



# Northern Marianas College Procedure

Procedure No.: 4002.1 Procedure Title: Admissions  
 Issuing Date: 5.5.2014 Adoption Date: \_\_\_\_\_ Effective Date: \_\_\_\_\_  
 Office of Origin: Office of Admissions & Records  
 Procedure Approval Authority: President  
 Board Policy No. associate with this procedure: 4002 Admissions  
 This Procedure Supersedes/Replaces: \_\_\_\_\_

*[Handwritten signature and date 9/24/14]*

*The written steps necessary to appropriately and uniformly perform a task in carrying out policies and activities of the College.*

## Overview/procedure description

This procedure establishes admission requirements, deadlines, and programs to enroll students consistent with the mission of Northern Marianas College.

## Areas of Responsibility

The Office of Admissions & Records will be responsible for implementing this procedure. The Director of Admissions/Registrar is responsible for evaluating applications for admission in accordance with admission program criteria and communicating admission decisions on behalf of the College. The Dean of Student Services is responsible for monitoring implementation of this procedure in accordance with NMC Board of Regents Policy.

## Procedure details

### ADMISSION PROGRAMS

**There are seven admission programs each identified by the type of applicant seeking to enroll in academic courses. Each program is further distinguished by a set of admission requirements. Applicants are responsible for evaluating the appropriate admission program in which to seek admission and for completing all requirements.**

#### I. Regular Student Program

An applicant seeking admission under the Regular Student Program is a person who has earned a high school diploma or high school equivalency diploma.

#### Requirements:

- A completed admission application by the application deadline;
- A \$25 (resident) or \$50 (non-resident) application fee;
- Official transcripts from any high school(s) and/or college(s)

attended. Official transcripts are in a sealed envelope bearing the official seal of the school issuing the transcript.

- Photocopy of a valid, government-issued photo identification.
- A completed Authorization to Release Directory Information form.
- Completed Health Evaluation Form.
- Students who completed high school from home-study schools must submit the following:
  - a Home School Certification or License issued by the State Board of Education in the jurisdiction in which the home-school study was conducted.
  - Official transcripts from the last school attended (prior to Home Study).

## **II. Early Admissions Program**

An applicant seeking admission under the Early Admissions program maintains concurrent enrollment in high school and is under the age of 18.

### **Requirements:**

- A completed admission application by the application deadline;
- A \$25 (resident) or \$50 (non-resident) application fee;
- Official transcripts from any high school(s) and/or college(s) attended. Official transcripts are in a sealed envelope bearing the official seal of the school issuing the transcript.
- Photocopy of a valid, government-issued photo identification.
- Parental Permission Form
- Completed Health Evaluation Form
- A completed Authorization to Release Directory Information form.
  - Applicant must have a cumulative GPA of 2.0 or higher .
  - A recommendation from the applicant's high school counselor or principal attesting to the applicant's ability to perform academically at the college level.
  - Placement at or above the College's EN 093 level equivalent for reading and EN 094 level equivalent for writing.

## **III. Ability-to-Benefit Program**

An applicant seeking admission under the Ability-to-Benefit program is a person who is 18 years or older and does not have the equivalency of a high school diploma. An applicant under the ability to benefit is classified as a non-degree student and must successfully complete a high school equivalency diploma by the end of the first year of study prior to continued enrollment.

### **Requirements:**

- A completed admission application by the application deadline;
- A \$25 (resident) or \$50 (non-resident) application fee;
- Photocopy of a valid, government-issued photo identification.
- A completed Authorization to Release Directory Information form.
- Completed Health Evaluation Form.
- Placement at or above college level English composition (EN 101) and college algebra (MA 132).

**VI. Visiting Student Program**

An applicant seeking admission under the Visiting Student Program has attended a college or university and is seeking to enroll in no more than a year as a non-degree seeking student.

**Requirements:**

- A completed admission application by the application deadline;
- A \$25 (resident) or \$50 (non-resident) application fee;
- Official transcripts from any high school(s) and/or college(s) attended. Official transcripts are in a sealed envelope bearing the official seal of the school issuing the transcript.
- Photocopy of a valid, government-issued photo identification.
- Completed Health Evaluation Form.
- A completed Authorization to Release Directory Information form.

**VII. F-1 Nonimmigrant Student Program**

An applicant seeking admission under the F-1 Nonimmigrant Student Program is seeking entry into the CNMI from outside the U.S. for the purposes of earning a college degree or completing the English Language Institute Program.

**Requirements:**

- A completed admission application by the application deadline;
- A \$50 (non-refundable) application fee;
- Official transcripts from any high school(s) and/or college(s) attended. Official transcripts are in a sealed envelope bearing the official seal of the school issuing the transcript. In addition, it is the applicant's responsibility to have all transcripts translated into English and evaluated by a foreign credential evaluation service if necessary.
- Photocopy of the applicant's valid passport with signature page;
- A completed Authorization to Release Directory Information form.
- Official exam results from the TOEFL or IELTS test. The Northern Marianas College institutional TOEFL code is 0781.
- A notarized International Student Declaration of Finance Form;
- A current (not more than six months prior to enrollment) official

copy of a Financial Guarantee or the applicant's original bank statement.

- Completed Health Form or letter from a valid health care provider that includes information a current PPD/Skin test and proof of vaccination for the following: Measles, Mumps, Rubella, Tetanus, Hepatitis B (1, 2, 3).
- Completed Form I-20 Application.
- If the applicant has a sponsor, a Completed Form I-134 Application and the sponsor's valid, government-issued photo ID.

