**FALL 2019 DATES Important**

**JULY**
- 26-30 Last day to receive 100 percent refund for Fall Semester.
- 1-3 Drop for non-attendance of Fall Semester course sections.
- 6 Admission application -line Labor Day.
- 3 Last day to submit Fall Semester SAP appeals for current students.
- 5 First Fall Semester financial aid disbursement.
- 8 Fall Semester textbooks available at the Cardinal Bookstore.
- 27-31 Holiday Break.

**AUGUST**
- Full Semester financial aid charges due for Fall Semester.
- 18 Registration begins for new students including dual credit and non-degree for Spring Semester.
- 21 Registration begins for former students for Spring Semester.
- 24-28 North Idaho College prohibits the use of any tobacco products including e-cigarettes and smokeless tobacco products on campus.

**SEPTEMBER**
- Full Semester course drops continue.
- 1-3 Labor Day, classes closed.
- 4 Full Semester course drops with a grade of F.
- 5 First day of regular Fall Semester classes.
- 6 Curriculum Graduation.
- 25 Fall Semester final grades due by 10 a.m.

**OCTOBER**
- Full Semester financial aid charges due for Fall Semester.
- 5 Full Semester final grades due by 10 a.m.
- 17 Fall Semester midterm grades due.
- 22 Advising Day.
- 28 Full Semester financial aid charges due at 2:30 p.m. at the Cardinal Bookstore.
- 29 Registration begins for continuing students for Spring Semester.
- 30 Fall Semester financial aid charges end at 2:30 p.m. at the Cardinal Bookstore.

**NOVEMBER**
- First Fall Semester financial aid disbursement.
- 6 Payment plan registration opens for Fall Semester.
- 8 Accounts with outstanding balance assessed $50.
- 18 Tuition and fees due for students registered for Fall Semester residing in the Residence Hall.
- 26-31 Holiday Break.
- 28 Fall Semester course drops continue.

**DECEMBER**
- 4 North Idaho College closure.
- 5 p.m. for Spring Semester.
- 22 Advising Day.
- 25 Last day to withdraw from full-semester Fall Semester course sections.

**SPRING 2020 REGISTRATION**
- Registration begins for new students including dual credit and non-degree for Spring Semester.
- Payment plan registration opens for Spring Semester.
- Admission application deadline is 5 p.m. for Spring Semester.

**Building Information**
- **McLain Hall (MCL)**
  - Administration, Athletics Department
- **Lee-Kildow Hall (LKH)**
  - President’s Office, Student Services
- **Christiansen Gymnasium (GYM)**
  - Athletics Department
- **Edminster Student Union Building (SUB)**
  - Office of Student Life, Student Services
- **Meyer Health and Sciences Building (MHS)**
  - Health Professions and Nursing Division
- **Siebert Building (SSB)**
  - Information Technology, The Sentinel, Mail and Copy Center, Food Services – Key pickup
- **Industrial Arts (IND)**
  - Applied Technology
- **Residence Hall (RES)**

**Coeur d’Alene Campus Map**

To ensure a safe and healthy environment for students, employees, and visitors, North Idaho College prohibits the use of any tobacco products including e-cigarettes and smokeless tobacco products on campus.
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Check with the front office at your location for more details.
SECTION 1

Campus Safety and Security

EMERGENCY ALERT Signup
North Idaho College utilizes an alert system to notify students, employees, and community members in the event of an emergency. Students are automatically added to the emergency alert system. If your contact information changes, it is your responsibility to update your information.

To update your contact information:
1. Log in to MyNIC
2. Click "MyNIC Services"
3. Click "Contact Information"

If you are a Workforce Training Center student, student from another institution, or a community member who would like to receive NIC emergency alerts, you can be added to the system by texting NICalerts to (208) 449-1272 from any mobile device or completing the online form.

PRO TIP! Be sure to keep your information up to date so you will be informed in case of a campus or local area emergency.

NIC SECURITY
See also: Safe Campus
Headwaters Complex
703 Military Drive
nic.edu/security • (208) 769-3310

NIC Security can be reached 24 hours a day, seven days a week, 365 days of the year by calling (208) 769-3310. Please call with questions or requests.

The personal safety and security of students, employees, and visitors is a high priority at North Idaho College. This information is provided to you as part of the college’s commitment to safety and in compliance with the Federal Crime Awareness and Campus Security Act.

Creating and maintaining a safe campus environment requires the cooperation and participation of everyone. All students, employees, and visitors must assume responsibility for their personal safety and the security of their property. NIC is safe but the possibility of crime exists everywhere. Thefts, assaults, and other crimes are rare, but can occur at NIC. Information on past and current crime statistics can be found on the security webpage. A truly safe campus is best achieved through the cooperation and knowledge from those who learn, work, and visit campus. Please visit nic.edu/security for detailed information on crime statistics, annual security, fire reports, Title IX, and additional safety guidelines.

OUTDOOR EMERGENCY PHONES
Emergency phones are located across campus and can be identified by a flashing blue light on a black posts with a phone box attached. These emergency phones will connect you directly to Campus Security.

Any emergency or possible criminal action can be reported directly by any student, staff, or faculty member. In case of an emergency, call security quickly and do not assume someone else has called.

When using a cell phone to call 9-1-1, inform Campus Security separately after placing the emergency 9-1-1 call. Emergencies, day or night, should be reported to the Campus Security Office whenever possible. Security personnel can respond and initiate whatever action is necessary, including the notification of specific emergency services (police, fire, ambulance). Security officers will follow up on reports and take action as appropriate, including writing an incident report to document the circumstances.

Campus Security can also be contacted to request assistance with lock out, dead batteries, and other non-emergency issues.

SAFE CAMPUS
If you are concerned about a student, visitor, or co-worker, please start the conversation.

Campus violence prevention depends on you, the North Idaho College community, to notice and refer potentially worrisome behaviors or situations before they result in harm. People who receive help sooner rather than later may be less likely to experience more severe symptoms or cause harm to themselves or others. Safe Campus is a supportive process, not a disciplinary or punitive one.

Safe Campus depends on the referrals from the community (students, faculty, staff, and visitors) to keep North Idaho College a safe and enriching campus for all who live, study, and work here. Behaviors do not necessarily have to be law violations to be worrisome. The team evaluates all referrals seriously; however, not all behaviors warrant further case management at that time.

For examples of behaviors, circumstances, and possible indicators of developing concerns you may encounter in your daily interactions with others, visit nic.edu/security and click the “Safe Campus” link to the right. If you are aware of a situation that has indicators of concern, please share what you know with the Threat Assessment Team, Campus Security, or 9-1-1.

TITLE IX / SEXUAL HARASSMENT
Title IX and its implementing regulation, 34 C.F.R. § 106.31 (a), provide that no person shall on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any academic, extracurricular, research, occupational training, or other education program or activity operated by the college.

Any student, faculty, or staff member with questions or concerns about sex discrimination, sexual harassment, or who believes that he or she has been the victim of sex discrimination or sexual harassment may contact the Title IX Coordinator to discuss options, explain college policies and procedures, and provide education on relevant issues.

