



North Idaho College

Dual Credit Student Handbook



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Welcome to Dual Credit at North Idaho College (NIC)

NIC's Dual Credit Program gives high school students the chance to earn both high school and college credit at the same time. It's a great way to get a head start on college, explore new subjects, save money on tuition, and build confidence for the future.

Dual credit classes can be found at your high school or on NIC's campus, and you'll have the support of both your high school and NIC while you're enrolled. In Fall 2024, more than 1,700 students took dual credit classes, and 94% passed with a C- or better!

NIC works closely with high schools across North Idaho to bring these opportunities to students such as / you. These partnerships help make college-level learning more accessible, affordable, and familiar.

This program supports NIC's mission: to meet the needs of students and the communities we serve by focusing on student success, educational excellence, and lifelong learning. We're excited to support your academic and career goals—and to help you take the next step toward your future.

Visit us online: ***nic.edu/dual-credit***



Dual Credit Office

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Book an appointment with a Dual Credit advisor:



Coeur d'Alene
Campus



Sandpoint
Campus





What to Expect from Dual Credit Classes

Harder than high school

Since dual credit classes are college-level courses, they may feel more challenging than your regular high school classes. You can expect:

- More homework and independent reading
- Higher expectations for participation and deadlines
- Faster pace

Permanent record

Dual credit classes are real college classes. That means they follow the same academic standards and expectations as any other course at NIC.

Grades

It's important to know that your grades go on your permanent college transcript, and they count toward your college GPA. In college, anything below a C- is not considered passing. These grades can affect future financial aid, college applications, and your overall college record.

By taking dual credit classes, you're stepping into a college-level experience, and with that comes responsibility. But don't worry—there's plenty of support to help you succeed!

Communicate early: Your instructors are here to help

College instructors want you to succeed—they're one of your best resources! The most successful (and least stressed) students are the ones who ask questions early and stay ahead of deadlines.

If something comes up, don't wait. It's your responsibility to reach out to your instructor before an assignment is due, not after. Being proactive shows responsibility and helps you stay on track.

Cardinal email: Your official college inbox

Once you're accepted to NIC, you'll get a Cardinal email account. This is how NIC communicates with you—so make sure to check it regularly!

Any important requests (such as adding or dropping a class, asking about your student information, or handling payments) must come from your Cardinal email. For security reasons, NIC can't send personal information to your Gmail or other personal emails.

Cardinal email is your direct line to NIC—use it!



Communication with your Dual Credit instructor

Communication is the key to succeeding in your class. Your instructor will outline the way they prefer that you reach out to them. Some reasons you may reach out to your instructor are:

- If you are having difficulty with an assignment
- If you must be absent from a class
- You need clarification on the due date of an assignment

Email is often a very reliable way to get ahold of your instructor. When you do email them, make sure to follow a few simple rules:

- The subject of the email should identify what the email is about in as few words as possible (generally 5 or fewer).
- In the body of the email, you should briefly:
 - Identify yourself
 - Identify the class you are taking
 - Briefly identify the issue/problem/question, and what your instructor can do to help
- Make sure to sign your email with your first and last name.

The diagram shows an email interface with several parts annotated with arrows and text:

- Send button:** A red button with a white arrow icon and the text "Send".
- To field:** A text box containing "jenny.tutone@nic.edu". An arrow points to it with the label "Instructor's email".
- Cc field:** A text box containing "Cc".
- Subject field:** A text box containing "Help with Political Science Assignment". An arrow points to it with the label "Email subject".
- Body text:**
 - "Dear Instructor Tutone," is annotated with "Who the email is written to".
 - "My name is Bilbo Baggins and I'm in your Political Science 101 class, section 101, on Tuesdays and Thursdays. I'm having difficulty understanding the concept we talked about in our last class. I work during your office hours. Is it possible to schedule a time to talk about it over the phone or in-person? I'm available Monday afternoons 3-5pm and Thursday mornings 8-11am if any of those times work for you." is annotated with "Sentence identifying who you are and what class you are taking".
 - "Thank you very much for your time," is annotated with "Brief explanation of the issue and how the instructor can help. If you are requesting an appointment, it is important to share times that would work for you.".
 - "Bilbo Baggins" is annotated with "Closing and electronic signature".

Remember to keep your email brief and professional.

What is FERPA?

FERPA stands for the Family Educational Rights and Privacy Act. It's a federal law that protects your privacy once you're in college. That means your grades, class schedule, and other records are only shared with you—unless you say otherwise.

Consent to release information

If you want NIC to share your college information with your parents or guardians, you'll need to fill out an Authorization for Release of Student Information form and return it to the Dual Credit Office or Cardinal Central. Without this form:

- NIC cannot legally talk to your parents about your grades, schedule, or progress.
- Even if you're in high school, you're in charge of your college record.

