

2011-2012

Northern Marianas College



Student Handbook

Commonwealth of the Northern Mariana Islands

NORTHERN MARIANAS COLLEGE WELCOMES YOU

Welcome to the Northern Marianas College!

I hope you find the NMC 2011-2012 Student Handbook a useful guide to exploring your college. Active participation in your success begins with you and your willingness to navigate effectively through your environment. The Student Handbook features campus facilities, support services, admission, graduation, and financial aid requirements. Whether you choose to look up course descriptions or college policies, use the Student Handbook to make informed decisions and actions throughout your college career.

As you plan for the future, write-in goals, events, and deadlines on key dates in the Weekly Planner section. This will serve as a good reminder of your priorities and help you organize your time effectively throughout the year.

Of course, the Student Handbook will not have all the information you will need and the responsibility to be informed will remain with you. I encourage you to talk to your instructors, academic advisor, counselor, and departmental staff to get the information and support you need.

I look forward to hearing of your success and wish you the very best experiences as a student of NMC!

Yours truly,



Sharon Y. Hart, PhD

President



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Right to Modify or Change Rules, Fees, and Programs:

Northern Marianas College has made reasonable efforts to provide in this *Handbook Planner* information that is accurate at the time of publication. However, the College reserves the right to make appropriate changes in procedures, policies, calendars, requirements, programs, courses and fees. When feasible, changes will be announced prior to their effective dates, but the College assumes no responsibility for giving any particular notice of any such changes. Nothing contained herein shall be construed to create any offer of a contract or any contractual rights.



ACADEMIC CALENDAR

The regular academic year at Northern Marianas College extends over ten months. The all semester begins in August and ends in December; the spring semester begins in January and ends in May.

The length of summer session courses varies according to the course. All regular academic courses meet for a minimum of 12.5 actual contact/clock hours per credit hour.

FALL 2011 SEMESTER CALENDAR

August 8, 2011	Faculty Return for Fall 2011 Semester
August 11, 2011	Student Orientation
August 12, 2011	Early Registration for SOE Seniors & Spring 2012 Graduation Candidates ONLY
August 15-19, 2011	Fall Regular Registration
August 20, 2011	Late Registration
August 22, 2011	First day of Fall Classes
August 22, 2011	Petition for Graduation Begins for Spring 2012
August 22-26, 201 1	Add/Drop Week (100% Refund)
August 22-26, 2011	“Welcome Week”
September 2, 2011	Last Day to Withdraw for 80% Refund
September 5, 2011	HOLIDAY-Labor Day
September 9, 2011	Last Day to Withdraw for 40% Refund
October 7, 2011	Last Day to Withdraw from course(s)
October 10, 2011	HOLIDAY-Commonwealth Cultural Day
November 4, 2011	HOLIDAY-Citizenship Day
November 11, 2011	HOLIDAY-Veterans’ Day
November 24, 2011	HOLIDAY-Thanksgiving Day
December 8, 2011	HOLIDAY-Constitution Day
December 10, 2011	Last Day of Instruction
December 12-17, 2011	Final Exam Week
December 19, 2011	GRADES DUE

SPRING 2012 SEMESTER CALENDAR

January 2, 2012	Faculty Return for Spring 2012 Semester
January 6, 2012	Early Registration for SOE Seniors & Spring 2012 Graduation Candidates ONLY
January 9-13, 2012	Spring Regular Registration
January 13, 2012	Student Orientation
January 14, 2012	Late Registration
January 16, 2012	HOLIDAY- Martin Luther King, Jr. Day
January 17, 2012	First Day of Spring Classes
January 17, 2012	Student Orientation
January 17-20, 2012	Add/Drop Week (100% Refund)
January 17-20, 2012	“Welcome Week”
January 27, 2012	Last Day to Withdraw for 80% Refund
February 3, 2012	Last Day to Withdraw for 40% Refund
February 20, 2012	HOLIDAY-Presidents’ Day
March 2, 2012	Last Day to Withdraw from course(s)
March 23, 2012	HOLIDAY-Covenant Day
April 2-7, 2012	SPRING BREAK
April 6, 2012	HOLIDAY-Good Friday



May 5, 2012	Last Day of Instruction
May 7-12, 2012	Final Exam Week
May 12, 2012	GRADES DUE FOR GRADUATION CANDIDATES
May 14, 2012	GRADES DUE FOR ALL OTHER STUDENTS
May 19, 2012	NMC Graduation

SUMMER 2012 CALENDAR

Regular Summer Session (Nine-Week Courses)