The Title IX Coordinator for North Idaho College is:
ALEX HARRIS, Director of Title IX, Student Conduct and Security
alex.harris@nic.edu • (208) 769-5970 • (208) 676-7106

CAMPUS SAFETY AND SECURITY
SECTION 1

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CAMPUS VICTIM ADVOCATE
Edminster Student Union Building Room 200D (SUB - second floor)
studentsafety@safepassageid.org • (208) 769-3385

If you have experienced dating/domestic violence, sexual assault, or stalking, or you know somebody who has, you should consider contacting the Campus Victim Advocate.

In addition to NIC staff support, a Victim Advocate employed by Safe Passage has been trained to provide free and confidential support and help navigate campus and community resources as well as the criminal justice system. Safe Passage services also include a 24-hour hotline, housing, and medical resources, court support, and safety planning. A Victim Advocate can help navigate reporting options with other campus services such as the Title IV Coordinator and Student Resource Officer.

The Campus Victim Advocate is located on the second floor of the Student Union Building in Student Services, room #200D. The Safe Passage 24/7 Hotline is (208) 664-9303.

GREEN DOT
nic.edu/greendot • lbcovey@nic.edu • (208) 769-7863

The Green Dot Bystander Intervention is a program often facilitated on college campuses. The program is based on the belief that as a community, each individual has a role to play within their personal barrier and comfort level, to help keep the NIC campus safe.

Traditional prevention programs may only approach men as potential perpetrators and women as potential victims. NIC’s Green Dot approaches all students, staff, administrators, and faculty as allies. The Green Dot program was conceived in the college setting to prevent dating violence, sexual violence, and stalking. It relies on the premise that if everyone does their small part and commits to individual responsibility, the combined effect is a safe campus culture that is intolerant of violence. The college-based curriculum draws heavily on the experiences of college students and the reality of this issue in their lives. This curriculum uses interactive activities to reinforce core concepts and encourages students to envision their future and the world in which they want to live, then aligns their bystander behavior with that vision. Green Dot trainings are generally scheduled twice per semester.

Email or call to find out more about how to receive Green Dot training.

SECTION 2
Academic Support

ADVISING SERVICES
Edminster Student Union Building (SUB - second floor)
nic.edu/advising • (208) 769-7821

Advising Services offers educational guidance and support for student success at North Idaho College. Advisors can assist you with:

- **Educational Planning** - Advisors assist you in creating your educational path and preparing an efficient transfer plan to continue your education after leaving NIC.

- **Reading and Interpreting “My Progress” in Student Planning** - “My Progress” in Student Planning is a powerful tool for determining requirements that you have already satisfied and for selecting courses that count toward your intended program. “My Progress” can also be used to determine your graduation timeline! Advisors will help you review “My Progress” and counsel you on your educational plans.

- **Assistance with Program Selection** - Advisors will help you explore the opportunities, fit, and requirements of NIC program offerings.

- **Registration Problem-Solving** - Advisors can help you address common registration issues, understand registration restrictions, and troubleshoot finding a seat in a closed class necessary for program progression. Advisors can also help you explore course options, make changes to your schedule, review registration holds, and assist with planning and preparing for advising and registration.

- **Academic Difficulty** - Advisors can help you evaluate past academic performance and discover the skills and resources necessary to achieve your educational goals. Advisors can connect you with academic and specialized campus services.

- **Identifying a New Advisor** - Staff in Advising Services can help you identify the professional or faculty advisor to best guide you on your particular educational path.

New students are required to meet with an advisor prior to registration. Advisors are assigned students according to their intended program of study. An advisor may be a professional advisor or a faculty advisor. To find out who your advisor is, log in to MyNIC and click on Self-Service → Student Planning → Plan & Schedule → Advising. You may email your advisor from the Advising page or you may look up them up in the NIC Directory and call them to schedule an appointment.
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New students are required to meet with an advisor prior to registration. Advisors are assigned students according to their intended program of study. An advisor may be a professional advisor or a faculty advisor. To find out who your advisor is, log in to MyNIC and click on Self-Service → Student Planning → Plan & Schedule → Advising. You may email your advisor from the Advising page or you may look up them up in the NIC Directory and call them to schedule an appointment.
Students are assigned an advisor upon their enrollment at NIC. If you have questions about your advisor assignment, please contact Advising Services.

Advising Services specializes in advising students pursuing an Associate of Arts or an Associate of Science degree. Students pursuing a career or technical program or certificate may be assigned an advisor outside of Advising Services.

**PRO TIP!** Meet with your advisor regularly to discuss your academic and career goals, to track your program progress, and always before making significant schedule changes.

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**CAREER SERVICES**
Edminster Student Union Building (SUB - second floor)
nic.edu/career  •  (208) 769-7821

Discover your purpose. Career Services helps you determine which career will be right for you.

Services and resources include:
- Career assessments
- Career counseling
- Informational interviews with professionals in the community
- CIS – the best career and college information database
- Job search resources, including resume and cover letter writing and interview skills

**PRO TIP!** Students with career goals within their first year of college are 50% more likely to complete school. [Community College Completion Study, CCRC]

Appointments and walk-in hours are available. Don’t wait — connect with Career Services early!

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**TRIO STUDENT SUPPORT SERVICES**
Edminster Student Union Building (SUB - second floor)
nic.edu/triosss  •  (208) 769-5979

TRIO Student Support Services provides supports to first-generation, low-income students, and students with disabilities who plan to graduate from NIC and transfer to a four-year college or university. Support is offered through academic planning, workshops, referral services, individualized tutoring, scholarship searches, college visitations, cultural events, computer labs, and academic program advising.

Requirements:

1. Be enrolled in a transferrable associate’s degree program at NIC (full-time students have priority)
2. Demonstrate a need for academic support in order to successfully complete an NIC degree or transfer to a four-year college
3. Fall into at least one of three targeted groups:
   - Individual with disabilities
   - First-generation college student
   - Low-income individual

---

**CARDINAL LEARNING COMMONS**  
See also: Math Education Center
Lee-Kildow Hall (first floor)
nic.edu/clc  •  (208) 769-3206

The Cardinal Learning Commons (CLC) houses the Math Education Center and a free, unlimited Academic Tutoring program to help students succeed in their college courses. Students who visit the CLC also have access to campus computers, loaner calculators, academic workshops, GoPrint services, and plenty of room to relax, study, or complete homework assignments. The CLC also offers courses that are designed to promote the academic success and personal development of all students by equipping them with strategies and life skills they will use throughout college and beyond.

**PRO TIP!** NIC recommends all students sign up for tutoring in the first week of the semester and online scheduling is available from the CLC webpage.

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**MATH EDUCATION CENTER**  
See also: Cardinal Learning Commons
Cardinal Learning Commons Lee-Kildow Hall (first floor)
nic.edu/clc/mec  •  (208) 676-7139

The Math Education Center (MEC) offers math support to students who need extra help preparing to succeed in their current or next math course, or preparing for their math placement assessment. Students can schedule an appointment or drop in for supplementary instruction, study groups, and tutoring. The MEC also offers a variety of course specific and math skills refreshment workshops.

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**TESTING CENTER**
Molstead Building (second floor)
nic.edu/testingcenter  •  (208) 676-7203

At the NIC Testing Center, you can complete both online and paper testing in a quiet, comfortable environment that adheres to both NCTA and ADA guidelines.