**Deadlines:**

- July 1 for the fall semester and November 1 for the spring semester.

**A. Admission to Academic Programs**

Applicants who wish to enroll in an academic program at the college must present evidence of English language proficiency. If the Test of English as a Foreign Language (TOEFL) is used to satisfy this requirement, the applicant must attain a score of at least 500 (on the paper-based TOEFL) or 61 (on the internet-based TOEFL, known as the iBT). If the International Language Testing System (IELTS) is used to satisfy this requirement, an IELTS overall Band Score of 5.5 or better is required, and a minimum IELTS individual Band Score of 5.0 on each module is recommended. The director of the Office of Admissions and Records may accept other proof of English language proficiency for admission purposes, such as ACCUPLACER or COMPASS test results.

**B. Admission to English Language Institute**

Applicants for admission with a TOEFL or IELTS score below that required for admission into an academic program, may only be considered for admission into the English Language Institute.

- i. Students admitted to the English Language Institute will not be allowed to enroll in courses outside those officially designated as part of the program unless and until they have met all of the prerequisites or other course requirements.
- ii. Students admitted into the English Language Institute may not enter an academic program until placement in EN 101.

**C. Financial Support**

Evidence of financial support will be required prior to issuance of the I-20 form. Northern Marianas College has no scholarship or financial aid provisions for foreign students; therefore, students must be fully prepared to meet the necessary financial obligations for the full time they will be in the United States. The colleges estimate a student's average expenses for one academic year to be:

Tuition and Fees: \$ 6,810

Living Expenses: \$13,200  
Books: \$1,750  
Health Insurance: \$820  
Total: \$22,580

#### **D. Dependent Financial Guarantee**

Evidence of financial support for dependents of F-1 (spouse and dependent children) is also required: \$9,516.00 per year for spouse and \$10,116.00 per year for each child.

Note: Students whose F-1 student visa/status is terminated due to non-compliance with immigration and enrollment requirements must reapply for admission.

#### **IV. Western Undergraduate Exchange Program**

An applicant seeking admission under the Western Undergraduate Exchange (WUE) program is a resident of a Western Interstate Commission for Higher Education (WICHE) state or U.S. territory and seeks to enroll in a degree program at reduced WUE tuition rate of 150% of the resident rate.

WICHE states include: Alaska, Arizona, California, Colorado, Hawaii, Idaho, Montana, Nevada, New Mexico, North Dakota, Oregon, South Dakota, Utah, Washington, Wyoming, and the Commonwealth of the Northern Mariana Islands. Your residency alone does not guarantee you the WUE rate.

#### **Requirements:**

- A completed admission application by the application deadline;
- A \$25 (non-refundable) application fee;
- Official transcripts from any high school(s) and/or college(s) attended. Official transcripts are in a sealed envelope bearing the official seal of the school issuing the transcript.
- Photocopy of a valid, government-issued photo identification.
- A completed Authorization to Release Directory Information form.
- Completed Health Form.
- Submit proof of permanent residency in one of the participating states or U.S. territory.
- Be a US Citizen or Permanent Resident.
- To maintain WUE program status, students must maintain satisfactory academic progress.

#### **Limited or Restricted-Entry Programs**

Certain programs may have enrollment limits and/or other program criteria. In addition to general admission requirements Limited or Restricted-Entry programs may require special application procedures,

completion of certain course requirements, and meeting minimum criteria to be considered.

### **Conditional Admission**

The College may confer admission to applicants who come under the Regular Student admission program for one term under the following conditions:

- 1. Incomplete Admission Application.** Applicants may receive a conditional admission offer upon submission of an admission application and required fee, but must submit required supporting documents within sixty (60) calendar days of their initial enrollment.
- 2. Students with a Cumulative GPA below the 2.0.** High school graduates with a cumulative GPA below the required minimum 2.0 requirement may be provisionally admitted for one term, but must meet requirements under academic probation and suspension policies and procedures to continue enrollment.

### **Readmission**

Students who have not enrolled for two consecutive semesters must reapply for admission under the appropriate admission program.

Students returning after Academic *Suspension or Dismissal* must meet with an NMC Counselor and academic advisor to develop a written plan of remedial action and a proposed course of study for the term in which the student plans to enroll. The written plan of remedial action must be submitted as part of a student's readmission review.

Students who are readmitted into a certificate or degree program enter the program under the requirements set forth at the time of readmission.

### **Application and Admission Notification**

When all information, forms and documents are received, applicants for admissions will be notified by postal or electronic mail of their admission to the College.

All documents, transcripts and forms submitted by applicants during the admissions process become the property of the College and will not be returned to the student, or forwarded on behalf of the student to any other institution. Unsealed or faxed copies are not official. Applicants who knowingly falsify transcripts or test scores will be denied admission to or will be deregistered from the College.

### **Cancellation of Admission**

An applicant's admission to the College will be canceled if she or he fails to register for the term for which she or he has been admitted. Application files are retained for one year from the date submitted, and

students whose admissions have been canceled because of failure to register for the appropriate terms are required to reapply for and meet all current requirements for admission. Data on file, such as transcripts, placement examination scores, evaluations, and fees may be used if they meet the admission requirements at the time of the new application, provided that the new application is submitted within one year of the first application.

**References:**

**September 5, 2014 Recommendations from College Council:**

1. Remove references to “GED” and “high school equivalency certificate” and use “high school equivalency diploma”;
2. Require all applicants for admission to submit the Health Evaluation Form;
3. Regular Students who are provisionally admitted must meet requirements under academic probation and suspension policies and procedures to continue enrollment.