This form is optional, but helpful, especially if you want your family to be able to speak with NIC on your behalf.

Learn more: ***nic.edu/ferpa***





Expectations of Students

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Role of a dual credit student

A dual credit student is unique in that they balance both high school and college level courses.

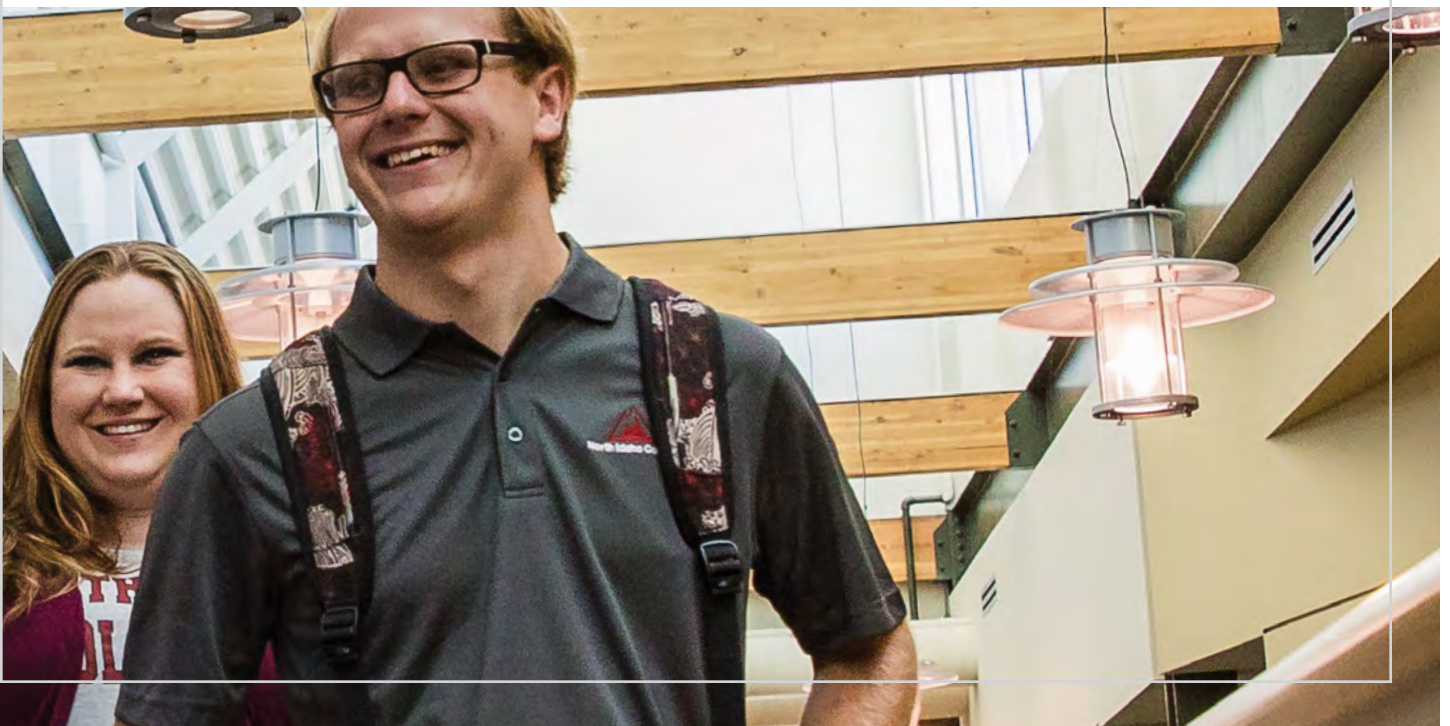
- Actively engage in college-level learning:
 - Attend class regularly (whether in person, online, or hybrid).
 - Take initiative in assignments, exams, and group work.
 - Participate in class discussions and communicate with instructors.
- Take responsibility for academic success:
 - Track deadlines, grades, and syllabi.
 - Seek help when needed (tutors, advisors, professors). Professors love proactive students!
 - Understand that poor performance affects both high school and college transcripts.
- Balance two systems:
 - Follow both high school and college calendars, policies, and expectations.
 - Communicate with both high school counselors and college advisors as needed.
 - Manage transportation, technology needs, and time wisely.
- Represent themselves professionally:
 - Act with integrity, maturity, and respect.
 - Follow academic honesty policies and the college code of conduct.
 - Use their college email and check it often.
- Plan toward a goal:
 - Choose courses that fit graduation requirements for both high school and future college pathways.
 - Keep track of credits earned and how they apply to certificates, GEM (General Education Matriculation), or associate degrees.
 - Ask questions about transferability to other colleges/universities.