Services include:
- NIC Course Testing
- Placement Assessment
- TEAS
- CLEP
- Outside College/University Testing

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**DISABILITY SUPPORT SERVICES**
Seiter Hall (first floor)
nic.edu/dss  •  (208) 769-5947

Disability Support Services (DSS) is committed to ensuring that students with documented disabilities are able to fully participate in NIC academic programs, services, and activities. The Americans with Disabilities Act defines disability as a physical or mental impairment that substantially limits one or more major life activities.

For qualified students, DSS can facilitate class accommodations, assistive technology, interpreter services, access, and other assistance. Disability Support Services is a confidential service and is staffed with professional access specialists who...
Students are assigned an advisor upon their enrollment at NIC. If you have questions about your advisor assignment, please contact Advising Services.

Advising Services specializes in advising students pursuing an Associate of Arts or an Associate of Science degree. Students pursuing a career or technical program or certificate may be assigned an advisor outside of Advising Services.

**PRO TIP!** Meet with your advisor regularly to discuss your academic and career goals, to track your program progress, and always before making significant schedule changes.

**CAREER SERVICES**
Edminster Student Union Building (SUB - second floor)
nic.edu/career • (208) 769-7821

Discover your purpose. Career Services helps you determine which career will be right for you.

Services and resources include:
- Career assessments
- Career counseling
- Informational interviews with professionals in the community
- CIS – the best career and college information database
- Job search resources, including resume and cover letter writing and interview skills

**PRO TIP!** Students with career goals within their first year of college are 50% more likely to complete school. [Community College Completion Study, CCRC]

Appointments and walk-in hours are available. Don’t wait — connect with Career Services early!

**TRIO STUDENT SUPPORT SERVICES**
Edminster Student Union Building (SUB - second floor)
nic.edu/trioss • (208) 769-5979

TRIO Student Support Services provides supports to first-generation, low-income students, and students with disabilities who plan to graduate from NIC and transfer to a four-year college or university. Support is offered through academic planning, workshops, referral services, individualized tutoring, scholarship searches, college visitations, cultural events, computer labs, and academic program advising.

Requirements:

1. Be enrolled in a transferrable associate’s degree program at NIC (full-time students have priority)
2. Demonstrate a need for academic support in order to successfully complete an NIC degree or transfer to a four-year college
3. Fall into at least one of three targeted groups:
   - Individual with disabilities
   - First-generation college student
   - Low-income individual

**CARDINAL LEARNING COMMONS**  See also: Math Education Center
Lee-Kildow Hall (first floor)
nic.edu/clc • (208) 769-3206

The Cardinal Learning Commons (CLC) houses the Math Education Center and a free, unlimited Academic Tutoring program to help students succeed in their college courses. Students who visit the CLC also have access to campus computers, loaner calculators, academic workshops, GoPrint services, and plenty of room to relax, study, or complete homework assignments. The CLC also offers courses that are designed to promote the academic success and personal development of all students by equipping them with strategies and life skills they will use throughout college and beyond.

**MATH EDUCATION CENTER**  See also: Cardinal Learning Commons
Cardinal Learning Commons Lee-Kildow Hall (first floor)
nic.edu/clc/mec • (208) 676-7139

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For qualified students, DSS can facilitate class accommodations, assistive technology, interpreter services, access, and other assistance. Disability Support Services is a confidential service and is staffed with professional access specialists who
are here to assist you toward successful completion of your program and studies. To learn more about DSS services, call or email the office.

**PRO TIP!** If you anticipate needing any type of accommodation or have questions about the physical access provided, please call the event coordinator or DSS in advance of your participation or visit.

**WRITING CENTER**

Lee Hall Annex (behind Lee-Kildow Hall and Christianson Gymnasium)

nic.edu/writingcenter • (208) 769-3298

The Writing Center provides scheduled one-on-one appointments with consultants who will help work on all stages of writing. Help is available for walk-in or scheduled appointments and includes a variety of current writing resource materials.

**PRO TIP!** Free coffee is available to students utilizing the Writing Center. Students working in the center also may print up to 20 pages of a writing project for free.

**MOLSTEAD LIBRARY**

Molstead Building (first floor)

nic.edu/library • (208) 769-3355

Molstead Library is a valuable resource for students and has:
- More than 80,000 books, DVDs, and other resources
- Easy access to more than 80 web-based databases including thousands of e-books, electronic journals and magazines, and 14,000+ streaming video titles you can view at home
- Reference staff available to assist you with your own research or the research process
- 56 computer workstations with MS Word and the latest Microsoft Office productivity software
- Individual study tables and group study rooms are available

Molstead Library offers mobile printing, laptop lending, interlibrary loan, and learning and outreach services for students at NIC's satellite campuses.

**IT HELP DESK**

Siebert Building (first floor)

nic.edu/it • (208) 769-3280

The IT Help Desk provides students at North Idaho College with a centralized point of contact for all technical support services. Contact the IT Help Desk for help with MyNIC, Canvas, Cardinal Mail, Cardinal WiFi, and other technical questions. Whether the problem is email, password reset, online courses, network access, or other technical questions, the IT Help Desk will assist, troubleshoot, and when necessary, route your request to the appropriate support department.

**CANVAS**

Department of eLearning / Molstead Building (second floor)

nic.edu/learni ngstudents • (208) 665-5095

Canvas is the learning management system (LMS) used to deliver online, hybrid and web-enhanced courses at North Idaho College. Canvas includes basic functionality for sharing documents, submitting assignments, taking tests, and collaborating online. Canvas is known for its user-friendly online environment and ability to easily connect instructors and students both in and out of the classroom. You can access Canvas via the button on the MyNIC portal or directly at nic.instructure.com.

Canvas resources and self-help guides for students are available on the department’s webpage.
are here to assist you toward successful completion of your program and studies. To learn more about DSS services, call or email the office.

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**CARDINAL EMAIL**
Siebert Building / IT Help Desk (first floor)
(208) 769-3280

Cardinal Mail is your student email account. You can log in to Cardinal Mail by selecting the Cardinal Mail button once you log in to the MyNIC portal at nic.edu/mynic. Official communications from NIC will be sent to this email account, including: important deadlines, financial aid, registration, and other information. It is important to read any correspondence in your Cardinal Mail account as your quick response may be required.

**NIC WIRELESS ACCESS:**
Siebert Building / IT Help Desk (first floor)
(208) 769-3280

For Students, Faculty and Staff:
- Choose NIC-Cardinal-WiFi
- Log in with your MyNIC credentials

For Campus Visitors:
- Choose NIC-Public-WiFi
- Open a web browser
- Click “continue” to accept the NIC wireless policy

**MOBILE PRINTING**
Siebert Building / IT Help Desk (first floor)
(208) 769-3280

Students can print to one of the campus printers by going to nic.edu/mobileprint. The cost is 5¢ per page for black and white and 25¢ per page for color.

