving more than one accused student, the chairperson of the NICJB has the discretion to permit the hearings concerning each student to be conducted separately.

5. Right to Representation

The college may be represented during the hearing by any advisor or attorney it chooses. Likewise, the student charged with the violation has the right to be assisted by any advisor or attorney he or she chooses at his or her own expense. Advisors or attorneys will not be permitted to speak or participate directly in the hearing. A student must notify NIC at least three (3) working days prior to the hearing of their intent to bring legal council. Likewise, NIC will inform the student in the same time frame if the college desires to have legal representation.

6. Evidence and Witnesses

- a. The accused student, the party filing charges against the accused student, and the NICJB shall have the right to present witnesses and evidence and shall have the right to be present and hear and question witnesses, as well as the right to object to the admission of testimony and evidence.
- b. Irrelevant evidence is not admissible. All evidence, pertinent records, exhibits, and written statements, as well as copies or recordings of such evidence, may be accepted as evidence at the discretion of the chair. Hearsay evidence is admissible if it is of the type commonly relied upon by prudent persons in the conduct of their affairs.
- c. All questions of procedure and evidence are subject to the final decision of the NICJB Chair.

7. Conduct of the Hearing

Generally, the hearing shall be conducted in the following order:

- a. The NICJB Chair shall determine whether the accused student has requested a public or a private hearing, shall state for the record the names and roles of the persons present at the hearing, and shall remind the accused student of the right to have an advisor, of the right to refuse to testify.
- b. The NICJB Chair will clarify whether the Judicial Hearing is to determine culpability or to evaluate whether the assigned sanction was appropriate.
- c. Both the VPSS or designee who represents the college and the accused student shall have the opportunity to present opening statements in which they summarize the evidence they intend to present to the NICJB.
- d. The VPSS or designee shall present its evidence first, and the accused student shall have the right to present his or her evidence afterwards.
- e. Following the presentation of evidence, the party filing charges shall have the opportunity to summarize the evidence presented. Afterwards, the accused student shall have the opportunity to summarize the evidence presented.

- f. After the presentation of evidence and summaries, the NICJB shall make its decision in a closed session.
 - i. The NICJB shall determine by majority vote whether a) the student has violated each section of the Student Code of Conduct that the student is charged with violating, or b) the sanction was appropriate. The chairperson of the NICJB, or designee in the event of absence of the chairperson, is permitted to vote only in the event of a tie ballot unless a third party hearing officer is used. The burden of proof shall be on the party bringing the charges against the accused student.
 - ii. In cases of culpability, the NICJB's conclusion shall be made on the basis of whether it is more likely than not that the accused student violated a specific provision or provisions of the Student Code of Conduct.
8. Failure to Appear

The failure of an accused student to appear at a hearing after notification is neither an admission nor evidence as to the charges. No accused student may be found to have violated the Student Code of Conduct solely because the student failed to appear before the NICJB.

If the accused student fails to appear at the hearing after proper notification, the VPSS or designee shall present the evidence in support of the charges, and the NICJB shall conclude based on the evidence whether it is more likely than not that the accused student had violated the Student Code of Conduct. If the NICJB concludes that the student had violated the Student Code of Conduct, the NICJB shall inform the parties in writing of its conclusion, its "findings of fact," and the right of the student to appeal the decision of the NICJB.
9. Findings of Fact:

If the NICJB concludes that the accused student violated a provision or provisions of the Student Code of Conduct, the NICJB must state in writing the facts, conduct, or circumstances it has found to support its conclusion. These "findings of fact" must be based exclusively upon the evidence and testimony properly presented to the NICJB and upon facts that are universally regarded as true. The NICJB shall inform the parties in writing of its "findings of fact," its conclusion that the student has violated the Student Code of Conduct. A similar Finding will be submitted to the student for appeals regarding assigned sanctions. The decision of the Judicial Board is final and may not be appealed.
10. Hearing Record

The NICJB shall maintain a single verbatim record, such as a tape recording, of all hearings. The record shall be the property of the college.
11. Compliance with Procedural Rules

Failure to comply with any procedural rule may render invalid the decision of the NICJB if such failure materially prejudiced the rights of a party.