Role of a parent

Parents are a cornerstone of the student support system and vital to the growth of their now-college student.

- Encourage a student-led process:
 - Encourage independence and self-advocacy.
 - Allow your student to communicate directly with their instructors and advisors.
 - Avoid intervening unless it's absolutely necessary—FERPA limits parental access to college records without the student's consent.
- Partner from the sidelines:
 - Learn about the dual credit process: deadlines, policies, costs, and expectations.
 - Know the difference between high school and college calendars.
 - Understand how grades impact both transcripts and future college admissions/scholarships.
- Help manage the transition:
 - Guide time management and study skills at home.
 - Offer support during stressful times like finals, big projects, or schedule changes.
 - Promote a healthy balance between school, work, and social life.
- Encourage communication:
 - Remind your student to check their college email regularly.
 - Suggest reaching out to instructors or advisors early if issues come up.
 - Be a sounding board as they make academic and career decisions.
- Celebrate progress:
 - Recognize the maturity and hard work your student is showing.
 - Encourage goal-setting and conversations about long-term plans (college, certifications, career).



Role of a counselor

Counselors act as a bridge between the high school and college systems.

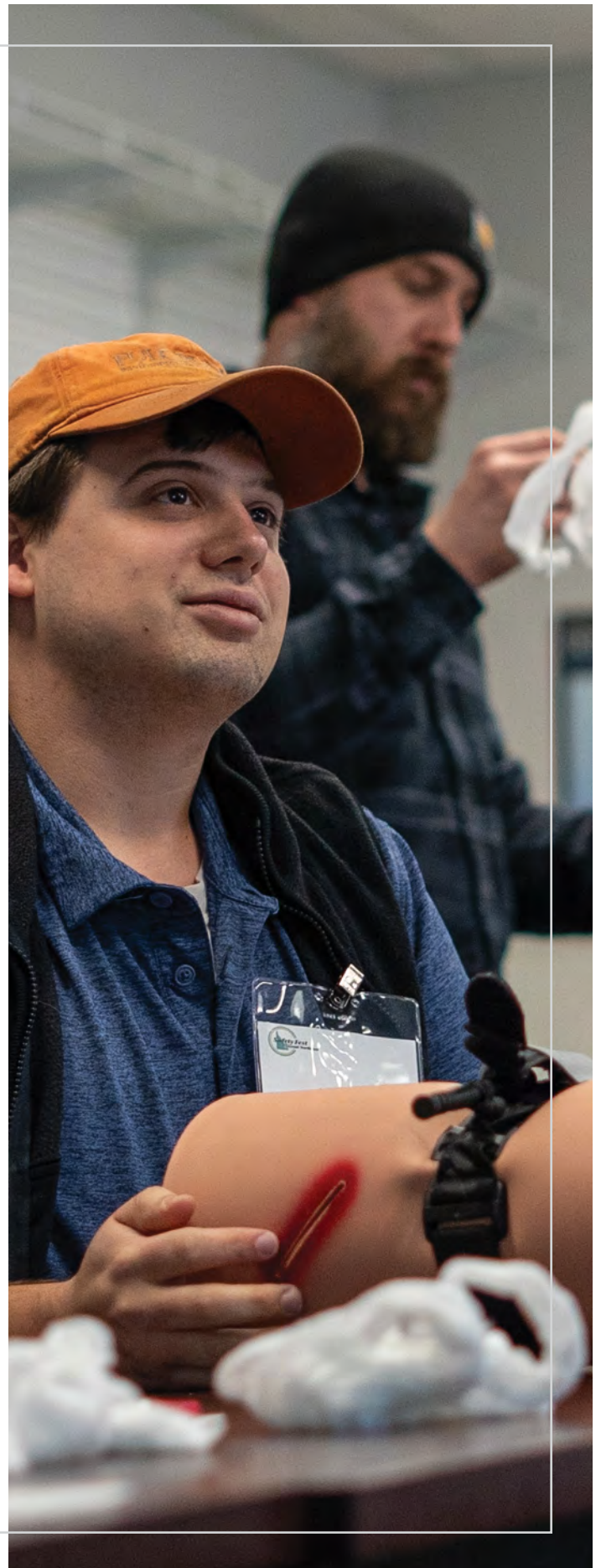
- Facilitate access to dual credit opportunities:
 - Identify eligible students and match them with appropriate dual credit courses.
 - Provide information on course options, prerequisites, and application processes.
 - Help students understand how dual credit fits into their graduation and postsecondary plans.
- Ensure academic readiness:
 - Review transcripts and test scores to confirm placement and eligibility.
 - Advise students on course load balance between high school and college classes.
 - Recommend supports for students who may be strong candidates but need additional encouragement or scaffolding.
- Guide students in decision-making:
 - Help students make informed decisions about whether dual credit is the right fit.
 - Support goal setting (GEM completion, AA/AS progress, career pathways).
 - Explain the impact of grades on high school requirements and transcripts.
- Maintain communication and collaboration:
 - Work closely with college advisors or dual credit coordinators to align advising.
 - Ensure students and families receive important updates, deadlines, and changes.
 - Serve as a liaison between the student, family, and college partners.
- Monitor student progress:
 - Track student enrollment, performance, and credit accumulation.
 - Assist with resolving challenges such as drops, withdrawals, or struggles in college coursework.
 - Celebrate milestones like earning college credit, GEM completion, or certificate progress.