**LABS AND STUDENT COMPUTING SPACES**
Siebert Building / IT Help Desk (first floor)
(208) 769-3280

Computers are available to students at the locations listed below.
- Bonners Ferry Center (BFC) – room 102
- Molstead (MOL) - second floor
- Molstead Library (MOL) - first floor
- Edminister Student Union Building (SUB) – all floors
- Lee Kildow Building (LKH) – room 118
- Meyer Health and Sciences Building (MHS) – room 143
- Parker Technical Education Center (CTE) – room 216
- Sandpoint Center (ANX) – room 105
- Silver Valley Center (SVC) – room 104

**CANVAS**
Department of eLearning / Molstead Building (second floor)
nic.edu/canvastudents • (208) 665-5095

Canvas is the learning management system (LMS) used to deliver online, hybrid and web-enhanced courses at North Idaho College. Canvas includes basic functionality for sharing documents, submitting assignments, taking tests, and collaborating online. Canvas is known for its user-friendly online environment and ability to easily connect instructors and students both in and out of the classroom. You can access Canvas via the button on the MyNIC portal or directly at nic.instructure.com.

Canvas resources and self-help guides for students are available on the department’s webpage.
SECTION 3
Campus Support and Services

CARDINAL CARD / INFORMATION BOOTH  See also: Parking Services
Edminster Student Union Building (SUB - first floor)
cardinalcardoffice@nic.edu • nic.edu/cardinalcard • (208) 625-2339

The Cardinal Card Office makes and distributes Cardinal Cards (student IDs) and serves as the college information booth. It is conveniently located on the main floor of the Edminster Student Union Building (SUB). The Cardinal Card is your official college ID and is required to conduct business at all campus departments. Funds can be added to your card as Cardinal Cash, which is a prepaid, declining balance similar to a debit card. This allows you to have flexible spending options for bookstore purchases, printing, and dining services.

A Cardinal Card is required for:

• Access to computer labs
• Checking out library materials
• Free admission to a variety of college events
• Discounts at off-campus locations (visit nic.edu/shoplocal to view participating businesses)
• Software purchases in the Cardinal Bookstore
• Loading money through to your card for purchases on campus
• Outdoor Pursuits equipment rentals
• Access to the Student Wellness and Recreation Center

To get your Cardinal Card, stop by the Cardinal Card Office during posted office hours with a government issued photo ID (driver’s license, passport, tribal ID, military ID, etc.). The first Cardinal Card is free. A $20 replacement fee is charged for all lost or damaged cards.

PRO TIP! Add money to your Cardinal Card by using the “Cardinal Cash via Get Funds” button on MyNIC.

CARDINAL CENTRAL
Lee-Kildow Hall (first floor)
cardinalcentral@nic.edu • nic.edu/cardinalcentral • (208) 769-3311
(208) 769-3399 – Fax

Cardinal Central is a one-stop shop for students and offers everything related to the business of being a student including Registrar, finance, work study, admissions, financial aid, and scholarships. No need to wait in line! Students wishing to visit the Cardinal Central Office can eliminate the wait by signing up for a spot through QLess. To get your spot, text cardinal to (208) 268-6485 or download the QLess app at www.qless.com.

► REGISTRAR
The Registrar oversees registration, schedules courses and revisions, releases records at your request, coordinates the transfer of credit, commencement, graduation, and more. If you need assistance, staff members are available by phone, mail, email, or at the Cardinal Central Office. Forms may be submitted by mail, fax, or in-person.

► FINANCIAL AID
The North Idaho College Financial Aid Office is committed to assisting students in paying for their education while assuming as little debt as possible. Because students must repay loans, this office will determine a student’s maximum eligibility for the loan that offers the best interest rate. In almost every case this will be a subsidized loan. If students would like to be considered for an unsubsidized loan after their initial award has been determined, they must complete additional tasks to qualify which can be found in their award letter email.

There are four types of financial aid:
• Grants—need-based aid that you don’t have to pay back.
• Work Study—aid that you have to earn (e.g. a job on campus with a biweekly paycheck).
• Loans—aid that you pay back after you graduate or if you drop below half-time enrollment.
• Scholarships—aid that you don’t pay back and is awarded based on achievement and/or need.

► WORK STUDY
Work Study is one way students can work to earn funds to assist with expenses they incur during the course of the semester. The earlier the FAFSA is completed the more likely students are to qualify for Work Study as the funds are limited and are awarded on a first-come, first-served basis. Work Study eligibility is determined by your FAFSA.

Once Work Study is in an accepted status, students can work up to 20 hours per week and are paid on a biweekly basis. Students are allowed to earn up to their award total only. Preview available Work Study jobs at nic.edu/workstudy.

► SCHOLARSHIPS
Scholarships are another way you can fund your education. Find out more about scholarships from the North Idaho College Foundation, and those from the State of Idaho and other external programs.

The NIC Foundation provides approximately $1 million in scholarship funding to assist North Idaho College students each year! All students are encouraged to apply. Do not assume that you will not qualify as each scholarship has different eligibility criteria and many do not consider GPA. The Foundation offers hundreds of scholarship opportunities through one simple application.

To apply, go to nic.edu/mynic and log in to your MyNIC account. Click on “NIC Foundation Scholarship Application” under Bookmarks.

The NIC Foundation scholarship application priority deadline is March 1 for aid during the following academic year. However, you may submit at any time and it is highly recommended that you have an application on file each year.

DINING SERVICES
Edminster Student Union Building (SUB - first floor)
nic.edu/diningservices • (208) 769-3399

Campus dining is provided by The Market, located in the Student Union Building. A variety of menu items for students are available. Visit Sodexo online for hours and more information or download the Bite App. This app offers a calendar of
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daily and weekly menus, specials, new items, ingredients, and calorie and nutritional information. To download this free 
app, just search “Bite by Sodexo” in the App Store or Google Play.

The Caffeinated Cardinal, also located in the Student Union Building, is available for a coffee or espresso drink, a 
refreshing smoothie, or even some light snacks.

Vending machines are also found in nearly every building on campus.

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**CENTER FOR NEW DIRECTIONS**

Meyer Health and Sciences Room 261

nic.edu/cnd • (208) 769-3447

The Center for New Directions (CND) at North Idaho College is designed to assist single parents and displaced 
homemakers with community resources and exploration of career and educational paths. Additionally, the CND delivers 
retention and completion support programs to students and future students who are enrolled in or express an interest in 
Career Technical Education (CTE) and meet one of the following criteria:

- Career Pioneers (non-traditional occupation): Anyone who is training to work in a field traditionally held by the 
opposite gender.
- Single Parents: A single parent with primary financial and custodial responsibility for supporting dependent 
children and who must gain employment skills in order to earn a living.
- Displaced Homemakers: Anyone who must seek training or paid employment outside the home due to separation, 
divorce, death, or disability of spouse.

Some examples of services include:
- Career and education exploration
- Admissions assistance
- Educational program requirements
- Workshops covering a variety of topics
- Referrals for campus and community services
- Academic and time management planning
- Educational services
- Career services and job preparation resources
- Additional individual support

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**CHILDREN’S CENTER**

nic.edu/childcenter • (208) 769-3471

The NIC Children’s Center is a nationally accredited, dual-function, early childhood program that serves as NIC’s Child 
Development Lab School while providing high-quality child care services to NIC’s students, faculty, and staff.