ARTICLE XIV: RANGE OF SANCTIONS

- A. RANGE OF SANCTIONS for All Misconduct in this Code includes the following, which may be defined or described in more detail below:
 1. educational opportunities;
 2. counseling;
 3. assessment for drug, alcohol, or other psychological disorder;
 4. warning or censure: written notice to student in writing that continuation or repetition of the conduct found wrongful may be cause for more severe disciplinary sanction;
 5. fees or restitution;
 6. community service;
 7. disqualification from activity, class, or specific privilege, curtailing or barring a student from participating in a specified activity or exercising a specific privilege for a stated period of time;
 8. disciplinary probation;
 9. special sanctions deemed appropriate and reasonable;
 10. interim suspension;
 11. suspension;
 12. expulsion.

- B. **INTERIM SUSPENSION.** When the Vice President for Student Services determines it is necessary, and in consultation with the chair of the NICJB if available, an interim suspension (XIII A) may be imposed during the implementation of the NIC judicial process. An interim suspension may be imposed only to ensure the safety and well-being of members of the college community or preservation of property, to ensure the student's own physical or emotional safety and well-being, or if it appears the student may pose a threat of disruption of or interference with the normal operations of the college. During the interim suspension, the student may be denied access to the residence halls and the campus (including classes) and/or all other college activities or privileges for which the student might otherwise be eligible. As soon as is practical, but not to exceed 10 class days, the student subjected to an interim suspension shall be provided notice of the reasons for the college's action and shall be accorded the normal procedures of the NICJB, including the filing of a complaint and the right to a hearing.
- C. **SUSPENSION.** Before the imposition of a sanction of suspension or expulsion (XIII A), the judicial officer must make a specific finding in writing that the student's misconduct seriously and critically endangered the essential operation of NIC or the safety of members of the college community. Students assigned suspension or expulsion may elect to have the NICJB review the appropriateness of the sanction.
- D. **OTHER SANCTIONS:** In addition to the sanctions explained in Article XIV, item A, a hearing officer may impose any combination of the following and may include them as terms of probation:
1. community service (to be performed for a specified period of time under the direction of the Vice President for Student Services or designee);
 2. restitution of damages; reimbursement for damage to or misappropriation of property, repair, or other appropriate forms of compensation,
 3. special sanctions deemed appropriate and reasonable (e.g., restrictions on behavior, requiring letters of apology to be written, etc);
 4. counseling or other educational interventions
 5. assessment for drug, alcohol, or other psychological disorder
- E. **SANCTIONS NOT COMPLETED:** If sanctions, including community service hours and restitution, have not been completed or if sanctions agreed to by a student in an agreed settlement have not been completed, NIC, at the discretion of the Vice President for Student Services or the Vice President's designee, may deny a student the privilege of registering for classes.
- F. **ON-CAMPUS LIVING:** Sanctions affecting a student's residence in NIC-controlled housing may be imposed. These sanctions are loss of privileges within the living group and temporary or permanent removal from NIC-controlled housing.
- G. **CIVIL AND CRIMINAL OFFENSES:** Sanctions already imposed by civil or criminal process will be taken into account when any NIC sanction is imposed.
- H. **SEVERE VIOLATIONS:** Extensive, organized, serious, or repeated violations of this code will be taken into account when determining the appropriate sanction.

APPENDIX TO THE STUDENT CODE OF CONDUCT

- (1) Idaho Code, section 33-3715: "The legislature, in recognition of unlawful campus disorders across the nation which are disruptive of the educational process and dangerous to the health and safety of persons and damaging to public and private property, establishes by this act criminal penalties for conduct declared in this act to be unlawful. However, this act shall not be construed as preventing institutions of higher education from establishing standards of conduct, scholastic and behavioral, reasonably relevant to their lawful missions, process, and functions, and to invoke appropriate discipline for violations of such standards."
- (2) Idaho Code, section 33-3716: "No person shall, on the campus of any community college, junior college, college, or college in this state, hereinafter referred to as 'institutions of higher education,' or at or in any building or other facility owned, operated, or controlled by the governing board of any such institution of higher education, willfully deny to students, school officials, employees, and invitees: (a) lawful freedom of movement on campus; (b) lawful use of property, facilities, or parts of any institution of higher education; or (c) the right of lawful ingress [entry] and egress [exit] of the institution's physical facilities."