Role of an instructor

Instructors deliver college-level instruction to high school students while upholding the academic integrity, rigor, and standards of the college.

- Uphold college-level rigor:
 - Teach content that aligns with the college's approved course outcomes, curriculum, and syllabus.
 - Maintain academic standards equivalent to those of the on-campus course.
- Create an inclusive, supportive learning environment:
 - Provide appropriate scaffolding, resources, and encouragement while still maintaining rigor.
- Maintain timely communication:
 - Communicate expectations clearly to students.
 - Respond promptly to student inquiries and feedback.
- Manage records and compliance:
 - Take accurate attendance when required by the college or school.
 - Submit midterm/final grades and rosters by institutional deadlines.
 - Ensure compliance with FERPA and institutional policies.





Academic Integrity and Artificial Intelligence (AI) Tools Standard

AI and plagiarism

As access to artificial intelligence (AI) tools becomes more common, it is important for dual credit students to understand expectations around academic integrity.

Dual credit students are held to NIC's standards for academic integrity.

While certain AI tools may support learning, using them to complete assignments, tests, or projects in place of a student's original work is considered a violation of academic integrity. This includes but is not limited to:

- Submitting AI-generated work without proper citation or instructor permission
- Using AI to write essays, answer assignments, or solve problems without engaging in the learning process
- Copying and pasting AI-created responses as if they are one's work

Students should be informed that while some AI tools may be allowed for brainstorming or editing (depending on instructor guidelines), using them to bypass actual learning may lead to disciplinary action, including loss of credit or removal from the Dual Credit Program.

If students are unsure whether a tool is appropriate for a particular assignment, they are encouraged to check with their instructor directly.





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How to Apply

Dual Credit application

Scan for instructions on how to apply to NIC:
nic.edu/start



Walkthrough video

Make sure to choose the Dual Enrollment Student application! Select the Term you wish to start taking classes, and then select the Dual Enrollment Program for the program of interest.



Dual Credit Authorization Form

Before you can take dual credit classes at NIC, your parent or guardian needs to give permission. That's done through the Dual Credit Authorization Form (DCAF). This form confirms that:

- You're allowed to take college-level classes.
- Your counselor is confirming that you are capable of college-level courses.

Your parent and counselor will complete the DCAF after you apply to NIC, and it must be signed before you can register for any dual credit classes. Make sure to remind your parent or guardian and counselor to check their email after you apply. Contact the Dual Credit Office at NIC if the email is not found.

Student placement assessments

Before you can register for math and English classes at NIC, you will need to take a placement assessment or equivalent. These short assessments make sure you're placed in a class that fits your current skill level — not too easy, not too hard.

Here's where to start:

- Math: NIC Easy Math Placement: **nic.edu/math-placement**
- English: Take The Write Class (TWC): **nic.edu/placement/english-placement-the-write-class**
- Note that the ALEKS Math placement assessment can be taken if you are dissatisfied with your Easy Math Placement assessment.

Assessments may be waived if students:

- Student completed the prerequisite through a post secondary institution (transcript required)
- Passed an AP exam in the subject area (submit scores for credit evaluation – Advanced Placement Program)
- Have completed and submitted ACT, SAT, or ISAT results with appropriate scores

Your dual credit advisor or counselor can help you figure out the best option for you.

Learn more: ***nic.edu/testing***



What is Duo?

Duo adds a second layer of security to your accounts through two-factor authentication. When accessing NIC systems, you will be prompted to accept a Duo push on your phone.