Services are prioritized for children of NIC students with six or more credits and who are facing food insecurity. 
Children of NIC faculty and staff teaching nine credits or working a minimum of 19.5 hours per week are also served; however, slots are very limited due to the prioritization of student’s children. Several different options are offered for enrollment.

The Children’s Center has a limited number of Head Start slots for NIC student/faculty/staff parents who meet the Children’s 
Center eligibility requirements as well as the Head Stat eligibility requirements, which is provided at no cost to the family. Head 
Start is a school-readiness program that provides education and support for young children and their families.

To get on the waitlist, visit the website. To apply for a Head Start slot, please call or stop by the center to complete the application. All non-Head Start slots are filled on a first-come, first-served basis.

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**STUDENT HEALTH AND WELLNESS SERVICES**

Seiter Hall Room 100

nic.edu/studenthealth • (208) 665-4520

North Idaho College offers Health Prevention and Education events and activities throughout the school year. Students are 
encouraged to visit the Student Health and Wellness webpage to view a calendar of upcoming events. This page includes a 
number of health resources and clinics that offer a variety of care services throughout North Idaho and Eastern Washington.

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**COUNSELING SERVICES**

Seiter Hall Room 100

nic.edu/therapy • (208) 769-3445

There are many adjustments that are part of coming to college and counselors can help you navigate through them if you 
are struggling or just need a little help. Students may experience a variety of challenges including stress, depression, and 
anxiety, as well as issues with time management and relationships during their college years. Many students find it helpful to 
discuss their concerns with a professional. Licensed counselors offer students access to a wide range of counseling 
services, resources, and referrals. Counseling Services works in collaboration with other campus services to maximize your 
opportunities for student success and reaching your academic goals. Professional support staff provide a supportive and 
confidential environment for you to explore your concerns and learn new skills to deal more effectively with problems that 
may interfere with your personal well-being and academic goals.

Information cannot be released to anyone outside the Counseling Services unless authorized by you or required by law 
such as if you reveal that you are a threat to yourself or others. Counselors cannot provide long-term counseling. In some 
cases, you may be referred to other campus or community resources that will best meet your needs. Counseling Services 
are available at no cost to enrolled students. During hours of operation, if you need immediate care, counseling services 
staff will do their best to meet your needs.

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**EMERGENCY ASSISTANCE**

See also: Center for New Directions, Veterans Services, Therapeutic Counseling Services, and ASNIC

- **FOOD PANTRY**
  Edminster Student Union Building Room 004 (SUB - lower level)
  nkedwards@nic.edu • (208) 665-5086

  The NIC Food Pantry is a safe and welcoming place designed to meet the needs of NIC students and employees who 
  are facing food insecurity. Contact the food pantry using the email or phone number above to schedule a 
  visit. Pantry staff will make every effort to make an appointment that works around your schedule. Cardinal Card 
  required. Donations are always accepted.

- **ATTORNEY CONSULTING**
  Edminster Student Union Building (Student Services Office, SUB - second floor)
  (208) 676-7156

  Students in need of legal advice can get one hour of free consultation from an attorney. To get this benefit, students 
  need to go to the Vice President of Student Services Office.
daily and weekly menus, specials, new items, ingredients, and calorie and nutritional information. To download this free app, just search “Bite by Sodexo” in the App Store or Google Play.

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- Displaced Homemakers: Anyone who must seek training or paid employment outside the home due to separation, divorce, death, or disability of spouse.

Some examples of services include:
- Career and education exploration
- Admissions assistance
- Educational program requirements
- Workshops covering a variety of topics
- Referrals for campus and community services
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ACCIDENT INSURANCE
Edminster Student Union Building (Student Services Office, SUB - second floor)
(208) 676-7156

If you are enrolled in one or more credits, you are covered by the NIC Student Accident Policy. This policy covers accidents that may occur on NIC property (including outreach centers) or at campus-sponsored events. If an accident occurs, a report should be completed within 72 hours. Student accident report forms are available online or at the Vice President of Student Services Office. Claims for an incident must be filed within 90 days of initial treatment in the Vice President for Student Services Office.

AMERICAN INDIAN STUDENT CENTER
Edminster Student Union Building (SUB - lower level)
nic.edu/aiss • (208) 769-3365

The American Indian Student Advisor provides primary and supplemental advising and academic support services to American Indian students.

Services offered generally mirror the services provided in Advising Services, which include:

- Educational Planning – assistance in creating your educational path and preparing an efficient transfer plan to continue your education after leaving NIC.

- Reading and Interpreting “My Progress” in Student Planning – “My Progress” in Student Planning is a powerful tool for determining requirements that you have already satisfied and for selecting courses that count toward your intended program. “My Progress” can also be used to determine your graduation timeline!

- Assistance with Program Selection – help in investigating the opportunities, fit, and requirements of NIC program offerings.

- Registration Problem-Solving – addressing common registration issues, understand registration restrictions, and troubleshoot finding a seat in a closed class necessary for program progression. Advisors can also help you explore course options, make changes to your schedule, review registration holds, and assist with planning and preparing for advising and registration.

- Academic Difficulty – reviewing past academic performance and discover the skills and resources necessary to achieve your educational goals. Advisors can connect you with academic and specialized campus services.

- Navigating NIC - guidance in understanding processes associated with financial aid, academic appeals, and paperwork that may be required by your respective tribal funding rules.

The center also serves as a place of contact for students who wish to participate in the American Indian Student Alliance club.

PARKING SERVICES
See also: Cardinal Card / Information Booth
Cardinal Card Office, Edminster Student Union Building (SUB - main floor)
parkingservices@nic.edu • nic.edu/parking • (208) 769-5902

Pricing Services expedites the safe and orderly conduct of campus business and provides parking facilities within the limits of available space.

A valid parking permit is required for any vehicle (except for motorcycles and vehicles displaying handicapped plates or placards) parked at the main NIC campus and the Parker Technical Education Center during the academic year. Permits are available for purchase online or in person at the Cardinal Card Office in the Student Union Building. There is a $1 convenience fee for online permit purchases. When ordering, remember to have your student ID handy.

For a complete listing of permit services and enforcement, visit the webpage.

VETERAN AND MILITARY FAMILY SERVICES AND VETERANS RESOURCE CENTER
Edminster Student Union Building (SUB - lower level)
vcenter@nic.edu • nic.edu/veterans • (208) 929-4028

The North Idaho College Veteran and Military Family Services Office is committed to supporting the unique needs of those who have served, are currently serving, as well as their dependents in defining and achieving their educational, personal, and career goals.

The Veterans Resource Center (VRC) provides a valuable one-stop environment for student veterans and military family members. VRC services range from admissions, registration, and academic advising assistance, to accessing educational and VA information, computer lab access, career exploration tools and many other resources, as well as a place to relax, study, or socialize.

The VRC has:

- Veteran and Military Family Services Advisor and Veterans Coordinator Offices
- Lounge Area - refrigerator, microwave, and coffee
- Computer lab
- Study tables
- GI Bill, admissions, academic, and career information
- Campus and local area reference material
- Information about local area veterans events
- Referrals to off-campus resources
- Liaison with Disability Support Services
- Regular visits by Spokane Vet Center counselor
ACCIDENT INSURANCE
Edminster Student Union Building (Student Services Office, SUB - second floor)
(208) 676-7156

If you are enrolled in one or more credits, you are covered by the NIC Student Accident Policy. This policy covers accidents that may occur on NIC property (including outreach centers) or at campus-sponsored events. If an accident occurs, a report should be completed within 72 hours. Student accident report forms are available online or at the Vice President of Student Services Office. Claims for an incident must be filed within 90 days of initial treatment in the Vice President for Student Services Office.