- (3) "No person shall, on the campus of any institution of higher education, or at or in any building or other facility owned, operated, or controlled by the governing board of any such institution, willfully impede the staff or faculty of such institution in the lawful performance of their duties, or willfully impede a student of such institution in the lawful pursuit of his educational activities, through the use of restraint, abduction, coercion, or intimidation, or when force and violence are present or threatened.
- (4) "No person shall willfully refuse or fail to leave the property of, or any building or other facility owned, operated, or controlled by the governing board of any such institution of higher education upon being requested to do so by the chief administrative officer, his designee charged with maintaining order on the campus and in its facilities, or a Vice President of such college or college, if such person is committing, threatens to commit, or incites others to commit, any act which would disrupt, impair, interfere with, or obstruct the lawful missions, processes, procedures, or functions of the institution.
- (5) "Nothing in this section shall be construed to prevent lawful assembly and peaceful and orderly petition for the redress of grievances, including any labor dispute between the institution of higher education and its employees.
- (6) "Any person who violates any of the provisions of this section shall be deemed guilty of a misdemeanor and, upon conviction thereof, shall be punished by a fine not to exceed five hundred dollars (\$500), or imprisoned in the county jail for a period not to exceed one (1) year, or by both."

SECTION 7: POLICIES

PREAMBLE

The College Welfare Committee recommends that the policy and procedures on sexual harassment be instituted for an initial three year period and reviewed by the College Welfare Committee at the end of that three year experience.

1. Sexual harassment subverts the missions of North Idaho College and threatens, in both obvious and subtle ways, the careers of students, faculty, and staff.
2. Definition of Sexual Harassment
Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, other verbal or physical conduct of a sexual nature, and/or discrimination based on gender differences when:
 - a. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic advancement.
 - b. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions or academic decisions affecting such individual.
 - c. Such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile, or offensive working or academic environment.
3. Sexual harassment is a form of sex discrimination. As such, it is recognized both by the Equal Employment Opportunity Commission as a violation of the Civil Rights Act of 1964, as amended, and by the Office of Civil Rights as a violation of Title IX of the Education Amendment of 1972.
4. Sexual harassment is primarily an issue of power. It exploits the power inherent in a faculty member's or supervisor's relationship to his/her students or subordinates. Through the manipulation of grades, wages, recommendations, job status, and the like, a teacher or a supervisor can have a decisive influence on a student's or employee's success and future career at the college and beyond.
5. While sexual harassment most often takes place in a situation of power differential between the persons involved, this policy recognizes that sexual harassment may occur between persons of:
 - a. The same college status (e.g. student-student, faculty-faculty, staff-staff).
 - b. Differing college status (e.g. student-employee, student-persons providing/receiving services to or from North Idaho College, employee-persons providing/receiving services to or from North Idaho College).

6. North Idaho College discourages consensual sexual relationships between employees and their subordinates.
 - a. Instructors especially are discouraged from involvement with students currently enrolled in their classes.
 - b. Persons in positions of power, authority, or control over others should be aware of and, sensitive to, problems which may arise from those
7. Implementation
 - a. North Idaho College will use both informal and/or formal procedures to investigate in a prompt, timely, and confidential manner, each complaint of sexual harassment.
 1. Because complaints of sexual harassment might be brought that have no merit, procedures should be implemented so that students and employees are protected against false and mischievous complaints.
 2. North Idaho College requires that the rights and concerns of both complainant and accused be fully assured. The college shall make every effort to assure and protect these rights, and shall undertake no action that threatens or compromises them.
 - b. Prompt, appropriate, corrective action will be taken against any employee or student of North Idaho College who violates this policy.
 1. Violation of this policy will lead to disciplinary action which is appropriate to the circumstances and which addresses the goal of prompt and effective action to stop sexual harassment. Such disciplinary action shall follow the principles of progressive discipline.
Depending on the circumstances, and following due process, the punishment may include, but is not limited to, verbal and written reprimands, suspension with pay, suspension without pay, demotion, expulsion, or dismissal.
 2. Persons with supervisor's responsibilities for employees/students are expected to report and/or to take appropriate supervisory action when they know of sexual harassment.

STATEMENT ON HARASSMENT

Harassment is inconsistent with North Idaho College's efforts to foster an environment of respect for the dignity and worth of all members of the College community. Therefore, harassment of any kind is unacceptable. Moreover, many forms of harassment have been recognized by the U.S. Office of Civil Rights and by the courts as violations of the civil rights laws.