Here is a good walkthrough for setting Duo up on your phone:

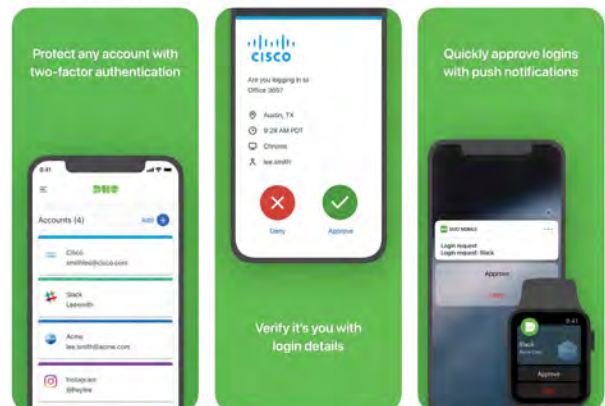


nic.edu/mynic/mynic-setup



Duo Mobile (4.4)
Security made simple
Duo Security LLC
#11 in Business
★★★★★ 4.9 • 1.7M Ratings
Free

Screenshots iPhone iPad Apple Watch



Information Technology Help Desk

The Information Technology (IT) Help Desk serves as a centralized point of contact for all technical support services. They can help with Duo, MyNIC, Canvas, Cardinal Mail, Cardinal Wi-Fi, Zoom, and more.

Ways to contact for help:

- Submit a help ticket online: **nic.edu/it**
- Email: **helpdesk@nic.edu**
- Call: **(208) 769-3280**
- In-person: Siebert Building, Room 101





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MyNIC: Self-Service

How to register

In the High School: Some dual credit students only attend classes at the high school. Registration for these classes is done by class roster, and you do not need to do anything further to register for classes.

Outside of the High School: For students taking dual credit classes outside of the high school setting – this could be on campus or online classes – you will need to register yourself for your classes. Here are the steps for that process:

- First, you'll meet with your high school counselor and a NIC dual credit advisor. Both your counselor and advisor will help you map out a coursework plan that works well for you to meet both high school and college requirements.
- Next, you will need to plan and register for classes. There is more information in the link below about the registration process that walks you through all the necessary steps in detail, including:
 - What it means to plan a class vs register for a class
 - How to select class sections (the specifics about the day, time, term length, format, and instructor for that class)
 - How to register for classes that have a co-requisite (i.e., a biology lecture and a biology lab)
 - How to search the Course Catalog

Learn more: [***nic.edu/registration***](https://nic.edu/registration)



How to read your syllabus

Your syllabus equals your course cheat sheet. Here's what each section means:



Contact Information: How to reach your instructor (email, office hours, etc.). Don't wait until you're lost to use it.



Meeting Times: When/where class meets. If it's online, check for deadlines or Zoom links.



Course Description: A quick snapshot of what you'll be learning.



Materials: Books, websites, or tools you'll need to succeed (and yes, you actually need them).



Outcomes: Defines what skills or knowledge you'll walk away with by the end.



Assessment: What counts toward your grade (tests, papers, projects, etc.).



Course Policies: Rules about late work, attendance, cheating, etc. Know these so you're not surprised later.



Schedule: Important dates, deadlines, and what's due when. Bookmark or print this!



Division Policies: Extra rules from the department (such as grading scale or retake rules).



Institutional Policies: Big-picture college rules: academic honesty, accommodations, FERPA, and more.



Quick Tip: Keep your syllabus handy all semester—it's your survival guide. Most questions? It probably answers them.

Holds

If you have a hold on your account, it will prevent you from completing registration. Holds can be due to a number of reasons, such as a missing DCAF form, a balance owed or something else. Contact the Dual Credit Office if you have questions about a hold on your account



Types of college courses

Class Type	Description
Accelerated	Shortened (8 or 12 weeks) courses covering full semester material at a faster pace.
Late Start	Begin after the semester starts but finish by the regular end date.
In the High School	College-level courses taught at high schools for both high school and college credit.
Hybrid	Take classes with a mix of on-campus, in-person learning at a set day and time with the remainder of the class online, so you have greater flexibility in when and where you complete your online work.
Hybrid Flex	Take classes with a mix of on-campus, in-person learning at a set day and time with the remainder of the class online, so you have greater flexibility in when and where you complete your online work. Students within the class rotate the on-campus, in-person learning, instructors will email students with which day and time they are on campus.
Hybrid Set	Take classes held at a set day and time with a mix of on-campus, in-person attendance and live-streamed online learning. This class style helps you learn in multiple ways, as you'll come to campus on set days and live stream online on other days, all on a consistent schedule.
Online*	Take online classes with no set meeting times. There is still a set schedule with due dates. * Note: Computers on loan from high schools may block links that lead to additional content often used in online classes. It is the student's responsibility to ensure they are able to access all assigned online content and resources. Contact NIC's Dual Credit office if you are in need of assistance.
Online Plus	Take online classes with no set meeting times but will require proctored quizzes/exams. There is still a set schedule with due dates.
Online Flex	Take online classes with a combination of a set day and time per week to interact with your instructor and classmates. Complete the remaining coursework online with no set meeting time.
Online Lecture	Take online classes at the scheduled time that you select when you enroll. No need to come to campus as you join live-streaming lectures at a set day and time, interacting with your instructor and classmates.
Online Lab	Take online lab classes at the scheduled time that you select when you enroll. No need to come to campus as you join live-streaming labs at a set day and time, interacting with your instructor and classmates.