AMERICAN INDIAN STUDENT CENTER
Edminster Student Union Building (SUB - lower level)
nic.edu/aiss • (208) 769-3365

The American Indian Student Advisor provides primary and supplemental advising and academic support services to American Indian students.

Services offered generally mirror the services provided in Advising Services, which include:

• Educational Planning – assistance in creating your educational path and preparing an efficient transfer plan to continue your education after leaving NIC.
• Reading and Interpreting “My Progress” in Student Planning - “My Progress” in Student Planning is a powerful tool for determining requirements that you have already satisfied and for selecting courses that count toward your intended program. “My Progress” can also be used to determine your graduation timeline!
• Assistance with Program Selection – help in investigating the opportunities, fit, and requirements of NIC program offerings.
• Registration Problem-Solving – addressing common registration issues, understand registration restrictions, and troubleshoot finding a seat in a closed class necessary for program progression. Advisors can also help you explore course options, make changes to your schedule, review registration holds, and assist with planning and preparing for advising and registration.
• Academic Difficulty – reviewing past academic performance and discover the skills and resources necessary to achieve your educational goals. Advisors can connect you with academic and specialized campus services.
• Navigating NIC - guidance in understanding processes associated with financial aid, academic appeals, and paperwork that may be required by your respective tribal funding rules.

The center also serves as a place of contact for students who wish to participate in the American Indian Student Alliance club.

VETERAN AND MILITARY FAMILY SERVICES AND VETERANS RESOURCE CENTER
Edminster Student Union Building (SUB - lower level)
vetcenter@nic.edu • nic.edu/veterans • (208) 929-4028

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• Information about local area veterans events
• Referrals to off-campus resources
• Liaison with Disability Support Services
• Regular visits by Spokane Vet Center counselor

PARKING SERVICES
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parkingservices@nic.edu • nic.edu/parking • (208) 769-5902

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For a complete listing of permit services and enforcement, visit the webpage.
ASSOCIATED STUDENTS OF NORTH IDAHO COLLEGE
Edminster Student Union Building (SUB - second floor)
nic.edu/asnic • (208) 769-7761

ASNIC is the student government on campus and is committed to representing and serving the students of North Idaho College. Students are elected to the governing body in April and receive a monthly stipend, leadership training, and valuable experience. They strive to make a difference in the daily lives of current and future students. ASNIC officers maintain office hours in support of creating and fostering communication across campus to strive for continued quality improvement in campus life.

ASNIC provides access and support for a variety of student-based services: student events, writing center, ST. ASNIC Christmas Giving program, attorney consulting, crisis relief funds, and more.

ASNIC also helps fund more than 30 student clubs active at NIC. Each club receives start-up money from ASNIC and funds are available to help clubs with projects, adventures, and more. Log in to your student Cardinal Life account to see a current list of clubs and meeting times, or stop by the ASNIC offices on the second floor of the Edminster Student Union Building when there are vacancies on the board.

How to log in:
1. Log in to your MyNIC account
2. Click on the Cardinal Life icon
3. Verify your credentials
4. Browse organizations, clubs, and more

VOLUNTEER PROGRAMS AND COMMUNITY ENGAGEMENT
Edminster Student Union Building (SUB - second floor)
nic.edu/volunteer • (208) 769-7841

Student Volunteer Programs and Community Engagement provide opportunities for students and employees to serve local communities. Staff can help you find community-based organizations that you may volunteer with or help develop a service-learning opportunity for you. Contact Volunteer Programs to learn about local nonprofit needs and programs.

Get involved with one of these opportunities:

• **Day of Service:** A full-day event in fall and spring semester when the whole campus comes together to volunteer at multiple local nonprofits and learn about how they serve the community.

• **Alternative Spring Break:** Make a difference during your Spring Break. Join student volunteers as they travel to help support the mission of a nonprofit and get involved in working with the organization. The week is full of learning opportunities, leadership development, and eye-opening experiences. Applications are available in February.

STUDENT EVENTS
The ASNIC Student Events Board provides quality programming to NIC students and the campus community as well as offering student involvement opportunities outside the classroom. Student Events Board members receive a monthly stipend, leadership training, and earn valuable planning experience. New members are hired in the fall and spring. Applications are found at the Cardinal Card and Information Booth on the first floor of the Student Union Building when there are vacancies on the board.

STUDENT WELLNESS AND RECREATION CENTER
Student Wellness and Recreation Center (SWRC)
nic.edu/swr • (208) 769-3299

STUDENT WELLNESS AND RECREATION INCLUSION STATEMENT
Student Wellness and Recreation celebrates diversity and authenticity. We demonstrate a commitment to creating a safe community that welcomes and respects everyone.

STUDENT INVOLVEMENT AND SUCCESS
ASSOCIATED STUDENTS OF NORTH IDAHO COLLEGE
Edminster Student Union Building (SUB - second floor)
nic.edu/asnic • (208) 769-7761

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ASNIC provides access and support for a variety of student-based services: student events, writing center, ST. ASNIC Christmas Giving program, attorney consulting, crisis relief funds, and more.

PRO TIP! Get involved. Seek out a club, volunteer, participate with Associated Students of North Idaho College (ASNIC), or join a rec sports team. There are many other opportunities to grow, learn, and succeed outside of the classroom.

STUDENT WELLNESS AND RECREATION CENTER
Student Wellness and Recreation Center (SWRC)
nic.edu/swr • (208) 769-5299

Student Wellness and Recreation has something for everyone, from a state-of-the-arts-facility to recreational sports and group fitness classes — there is something for you! SWRC membership is available to NIC full-time, part-time and dual credit students. A wide variety of leagues, tournaments, and special events are offered, such as flag football, basketball, volleyball, dodgeball, and fun races. SWRC also hosts a variety of health and wellness programs including nutrition workshops, yoga and spinning classes, and health education programs. Check out recreational sports, fitness programs, outdoor pursuits, the climbing wall, and the challenge course for department specific SWRC programming.

• Full-time students (those with at least 12 credits) in the fall/spring semesters have access to the facility for free (paid for by student fees).
Students taking less than 12 credits are considered part-time and must purchase a membership. Semester membership is determined by the number of credits a student is registered for and is a one-time fee each semester. Please contact the front desk at SWRC for specific costs (208) 769-5939.

Dual credit students under the age of 18 must have a parent or guardian present to sign the SWRC access waiver when purchasing a membership.

All members must have a Cardinal Card issued by the Cardinal Card Office in order to have access to the facility.

The SWRC employs students for various leadership positions such as front desk attendant, recreational sports officials, and climbing wall attendants. Students looking for a job in Student Wellness and Recreation, please ask for a job application at the front desk of the SWRC.