Harassment is defined as verbal or physical conduct which has the intent or effect of (1) unreasonably interfering with an individual's or a group's educational and/or work performance at NIC or (2) creating an intimidating, hostile, or offensive educational and work environment on or off campus. Harassment includes discrimination against any individual on the basis of race, color, sex, religion, or national origin. Harassment also includes discrimination against an individual because of a stereotyped group characteristic or because of the person's identification with a particular group.

With reference to sexual harassment, the definition also includes unwelcome sexual advances, requests for sexual favors, and other physical conduct and expressive behavior of a sexual nature where submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education. Sexual harassment, which is a form of sex discrimination, may range from sexual innuendoes made at inappropriate times, perhaps in the guise of humor, to coerced sexual relations. Sexual harassment may occur between equals: between students, between faculty, between staff, between administrators. For example, repeated sexual advances or demeaning verbal behavior between equals which affects a person's ability to study or work in the academic setting constitutes sexual harassment. Harassment at its extreme occurs between unequals; when a person who is in a position to control, influence, or affects another person's job, career, or grades uses his or her authority and power to coerce that person into sexual relations, or to punish a refusal. In an academic setting where the integrity of the educational process and the mutual respect of faculty, students, and administrators are so important, the sexual harassment of a student by a teacher or administrator is an especially serious problem.

Any member of the NIC community who believes that he /she has been harassed is encouraged to raise the issue, or lodge a complaint, in accordance with the established grievance procedures of NIC. This policy applies to all students enrolled at NIC, to all NIC employees, and to all individuals using NIC facilities or equipment on and off of the Coeur d'Alene campus.

E-MAIL POLICY

NIC Policy # 3.08.02

Policy Narrative

North Idaho College provides computing resources that enable electronic mail communication by students, faculty, and staff. The use of electronic mail is expected and encouraged to facilitate the exchange of useful information in support of the College mission. Members of the College community are expected to use the privilege of electronic communications in a responsible and ethical manner.

The following policy provisions cover the use of North Idaho College electronic mail:

1. Ownership of Electronic Mail System

Electronic mail systems at North Idaho College are college-owned facilities. The College reserves the right to operate the e-mail system as needed for its educational and administrative services.

2. Allowable Use

Electronic mail at NIC must be related to College business including academic pursuits. The use of e-mail for teaching and learning is encouraged. Incidental and occasional personal use of electronic mail may occur when such use does not increase costs for the College. Such incidental use is subject to the provisions of this policy.

3. Uses Not Allowed

Electronic mail shall be used in an ethical and responsible manner. The following uses of electronic mail are prohibited:

- to threaten, harass, or intimidate others.
- for purposes prohibited by law, regulation, or NIC policy.
- to send e-mail to appear to be from someone else ('spoofing').
- to violate the privacy of any student or employee.
- to assist in breaching computer system security.
- to conduct private business operations not connected with College projects.
- for electoral or issue-oriented political campaigning.
- to send large volumes of unsolicited electronic mail ('spam') across systems.

4. Message Monitoring

NIC respects the privacy of electronic mail users. It does not wish to inspect or monitor electronic mail routinely or to be the arbiter of message content. However, messages and data stored on the College's computers may be accessed at any time for these purposes:

- Complying with legal requests for information.
- Rerouting or disposing of undeliverable mail.
- Maintenance of computer system security.
- Investigating reports of violation of policy or law.
- Troubleshooting hardware and software problems.

5. Message Retention

The nature of digital messages makes them difficult to rely upon as a permanent record. However, the user of electronic mail should be aware that messages should be assumed to be permanent. Also, the confidentiality of any message should not be assumed. Even when a message is deleted, it is still possible to retrieve and read that message. The College reserves the right to retrieve messages for all lawful purposes.

The policy provisions concerning electronic communications in Board of Trustees Policy No. 3.08.01 and this policy are in conformance with each other.