Explore available courses:
nic.edu/course-schedules





Student Finance / Payments

Finances

Student Finance assists with questions about tuition, fees, payment plans, and refunds. To connect with the office:

- Online: nic.edu/student-finance
- Email: studentfinance@nic.edu
- Call: (208) 769-3311

Paying for books / Fees

Students are responsible for ensuring their books and fees are paid prior to the start of the semester. Payments can be made online through the student finance portal.

Inclusive Access

Inclusive Access provides digital course materials at a discounted rate, automatically billed to your student account. If you prefer to purchase materials elsewhere, you must opt out by the deadline listed in your course syllabus or email.

Out-of-country fees / Residency fees

Students living outside Kootenai County are charged an additional fee per credit. You should submit the residency form to avoid additional fees.

Financial holds may be placed for:

- Unpaid books or fees.
- Missing residency documentation.
- Tuition balance not covered by Advanced Opportunity funding.

These holds can prevent registration or access to transcripts.

Certificate for Residency form:





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Dual Credit Benefits

Advanced Opportunities

The State of Idaho's Advanced Opportunities (AO) program helps cover the cost of dual credit courses for eligible high school students. Students must work with their high school counselor for course entry.

Payments from AO are not immediate. Your student balance will show the full cost of your classes until NIC receives and applies the payment from the State of Idaho. This can take several weeks after the semester ends.

Costs covered by AO:

Tuition (\$75/credit for in-district and \$125/credit for non-district) for approved dual credit courses.

AO will not cover tuition if:

- The course is not entered into the AO portal.
- The student has exceeded their AO funding limit.
- The student failed or withdrew from a class that had been paid by AO funding. In this case, the student must successfully pass and pay for a like course before AO funding is reestablished.

Costs not covered by AO:

Any additional costs beyond tuition. Some courses have additional fees for labs, equipment, tools, or materials. These are not covered by AO and must be paid by the student at the beginning of the semester. All fees are listed in the course description.

Read more about AO:





08 Navigating Canvas

Canvas

Canvas is your online classroom. It's the platform where you'll access everything you need for your dual credit courses, including:

- Assignments and quizzes
- Grades and feedback
- Course materials (such as syllabi, readings, and videos)
- Announcements from instructors
- Discussion Boards

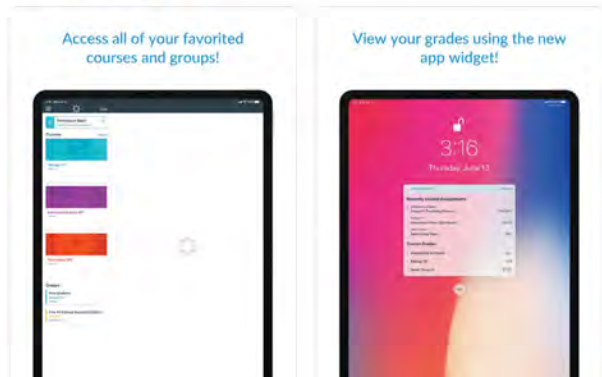
Canvas helps you stay organized, communicate with your instructors, and keep track of your progress—all in one place.

You can log in to Canvas from a computer or similar device through your MyNIC account or use the Canvas Student app on your phone for easy access on the go.



Pro Tip: Check Canvas daily to stay on top of deadlines and announcements.

Screenshots [iPad](#) [iPhone](#)



Calendar: Stay organized

The Canvas Calendar is a personal planner for all things school-related. It helps you:

- See all due dates in one place: Assignments, quizzes, and events from all courses appear on one calendar.
- Color-code your classes: Each course has its color, making it easy to track what's due and when.
- Add personal reminders: You can create your events (such as study sessions or meetings) to stay on top of your schedule.
- Sync with your phone or Google Calendar: Keep everything in one place by subscribing to your Canvas calendar.

Pro Tip: Check your calendar weekly to avoid missing deadlines.

Notifications: Stay informed

Canvas lets you customize how and when you get updates. You can choose to be notified by email, text, or push notification for things such as:

- New assignments or grades
- Announcements from instructors
- Due date changes
- Feedback on submissions

How to setup

- Go to Account > Notifications
- Choose how often you want updates (immediately, daily, weekly, or never)
- Set preferences for each type of notification

Pro Tip: Turn on immediate notifications for announcements and due date changes so you never miss important information.