GROUP FITNESS PROGRAMS
Student Wellness and Recreation Center (SWRC)
campusrec.nic.edu • (208) 769-4536

Group Fitness provides the NIC community a chance to participate in group workouts in a setting that is energizing, motivating, and exciting. Trained instructors will provide safe and fun workouts that help build overall strength and endurance. Group Fitness offers multiple classes throughout the week at no cost for SWRC student members. A few group fitness classes offered are indoor cycling, group strength, yoga, and Queenax. If you are a member of the SWRC and would like to participate in classes, simply register online or visit the SWRC Front Desk and ask for help registering.

CLIMBING WALL
Student Wellness and Recreation Center (SWRC)
ic.edu/climbingwall • (208) 769-7809

The SWRC Climbing Wall is designed with both the first-time climber and the seasoned climber in mind. Easier routes help with learning the fundamentals while more challenging routes will help hone fitness and climbing skills. Each new climber receives a safety orientation, a lesson on climbing skills, and will be encouraged to participate at their comfort level. Hours of operation and details on specific programming such as New Climber Night and Women’s Climb Night can be found online.

RECREATIONAL SPORTS
Student Wellness and Recreation Center (SWRC)
ic.edu/repsports • (208) 769-4536

Looking for something fun during the week? Want to meet new people with similar interests? Get involved with Recreational Sports! Recreational Sports is a great way to get in some physical activity for the day and relieve stress from your classes. Different divisions — such as women’s, men’s, doubles, co-rec — are offered for different sports season. Recreational sports offers single day tournaments and seasons that last two to three weeks. Winners of different activities and sports will receive an exclusive Rec Sports Champ T-shirt. Recreational Sports is open to current NIC students, faculty, and staff.

The NIC Challenge Course offers student and community groups the opportunity to step out of their comfort zone in a fun and exciting way while building trust and camaraderie within their team. Custom-designed programs to suit the needs and desired outcomes of your organization are offered, ranging from ground-based team building activities to high-flying fun in the trees. Please call Outdoor Pursuits, or stop by the Outdoor Center in McLain Hall to inquire about bookings.

OUTDOOR PURSUITS
See also: Student Wellness and Recreation Center (SWRC)
McLain Hall
nic.edu/op • (208) 769-7809

Outdoor Pursuits exercises both body and mind through wilderness-based, environmentally sound outdoor adventures. Activities foster educational growth through self-awareness, teamwork, and risk-taking. Outdoor Pursuits provides a nonprofit outdoor service with trips and rentals for students, staff, and the community.

Trips and activities are provided at a minimal cost to you. Hiking, whitewater rafting, surfing, and rock-climbing, sailing, skiing, and snowshoeing are just a few of the many adventures offered. No experience necessary! Programs are designed for the first-timer. Check out the calendar at campusrec.nic.edu.

Take advantage of the low-cost rental equipment! Whether you need a tent for some car camping or a whitewater raft for a month-long trip, Outdoor Pursuits can provide the gear to make your trip an adventure to remember. A full list of rental equipment and rates can be found online.

ATHLETICS
nic.edu/athletics • (208) 769-3348

NIC has a cheer team and both fall and winter sports teams. Fall sports include men and women’s golf, softball, soccer, and women’s volleyball. Spring sports include men and women’s basketball, golf, as well as women’s softball, and men’s wrestling. Students get free admission to games with their Cardinal Card. The game schedules can be found on the athletics webpage.

NIC STUDENT PUBLICATIONS

THE NORTH IDAHO COLLEGE SENTINEL
admin@sentinel.com • nicsentinel.com • (208) 769-3388

The Sentinel is a student-run news organization that serves the North Idaho College community. The Sentinel can be found on newsstands across campus, on Facebook, Twitter, Instagram, and on the Sentinel website.

TRESTLE CREEK REVIEW
jafrey@nic.edu • nic.edu/tcr

Trestle Creek Review (TCR) is an annual publication which sponsors many literary events in the North Idaho region as well as events at NIC throughout the year. Copies of the TCR can be found across campus and are archived online.
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archived online.
SECTION 5
Student Code of Conduct and Related Policies

STUDENT RIGHTS AND RESPONSIBILITIES
Students are responsible for attending the courses in which they are enrolled. Failure to attend during the first two weeks of a full-semester course or first week of short-term or summer courses will result in a drop for non-attendance. It is necessary, student financial aid awards and veteran benefits will be adjusted if they are dropped for non-attendance. Students are also expected to read and comply with the NIC Student Conduct Policy 5.06 found on the NIC website. The manual covers student information on policies and procedures for some items such as admissions, grading, attendance, and many other items. If a hard copy of the policy is needed, please visit the Student Services Office located in the Student Union Building.

Employees, students, and members of the NIC Board of Trustees participate in and fully support the process of developing and committing to providing a drug-free and alcohol-free educational environment which supports the mission of the college.

North Idaho College recognizes the health risks and costs associated with the use of illicit drugs and the abuse of alcohol, and is committed to providing a drug-free and alcohol-free educational environment which supports the mission of the college.

PRO TIP! Students are strongly encouraged to know the NIC Student Conduct Policy 5.06, found on the NIC website.

ALCOHOL AND DRUG ABUSE PREVENTION
North Idaho College recognizes the health risks and costs associated with the use of illicit drugs and the abuse of alcohol, and is committed to providing a drug-free and alcohol-free educational environment which supports the mission of the college.

Students who receive financial aid have additional rights and responsibilities as they relate to applying for and receiving financial aid from North Idaho College.

STUDENT RECORDS/PRIVACY
The Family Educational Rights and Privacy Act of 1974 (FERPA) requires that North Idaho College adopt guidelines concerning the right of a student to inspect his or her educational record. Read more information concerning FERPA, directory information, consumer information at nic.edu/ferpa.

The Registrar's Office will assist students who want to inspect their records. Records covered by FERPA will be made available within 45 days and the college may charge reasonable fees for preparing copies for students. The college reserves the right to have a college representative present during the review of the student's record and the representative may offer interpretation of the data within the record.

Some records may be withheld by the college. For example, academic transcripts are routinely withheld if the student has a financial obligation to the college. Medical records may be released to the student's physician rather than to the student. Students may not inspect financial information submitted by their parents, confidential letters associated with admissions or records to which they have waived their inspection rights. In the event a record contains information about other persons, the college will release only the portion of the record that pertains to the student. The college will not release records that are not owned by the college. Directory information consists of: student's name, address, telephone number, email address, major, dates of attendance, classification, participation in officially recognized activities, weight and height of members of athletic teams, degrees, certificates, awards received, and previous educational institutions attended.

Students may request through the Registrar's Office that the college not release directory information. Students should fill out the opt-out form and submit it to the Registrar's Office.

TOBACCO
North Idaho College is committed to maintaining a healthy and safe environment conducive to learning for all students, employees, and visitors. The purpose of the tobacco-free college guideline is to reduce harm from secondhand smoke, provide an environment that encourages individuals to be tobacco-free and establish a college culture of wellness.

NIC Guidelines prohibit the use, distribution, or sale of all tobacco products including traditional cigarettes, cigars, cigarillos, electronic cigarettes, pipes, hookahs, smokeless spit tobacco, or snuff/snus.

It applies to all areas of the campus and all NIC activities including:

- NIC-owned residences including the Residence Hall
- All NIC owned or leased vehicles
- The free distribution of tobacco products on college campus
- The acceptance of money or gifts from tobacco companies
- Tobacco advertisements in college-sponsored publications.