SECTION 8: ACCURACY NOTICE

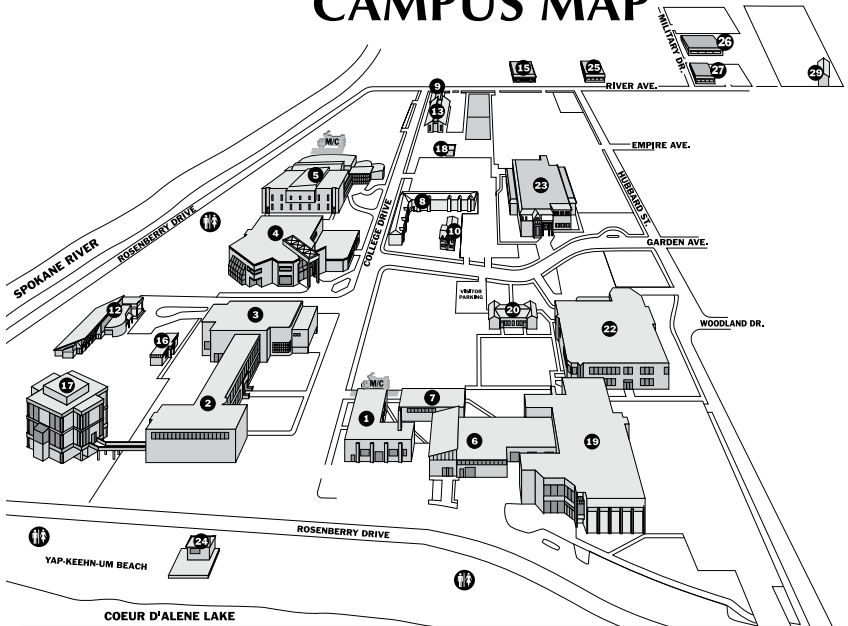
The Student Handbook is a publication of the Associated Students of North Idaho College and the Office of the Vice President for Student Services. All publication work is as accurate as possible and all dates on the calendar were correct at the time of publication. Event times and dates may have been rescheduled after the handbook went to print. Please check all dates with a current college calendar. Information in this handbook is subject to change without notice.

SECTION 9: COLLEGE DIRECTORY

Campus Operator & General Info.....	769-3300	GED.....	676-8005
Academic Divisions:		Grants Coordinator.....	769-7750
Business & Professional Programs	769-7784	Grounds/Custodial.....	769-3310
College Skills Courses.....	769-3327	Gymnasium.....	769-3348
Communication/Fine Arts.....	769-3276	Health Services.....	769-7818
English & Foreign Languages.....	769-3394	Human Resources.....	769-3304
Natural Sciences.....	769-3495	International Student Advisor.....	769-7713
Nursing & Allied Health.....	769-3481	Instruction, Office of.....	769-3305
PE & Dance.....	769-3327	Instructional Media Services.....	769-3429
Social/Behavioral Sciences.....	769-7782	Library.....	769-3215 or 769-3355
Admissions.....	769-3311	Lost and Found.....	769-3310
Adult Basic Education/GED.....	676-8005	Parking Information.....	769-3310
Advising.....	769-7821	Peer Tutoring.....	769-3206
Alumni Office.....	769-7806	Personal Counseling.....	769-7818
American Indian/Minority Student Advisor.....	769-3365	Physical Plant.....	769-3413
Athletics.....	769-3348	President.....	769-3303
Auditorium.....	769-3424	Professional-Technical Education	
Auditorium Box Office.....	769-7780	Business and Professional Programs	769-7784
Auxiliary Services.....	769-3361	Health Professions.....	769-3481
Bonner County Office (Sandpoint).....	263-4594	P-T Student Support Services	769-3468
Bookstore.....	769-3364	Trades and Industry.....	769-3226
Business Office.....	769-3344	Registrar.....	769-3320
Cont.....	665-2767	Residence Hall.....	769-5932
Campus Safety.....	769-3310	Security/Emergency.....	769-3310
Career Center.....	769-3297	Sentinel Newspaper.....	769-3388
Center for Educational Access.....	769-5947	Student Activities	
Center for New Directions.....	769-3445	Outdoor Pursuits.....	769-7809
Children's Center Day Care.....	769-3471	Recreational Sports.....	769-3299
College Relations.....	769-3316	Student Events.....(ASNIC)	769-5933
College Skills Center.....	769-3206	Associated Students.....(ASNIC)	769-7761
Community Education (WFTC).....	769-3444	Summer Classes.....	769-3305
Computer Services HelpDesk.....	769-3280	Veteran's Services.....	769-3281
Computer Lab (Library)	769-3380 or 769-3251	Workforce Training.....	769-3444
Computer Lab (Boswell Hall).....	769-3331	E-MAIL ADDRESSES	
Computer Services.....	769-3230	Admissions Office.....	admit@nic.edu
Copy Center (Staff & Faculty).....	769-3357	Advising.....	advising@nic.edu
Dean of Students.....	676-7156	Alumni Office.....	alumni@nic.edu
Development.....	769-5978	ASNIC Student Government.....	ASNIC@nic.edu
Distance Education.....	769-3436	ASNIC Events.....	ASNIC_Events@nic.edu
Dual Enrollment.....	769-3436	Bookstore.....	bookstore@nic.edu
Educational Opportunity Center.....	769-8016	Career Services.....	career@nic.edu
Emergency.....	9-911	Financial Aid Office.....	finaid@nic.edu
Financial Aid.....	769-3368	Distance Education.....	distance@nic.edu
Food Services.....	769-3359	Housing.....	housing@nic.edu
		Molstead Library.....	library@nic.edu
		Registrar's Office.....	registration@nic.edu