View Canvas and other resources:
nic.edu/it/student-resources





Bookstore

NIC's Bookstore is a quick and easy resource for ordering online textbooks for your classes. Note that the bookstore only offers electronic copies of textbooks.

One thing to keep in mind is that NIC participates in the automatic purchase of books. This practice is called Inclusive Access. If you are in a class that participates in Inclusive Access, your electronic textbook will be automatically purchased for you.

If you already own the electronic textbook or do not wish to purchase it, you must opt out by the deadline listed in your course syllabus or email.

Find your textbooks:
nicbookstore.com/student



Calendar for on-campus / online students

If you're taking classes at any of NIC's campus locations, be sure to check the Academic Calendar regularly to stay on top of key deadlines like the start of classes, holidays, drop or withdraw dates, and finals.

View calendar: ***nic.edu/calendar***



Calendar for high school-based students

If you're taking high school-based dual credit classes, which are held inside your high school, make sure to keep track of important dates like registration deadlines, drop/withdraw dates, and grading periods.

View calendar:
nic.edu/dual-credit/important-dates





GEM (General Education Matriculation) Classes

Requirements

To complete the GEM core, students must fulfill the following categories:

- Written Communication: 6 credits
- Oral Communication: 3 credits
- Mathematical Ways of Knowing: 3 credits
- Scientific Ways of Knowing: 7 to 8 credits (from two disciplines, one with a lab)
- Humanistic and Artistic Ways of Knowing: 6 credits (from two disciplines)
- Social and Behavioral Ways of Knowing: 6 credits (from two disciplines)
- Institutionally Designated: 3 credits
- Wellness: 1 credit

Total GEM credits: 36

Complete and Idaho Transferable

Students who complete all GEM requirements at NIC are considered “GEM Complete.” This designation ensures that their general education core is fully transferable to all Idaho public colleges and universities, satisfying the lower-division general education requirements statewide.



Graduation

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Because dual credit students have the unique opportunity to earn both high school and college credit at the same time, some students choose to take just a few classes, while others work toward completing a full associate degree by the time they graduate high school. Earning an associate's degree requires at least 60 college credits, including all GEM requirements and electives, depending on the program of choice. For more information and to declare interest in obtaining your associate degree, be sure to let your high school counselor and dual credit advisor know.

Note that graduation will not be processed without final official transcripts from your high school and any other institution where college credit was earned.





Resources

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Resource	What it is	Hours	Location / Contact
Dual Credit Advising	Advising for all dual credit students	By appointment. The Dual Credit advising team also holds regular advising hours at regional high schools	Coeur d'Alene Campus Lee-Kildow Hall Room 126 471 N. College Dr. (208) 769-2329 dualcredit@nic.edu Sandpoint 515 Pine St. Suite G (208) 263-4594 sandpoint@nic.edu
Career Services	Resume review, job / internship search, career planning	<u>Monday - Thursday</u> 7:30 a.m. to 5 p.m. <u>Friday</u> 7:30 a.m. to 2:30 p.m.	Coeur d'Alene Campus Edminster Student Union Building (SUB) Room 211 495 N. College Dr. (208) 769-7821 career@nic.edu
Disability Support Services (DSS)	Accommodations, assistive technology, paperwork guidance	<u>Monday - Thursday</u> 7:30 a.m. to 5 p.m. <u>Friday</u> 7:30 a.m. to 2:30 p.m.	Coeur d'Alene Campus Seiter Hall Room 100 475 N. College Dr. (208) 769-5947 dss@nic.edu
Food Pantry	Free groceries and essentials during financial need	<u>Monday - Thursday</u> 7:30 a.m. to 5 p.m. <u>Friday</u> 7:30 a.m. to 2:30 p.m.	Coeur d'Alene Campus SUB Second Floor (208) 769-7863 foodpantry@nic.edu
Information Technology (IT) Help Desk	Technology help (Canvas, email, printing)	Fall / Spring <u>Monday - Thursday</u> 7:30 a.m. to 9 p.m. <u>Friday</u> 7:30 a.m. to 5:30 p.m. <u>Saturday</u> 11 a.m. to 3 p.m. Summer <u>Monday - Friday</u> 7:30 a.m. to 5:30 p.m.	Coeur d'Alene Campus Siebert Building Room 101 430 N. College Dr. (208) 769-3280 helpdesk@nic.edu
Library	Research databases, study rooms, librarian support	Fall / Spring <u>Monday - Thursday</u> 7:30 a.m. to 6 p.m. <u>Friday</u> 7:30 a.m. to 2:30 p.m. <u>Sunday</u> 12:30 p.m. to 6 p.m. Summer <u>Monday - Thursday</u> 9 a.m. to 5 p.m. <u>Friday</u> 9 a.m. to 2:30 p.m.	Coeur d'Alene Campus Molstead Library 875 W. Garden Ave. (208) 769-3355 librarian@nic.edu