May 21 – July 20, 2012

May 16 – 18, 2012	Registration Days
May 21, 2012	First Day of Instruction
May 21 – 23, 2012	Add/Drop Days (100% Refund)
May 28, 2012	HOLIDAY – Memorial Day
May 29, 2012	Last Day for 80% Refund
June 1, 2012	Last Day for 40% Refund
June 8, 2012	Last Day to Withdraw from Course(s)
July 4, 2012	HOLIDAY – Liberation Day
July 19, 2012	Last Day of Instruction
July 20, 2012	Final Exams
July 23, 2012	Grades Due

Extended Summer Session (Twelve-Week Courses)

May 21 – August 10, 2012

May 16 – 18, 2012	Registration Days
May 21, 2012	First Day of Instruction
May 21 – 23, 2012	Add/Drop Days (100% Refund)
May 28, 2012	HOLIDAY – Memorial Day
June 1, 2012	Last Day for 80% Refund
June 8, 2012	Last Day for 40% Refund
June 15, 2012	Last Day to Withdraw from Course(s)
July 4, 2012	HOLIDAY – Liberation Day
August 9, 2012	Last Day of Instruction
August 10, 2012	Final Exams
August 13, 2012	Grades Due

Summer Session I (Six-Week Courses)

May 21 – June 29, 2012

May 16 – 18, 2012	Registration Days
May 21, 2012	First Day of Instruction
May 21 – 23, 2012	Add/Drop Days (100% Refund)
May 25, 2012	Last Day for 80% Refund
May 28, 2012	HOLIDAY – Memorial Day
May 30, 2012	Last Day for 40% Refund
June 1, 2012	Last Day to Withdraw from Course(s)
June 28, 2012	Last Day of Instruction
June 29, 2012	Final Exams
July 2, 2012	Grades Due

Summer Session II (Six-Week Courses)

July 2 – August 10, 2012

May 16 – June 29, 2012	Registration Days
May 28, 2012	HOLIDAY – Memorial Day
July 2, 2012	First Day of Instruction
July 2 – 5, 2012	Add/Drop Days (100% Refund)
July 4, 2012	HOLIDAY – Liberation Day



July 9, 2012	Last Day for 80% Refund
July 11, 2012	Last Day for 40% Refund
July 13, 2012	Last Day to Withdraw from Course(s)
August 9, 2012	Last Day of Instruction
August 10, 2012	Final Exams
August 13, 2012	Grades Due

FALL 2012 SEMESTER CALENDAR

August 6, 2012	Faculty Return for Fall 2012 Semester
August 10, 2012	Early Registration for SOE Seniors & Spring 2013 Graduation Candidates ONLY
August 13-17, 2012	Fall Regular Registration
August 17, 2012	Student Orientation
August 18, 2012	Late Registration
August 20, 2012	First day of Fall Classes
August 20, 2012	Petition for Graduation Begins for Spring 2013

August 20, 2012	Student Orientation
August 20-24, 2012	Add/Drop Week (100% Refund)
August 20-24, 2012	“Welcome Week”
August 31, 2012	Last Day to Withdraw for 80% Refund
September 3, 2012	HOLIDAY-Labor Day
September 7, 2012	Last Day to Withdraw for 40% Refund
October 5, 2012	Last Day to Withdraw from course(s)
October 8, 2012	HOLIDAY-Commonwealth Cultural Day
November 5, 2012	HOLIDAY-Citizenship Day
November 12, 2012	HOLIDAY-Veterans’ Day
November 22, 2012	HOLIDAY-Thanksgiving Day
December 7, 2012	HOLIDAY-Constitution Day
December 8, 2012	Last Day of Instruction
December 10-15, 2012	Final Exam Week
December 17, 2012	GRADES DUE



COLLEGE PROFILE

A BRIEF HISTORY OF NMC

Northern Marianas College was established in May 1981 when Governor Carlos S. Camacho created the College as an official governmental entity through Executive Order #25. The Executive Order established the College as one of the divisions within the Commonwealth Department of Education. By mid-summer of 1981 the College was offering training programs for government employees and teachers of the public school system.

In January 1983 Public Law 3-43 established NMC as a public, nonprofit corporation having the Board of Education as its governing board. In March of 1985 the passage of CNMI Public Law 4-34 made NMC a public corporation under the general governance of its own Board of Regents, and granted it autonomy in both fiscal and personnel matters. This law stipulated the mission of the college and designated NMC to serve as the land-grant college for the Commonwealth.