NORTH IDAHO COLLEGE CAMPUS MAP



MAP LEGEND

- | | | |
|--|---|---|
| <p>1 McLain Hall (MCL)
Physical Plant Shop, Classrooms, Computer Labs</p> <p>2 Lee-Kildow Hall (LKH)
Admissions, Business Office, Financial Aid, Registrar, Student Support Services, Office of Planning, Assessment and Research, classrooms, College Skills Center (Math/Science Study Center, Peer Tutoring)</p> <p>3 Christianson Gymnasium (GYM)</p> <p>4 Edminster Student Union Building (SUB)
Market Food Court, Educated Cup, Mica Peak Exchange (Bookstore), ASNIC Offices, Student Services (Advising, Counseling, Student Health), Career Center, Educational Opportunity Center (EOC), Auxiliary Services, Events Coordinator, Outdoor Pursuits, Intramurals, American Indian & Minority Student Advisor</p> <p>5 Meyer Health and Sciences (MHS)
Nursing and Health Professions, Natural Sciences, DeArmond Auditorium, Rolphe Auditorium</p> <p>6 Siebert Building (SBT)
Computer Services, Center for New Directions, The Sentinel, classrooms</p> | <p>7 Industrial Arts (IND)
Carpentry lab and classroom</p> <p>8 Residence Hall (RES)</p> <p>9 Post Hall (PST)</p> <p>10 Fort Sherman Officers' Quarters (FSQ)
Faculty offices, Heritage Conference Room</p> <p>12 Lakeside Center (LKC)
Children's Center Child Care</p> <p>13 Winton Hall (WIN)
Physical Education classrooms, faculty offices</p> <p>15 River Building (RVB)
Campus Safety and Security, Parking Permits, Mail and Copy Center, Transportation</p> <p>16 Lee Hall Annex (LHA)
Writing Center, Modern Languages Lab</p> <p>17 Seiter Hall (STR)
Science and math classrooms, faculty offices, Center for Educational Access</p> <p>18 Fort Sherman Museum (FSM)</p> <p>19 Hedlund Building (HED)
Emery's Restaurant, Professional-Technical Office, Professional-Technical Student Support Services Coordinator, classrooms</p> | <p>20 Sherman Administration Building (SHE)
President's Office, Human Resources, College Relations, NIC Foundation, Alumni Association, Grants</p> <p>22 Boswell Hall (BOS)
Schuler Auditorium, Instructional Media Services, classrooms, Corner Gallery, Box Office, Communication/Fine Arts/Humanities Division</p> <p>23 Mostead Library (MOL)
Library, Todd Lecture Hall, Telecommunications classroom, computer labs, Office of Instruction, Distance Education, classrooms</p> <p>24 Sunspot
Concessions & rentals (Open June-September)</p> <p>25 Timber Hall (TMB)
Testing Center</p> <p>26 Headwaters Complex A (HWCA)
Facilities Operations Office, Physical Plant</p> <p>27 Headwaters Complex B (HWCB)
Grounds, Custodial</p> <p>28 Headwaters Complex C (HWCC)
Storage</p> |
|--|---|---|

Revised 02/07