Resource	What it is	Hours	Location / Contact
Math Education Center (MEC)	Drop-in / math placement help	<u>Monday - Thursday</u> 9 a.m. to 6 p.m. <u>Friday</u> 9 a.m. to 3 p.m. <u>Sunday</u> 1 p.m. to 5 p.m.	Coeur d'Alene Campus Lee-Kildow Hall Room 140 471 N. College Dr. (208) 769-7770 mathedcenter@nic.edu
Meyer Health and Sciences (MHS) Tutoring Center	Tutoring for science courses, drop-ins are welcome	Schedule varies. Visit <u>nic.edu/science-tutoring</u> for current schedule	Coeur d'Alene Campus Meyer Health and Sciences Building Room 173 521 N. College Dr. (208) 676-7136 tutoring@nic.edu
NIC at Sandpoint	Classes, Testing Center, Advising, Food Pantry	Fall / Spring <u>Monday, Tuesday, and Thursday</u> 8 a.m. to 5 p.m. <u>Wednesday</u> 8 a.m. to 7 p.m. <u>Friday</u> 8 a.m. to Noon Summer <u>Monday - Thursday</u> 7:30 a.m. to 5:30 p.m.	Sandpoint 515 Pine St. Suite G (208) 263-4594 sandpoint@nic.edu
Testing Center	Placement assessments, course testing, etc.	<u>Monday - Thursday</u> 8 a.m. to 5 p.m. <u>Friday</u> 8 a.m. to 2:30 p.m.	Coeur d'Alene Campus Molstead Library 875 W. Garden Ave. (208) 676-7203 testingcenter@nic.edu
Cardinal Learning Commons (CLC) Tutoring	A holistic approach to academic support and skill building	<u>Monday - Thursday</u> 7:30 a.m. to 5 p.m. <u>Friday</u> 7:30 a.m. to 2:30 p.m.	Coeur d'Alene Campus Lee-Kildow Hall Room 118 471 N. College Dr. (208) 769-3327 tutoring@nic.edu
Writing Center	One-on-one essay and writing help	<u>Monday</u> 10 a.m. to 6 p.m. <u>Tuesday - Thursday</u> 8 a.m. to 6 p.m. <u>Friday</u> 8 a.m. to Noon Extended Online Hours <u>Monday - Wednesday</u> 6 p.m. to 7 p.m.	Coeur d'Alene Campus Lee Hall Annex Room 101 485 N. College Dr. (208) 769-3298 writingcenter@nic.edu



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Campus Information

NIC at Sandpoint

The Sandpoint location offers in-person classes, advising services with a Sandpoint-based advisor, a testing center, a computer lab, and other resources for dual credit students.

515 Pine St.
Suite G
Sandpoint, ID 83864



Parker Technical Education Center

The Parker Technical Education Center is NIC's newest facility dedicated to career and technical education. Located about 12 miles from the Coeur d'Alene campus, the 110,960 square foot building opened in September 2016.

7064 W. Lancaster Rd.
Rathdrum, ID 83858

Parker Center designed for hands-on training in eight high-demand programs, including:

- Autobody and Paint Technology
- Automotive Technology
- Construction Management
- Diesel Technology
- Heating, Ventilation, Air Conditioning and Refrigeration
- Industrial Mechanic / Millwright
- Machining and CNC Technology
- Mechanical Design Engineering Technology
- Mechatronics
- Wastewater Treatment Plant Technology
- Welding Technology

Here's what makes the Parker Center stand out:

- Student-focused labs and study areas, with rooms arranged around a central courtyard and plenty of natural light.
- A transparent machining lab, where visitors can view live student work through a large display window.
- A flexible layout built to mirror real industry environments, ideal for both student learning and community workforce training.

In short, NIC's Parker Technical Education Center is where hands-on learning meets real-world industry training—right here in North Idaho.

Notes

This image shows a full page of blank, lined paper. It features approximately 20 evenly spaced horizontal grey lines across its entire width, typical of notebook or composition paper. The background is white, and there are no margins, text, or other markings present.

Notes

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.



Dual Credit

(208) 625-2329

dualcredit@nic.edu

► ***nic.edu/dual-credit***

Dual Credit is a wonderful option for many students. It allows them to get an introduction and head start on college coursework, it provides additional challenge to those who are ready, and it reduces costs. Speak to your high school counselor and schedule an advising appointment with NIC's Dual Credit Office.