In 1985 the Second Constitutional Convention in the CNMI adopted a series of proposed amendments to the CNMI Constitution. Among them was Amendment 38 concerning education in the Commonwealth. Article 15, Section 2 of that proposed amendment provided for the establishment of Northern Marianas College, and stipulated that the College's Board of Regents should have autonomy in conducting its affairs. This amendment restated the mission of the college and guaranteed annual funding. Amendment 38, among others, was adopted by the people of the Commonwealth in the general election held in November 1985.

In June 1985 the college received its initial accreditation from the Accrediting Commission for Community and Junior Colleges (ACCJC) of the Western Association of Schools and Colleges (WASC). The accreditation was reaffirmed in 1990, 1996, 2001, and 2009. In March 2001, the Accrediting Commission for Senior Colleges and Universities of WASC granted NMC initial accreditation for offering a Bachelor of Science degree in Elementary Education. This marked the first time in history of WASC that a two-year community college offered a four-year degree.

Since its beginning, NMC has focused on meeting the higher education and vocational training needs of the CNMI. From the times of its first program in teacher education, NMC has developed a comprehensive set of academic programs and services to meet the social, cultural, occupational and economic development needs of its island communities. Today, students are enrolled in various educational programs of study leading to Certificates of Completion, Associate Degrees, and the Bachelor of Science in Elementary Education. In addition, there are hundreds of students enrolled in credit and non-credit, continuing adult education courses.

Throughout the years, more than 20,000 people have enrolled in regular NMC degree and certificate courses, over 3000 persons have been awarded certificates and/or degrees in programs offered or coordinated by NMC; and more than 12,000 individuals have been served in our community through such programs as the Adult Basic Education, Continuing Education, and the Cooperative, Research, Extension, and Education Service.

MISSION

As stated in the CNMI Constitution, "The mission of Northern Marianas College shall be to provide the best quality and meaningful postsecondary and adult educational opportunities for the purpose of improving the quality of life for the individual and for the Commonwealth as a whole. The College shall be responsible for providing education in the areas of adult and continuing education, postsecondary and adult vocational education and professional development for the people of the Commonwealth."

ADMINISTRATIVE ORGANIZATION

NMC is governed by a seven-member Board of Regents appointed by the Governor to four-year terms with the advice and consent of the Senate. The Board of Regents sets policy for the College and appoints the President who is responsible for the operation and general administration of the College.

Board of Regents Members

Juan T. Lizama, Chair
Elaine Hocog Orilla, Vice-Chair
Frank M. Rabauliman, Treasurer
Andrew L. Orsini, Member
Maria (Malua) T. Peter, Member
William S. Torres, Member

Honorary Members

Vacant
Honorary Student Regent

Dr. John Griffin,
Honorary Faculty Regent

Dawn Crystal-Revilla,
Honorary Staff Regent

Administration

Dr. Sharon Hart, President

ACCREDITATION

In June 1985, NMC received its initial accreditation from the Accrediting Commission for Community and Junior Colleges (ACCJC) of the Western Association of Schools and Colleges (WASC). This accreditation was reaffirmed in 1990, 1996, and again in 2001. In 2001, NMC was given initial accreditation by the Accrediting Commission for Senior Colleges and Universities (ACSCU), a rare distinction among U.S. community colleges. This accreditation allows the College to offer its Bachelor of Science degree in Elementary Education.

In February 2008, the Northern Marianas College was placed on "Show Cause" status by the ACCJC. Since then, the students, staff, and faculty mobilized all efforts and resources to ensure that the College met accreditation standards and achieved accreditation reaffirmation by the specified deadline. In the meantime, the College remained accredited throughout the Show Cause period.

In June 2009, Northern Marianas College's accreditation was REAFFIRMED! The decision to reaffirm the College's accreditation was made during the June 2009 meeting of the Accrediting Commission for Community and Junior Colleges (ACCJC), Western Association of Schools and Colleges.



BACCALAUREATE PROGRAM

The School of Education (SOE) provides a Teacher Preparation Program. The School is dedicated to enhancing the quality of education in the CNMI by providing the Baccalaureate of Science degree in Education. In addition, the SOE offers a concentration in the areas of Elementary Education, Early Childhood Education, Special Education, and Rehabilitation and Human Services.

The College was granted accreditation by the Senior Commission of the Western Association of Schools and Colleges (WASC) in spring 2001. About 179 students have completed their Baccalaureate of Science degree in Education since its inception.