NIC offers students the opportunity for free tobacco cessation programs and treatment. For more information about these policies, visit the NC Health Services webpage at nic.edu/healthservices and click one of the links to the bottom right.

STUDENT CODE OF CONDUCT AND RELATED POLICIES
24 | 2019-20 NIC Student Handbook

By providing this explanation of policy, the college hopes to encourage elimination of all forms of substance abuse and to help those who currently may be involved to stop use and get appropriate help.
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Employees, students, and members of the NIC Board of Trustees participate in and fully support the process of developing and reviewing the drug and alcohol policy and the implementation of educational and prevention programs.

NIC assures compliance with the Drug Free Schools and Communities Act by regularly monitoring that its printed information concerning the right of a student to inspect his or her educational record. Read more information concerning FERPA, directory information, consumer information at nic.edu/ferpa.

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Students may request through the Registrar’s Office that the college not release directory information. Students should fill out the opt-out form and submit it to the Registrar’s Office.

The college supports participation in programs for the prevention of the inappropriate use of drugs, controlled substances and tobacco/alcohol abuse. NIC’s Health and Counseling Services can provide confidential assistance with drug and alcohol abuse problems. Assistance is available to provide educational training programs, health information, and preliminary evaluation and counseling for possible referral for outside medical assistance. Individuals may get more information through the Director of Student Disability, Health and Counseling Office at (208) 769-7794.

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• The NIC beachfront
• All NIC owned or leased vehicles
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STUDENT RECORDS/PRIVACY

The Student Code of Conduct and Related Policies

STUDENT CODE OF CONDUCT AND RELATED POLICIES

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Section 5

Student Code of Conduct and Related Policies

Nicely formatted text
**GENERAL**

**NIC ALUMNI ASSOCIATION**  
Sherman Building  
Room 106  
nic.edu/alumni  
(208) 769-7806

**CARDINAL BOOKSTORE**  
Student Union Building  
(first floor)  
bkstr.com/nicstore/home  
(208) 769-3364

**STUDENT COUNSELING SERVICES**  
Seiter Hall  
Room 100  
nic.edu/therapy  
(208) 665-4520

**DUAL CREDIT**  
Cardinal Learning Commons  
Lee-Kildow Hall  
Room 118  
nic.edu/dualcredit  
(208) 625-2329

**LOST AND FOUND**  
Campus Security Office  
Heckwaters Complex  
703 Military Drive  
nic.edu/security  
(208) 769-3310

**EMERY’S RESTAURANT**  
Hedlund Building  
(second floor)  
nic.edu/emerys  
(208) 769-7763

**NURSING ROOM FOR MOTHERS**  
Mother’s Nook  
Lee-Kildow Hall  
Room 211 (second floor)  
nic.edu/nook

**GRADUATION INFORMATION**  
Registrar’s Office (Cardinal Central)  
Lee-Kildow Hall  
nic.edu/graduation  
(208) 769-3311

**RESIDENCE HALL**  
nic.edu/SUB/housing  
paula.czirr@nic.edu  
(208) 769-5932

**OTHER CAMPUSES**

**AEROSPACE CENTER**  
1645 Dakota Avenue,  
Hayden, ID 83835  
ace@nic.edu  
nic.edu/aerospace  
(208) 625-2344

**PARKER TECHNICAL EDUCATION CENTER**  
7064 W Lancaster Rd,  
Rathdrum, ID 83858  
Technical Advising  
techadvising@nic.edu  
(208) 769-3448  
nic.edu/potec  
(208) 769-4040

**BONNERS FERRY CENTER**  
6791 Main Street, Ste. B,  
Bonnets Ferry, ID 83805  
bonneiros@nic.edu  
nic.edu/bonnersferry  
(208) 267-3878

**NIC AT SANDPOINT**  
102 S Euclid, Ste. 309,  
Sandpoint, ID 83864  
sandpoint@nic.edu  
nic.edu/sandpoint  
(208) 263-4594

**SILVER VALLEY CENTER**  
323 Main Street,  
Kellogg, ID 83837  
nic.edu/silvervalley  
(208) 783-1254

**WORKFORCE TRAINING CENTER**  
525 South Clearwater Loop,  
Post Falls, ID 83854  
nicworkforcetraining@nic.edu  
nic.edu/wtc  
(208) 769-3333

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**Cardinal CENTRAL**  
NIC’s one-stop shop for enrollment services

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**Admissions**  
**Financial Aid**  
**Registrar**  
**Student Finance**

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**Hey, Cardinals!** Follow our official NIC social media accounts to be in-the-know and stay up-to-date on all things North Idaho College. Share content with us by tagging our account or using NIC or #NorthIdahoCollege.
Additional Resources

GENERAL

NIC ALUMNI ASSOCIATION
Sherman Building
Room 106
nic.edu/alumni
(208) 769-7806

CARDINAL BOOKSTORE
Student Union Building
(first floor)
bookstr.com/nicstore/home
(208) 769-3364

STUDENT COUNSELING SERVICES
Seiter Hall
Room 100
nic.edu/therapy
(208) 665-4520

DUAL CREDIT
Cardinal Learning Commons
Lee-Kildow Hall
Room 118
nic.edu/dualcredit
(208) 625-2329

EMERY’S RESTAURANT
Hedlund Building
(second floor)
nic.edu/emerys
(208) 769-7763

LOST AND FOUND
Campus Security Office
Headwaters Complex
703 Military Drive
nic.edu/security
(208) 769-3310

NURSING ROOM FOR MOTHERS
Mother’s Nook
Lee-Kildow Hall
Room 211 (second floor)
nic.edu/nook

GRADUATION INFORMATION
Registrar’s Office (Cardinal Central)
Lee-Kildow Hall
nic.edu/graduation
(208) 769-3311

RESIDENCE HALL
nic.edu/SUB/housing
(208) 769-9332

OTHER CAMPUSES

AEROSPACE CENTER
1645 Dakota Avenue, Hayden, ID 83835
ace@nic.edu
nic.edu/aerospace
(208) 625-2344

BONNERS FERRY CENTER
6791 Main Street, Ste. B,
Bonnets Ferry, ID 83805
bonnerctr@nic.edu
nic.edu/bonnerrerry
(208) 267-3878

PARKER TECHNICAL EDUCATION CENTER
7064 W Lancaster Rd,
Rathdrum, ID 83858
Technical Advising
nic.edu/ptec
(208) 769-4040

NIC AT SANDPOINT
102 S Euclid, Ste. 309,
Sandpoint, ID 83864
sandpoint@nic.edu
nic.edu/sandpoint
(208) 263-4594

SILVER VALLEY CENTER
323 Main Street,
Kellogg, ID 83837
nic.edu/silvervalley
(208) 783-1254

WORKFORCE TRAINING CENTER
525 South Clearwater Loop,
Post Falls, ID 83854
nicworkforcetraining@nic.edu
nic.edu/wtc
(208) 769-3333

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STUDENT HANDBOOK

2019-2020

A ROAD MAP TO SUCCESS AT

North Idaho College

nic.edu

nic.edu/handbook