DIRECTORY

Office of the Dean of Student Services (Building P) 234-3690 extension 1007

Office of Admissions and Records (Building N) 234-3690 extension 1524

Counseling Programs & Services (Building I) 234-3690 extension 1345

Financial Aid Office (Building N) 234-3690 extension 1527

Bookstore (Building E) 234-3690 extension 1300

Library Programs & Services (Bldg O) 234-3690 extension 1123

Student Activities & Leadership (Bldg J) 234-3690 extension 1251

Associated Students of NMC (Bldg J) 234-3690 extension 1252

Career Services & Placement (Bldg I) 234-3690 extension 1349

Office of the Dean of Academic Programs and Services (Building P) 234-3690 extension 1004

School of Education (Building T) 234-3690 extension 2231

English Lab (Building M) 234-3690 extension 2016

Nursing Department (Bldg C) 234-3690 extension 1612

Business Department (Bldg V) 234-3690 extension 1811

Gym 234-3690 extension 2500

Language & Literature Dept. (Bldg M) 234-3690 extension 2007

Sciences & Mathematics Dept. (Bldg K) 234-3690 extension 1212

Social Sciences & Fine Arts Dept. (Bldg K) 234-3690 extension 1231

Computer Lab (Building W) 234-3690 extension 2351

NMC Breakpoint Café 234-2722



GETTING STARTED AT THE NORTHERN MARIANAS COLLEGE (NMC)

NEW STUDENT CHECKLIST

1. **Keep this book handy from now until you graduate.**
2. **Make an academic plan**
3. **Take placement tests**
4. **After you've seen your advisor, register for classes**
5. **Get your student ID card at the Career Center**
6. **Talk to faculty**
7. **Talk to current students**
8. **Make sure your financial aid documents are processed**
9. **Take some time to explore the campus**
10. **Take care of your transportation needs**
11. **Visit the NMC Bookstore**
12. **Take a Library Tour**
13. **Visit the Student Center**

COURSE AVAILABILITY

At present the full range of academic courses offered by the College is available only on Saipan. Classes are offered at the As Terlaje campus Monday through Saturday during daytime hours and in the evenings. Also on the Saipan campus, personal interest and self-improvement classes are offered in the evenings and on Saturdays through the College's Community Programs and Services division.

On Tinian and Rota, the College provides Adult Basic Education, Educational Talent Search, Upward Bound programs, and selected courses coordinated by the Community Development Institute. Some of the courses and educational workshops are made available to the sites via video teleconference. The College's agricultural researchers also conduct experiments in crop production and offer advice and assistance to local farmers on both Tinian and Rota. NMC's Expanded Food and Nutrition Education Program and the Home Economics Program also provide services on these two neighboring islands.

STRATEGIES FOR CHOOSING COURSES

Choosing a major:

Students should declare a program of study (or major) when admitted to the College. Students may declare a major on the admissions application form and change or add a major by simply filling out a Change of Program, Major and/or Advisor Form available at the Office of Admissions and Records. Students may

declare multiple majors and receive advising from more than one academic advisor. However, students must prioritize and designate each major as primary, secondary, etc. The academic advisor for your primary major will be your advisor of record with the Office of Admissions and Records.

CONSIDER YOUR INTENDED MAJOR:

1. ***If you have a major identified:***
Investigate the requirements to determine the basic required sequences.
2. ***If you have interest in several majors:*** identify the majors with the most extensive requirements. Take one or two of these courses each semester. Take an introductory course to explore one of the other majors of interest.
3. ***If you have no idea what to major in:*** Explore your interests by taking a course or two in possible majors of interest or take the Kuder Interest Survey at the Career Service Center in Building I before choosing a major.

Other things to consider:

- ***Work on general requirement courses***
- ***Balance your load:*** Don't take more than two courses that are hard for you.
- ***Ask your friends for suggestion of courses and instructors they enjoyed.***
- ***Times:*** Before you register, if you have not already done so,

check the times of each of your classes in the time schedule to make sure that they do not conflict. What times of the day you are most productive? Would you prefer morning, afternoon, or evening classes?

- ***Work:*** Keep in mind that work will affect how many credits you can carry.
- ***Number of credits:*** Do you have a manageable number of credits? 12-18 credits is full-time, and a typical load is 15, but consider the workload of each class and determine what is the right load for you based on your other commitments.

ADMISSIONS INFORMATION

Northern Marianas College has an "open admission" policy for resident students. It ensures that all persons who can benefit from postsecondary education have the opportunity to enroll in programs offered by NMC.

A student at NMC is one enrolled in a program for the purpose of earning a certificate or degree. Students with a high school diploma or a General Educational Development (GED) certificate are eligible for acceptance into most certificate and degree programs at the College. Students wishing to enter the nursing, education, and some other specialized degree programs should be aware that these programs have certain additional entry requirements that must be fulfilled before the person can be accepted as a regular student in these programs.



Upon admission to the College each applicant is assigned a student identification number. This number is permanent and is used as an identifying account number throughout attendance at the College and is used to verify various student transactions.

Students may declare a major on the admissions application form and change or add a major by simply filling out a Change of Program, Major and/or Advisor form available at the Office of Admissions and Records. Students may declare multiple majors and receive advising from more than one academic advisor. However, students must prioritize and designate each major as primary, secondary, etc. The academic advisor for your primary major will be your advisor of record with the Office of Admissions and Records.

PLACEMENT TESTING

Certificates and degree seeking students are required to take the English and the Math Placement Test before registering. Since most NMC courses require a minimum English Placement Level and some minimum Math Placement Level, students will not be allowed to register for classes without placement scores. Exception: New students who choose not to take the placement tests may register for EN 070, EN 071, and MA 088 *only*.

Former NMC students who are returning after an absence of a year or more, and who had not reached the EN 101 and/or MA 132 levels during their previous enrollment, are strongly encouraged to retake the placement tests in the event that their skill levels have improved. In any case, their best placement scores will be used.

The placement tests are given before each term (call the College for dates and times) and are given on a seat-available basis. Reservations are not required. There is no “passing level” on the placement tests; they

are strictly diagnostic, and are used to help advisors place students in appropriate courses.

There is a \$25 fee for the English Placement Test and a \$25 fee for the

Math Placement Test that must be paid in advance at NMC’s Finance Office (M-F, 9:00 a.m. - 4:00 p.m.). Students will not be admitted to the testing room without proof of payment. (Note: Only the English Placement \$25 fee is applicable to the NMC application fee for all students.)

REGISTRATION INFORMATION

Registration Periods and Procedures are subject to change. Historically, the registration period is scheduled the week prior to the first day of classes. Current information is available in the NMC Catalog and/or *Schedule of Courses*, or may be obtained by contacting the Office of Admissions and Records.

NMC reserves the right to cancel a course that does not meet the minimum enrollment established by the College. To be eligible for a refund of tuition for a canceled course, the student must officially drop the course by submitting a Course Change Form.

Enrollment Classification

1. Regular students are those admitted to a degree/certificate program of study.
2. Returning/former students are those who have not registered for two or more consecutive semesters.
3. Special students are students who are not high school graduates but who are enrolled in special NMC programs (Upward Bound, Early Admissions, and others).

Course Schedule Changes

Add/Drop/Withdraw: Students may add and drop courses through the first week of instruction (Add/Drop period). A nominal fee is charged for adding and dropping courses for reasons other than cancellation and/or other administrative reason/s.

Students may add courses to their original registration during the first week of instruction, provided there is space available. Instructor approval is specifically required only for certain restricted courses. A listing of restricted courses may be obtained from the Office of Admissions and Records. Students may also contact the relevant department for more information on the restrictions.

Students may drop courses without approval during the first week of instruction. No course dropped during this Add/Drop period will appear on the student's permanent academic record. Courses officially dropped after the Add/Drop period and before the end of the Withdrawal period will appear on the student's permanent academic record with a "W". Should a student not attend any class sessions for a course, or attend only during the Add/Drop period (first week of instruction) and never thereafter, and not officially withdraw from the course, a "UW" (Unofficial Withdrawal) will be entered on the student's permanent academic record. Otherwise, failure to withdraw officially from a course will result in a grade of "F" being entered on the student's permanent academic record if the course is 100-level or higher, and "TF" (technical failure) for non-degree unit (NDU) courses.

Specific add/drop deadlines are announced in each term's *Schedule of Courses*. Deadlines for module courses and intensive courses may be published in other announcements from Community Programs and Services. Students must complete the following procedures when adding or dropping a course:

1. Obtain a Course Change - Add Form from your advisor or from the Office of Admissions and Records (Bldg. N, Room 3).
2. Have your advisor initial in the appropriate box next to the courses being added.
3. Obtain the instructor's signature for the specific courses as required.
4. Proceed to the Office of Admissions and Records (Bldg. N, Room 3) to have your Course Change Add Form processed and to receive a copy of your new class schedule.
5. Review your class schedule.
6. Proceed to the Financial Aid Office (Bldg. N, Room 2) for financial aid award adjustment, if applicable.
7. Proceed to the NMC Finance Office (Bldg. N, Room 4) for payment.

Late Registration Late registration dates will be published in the semester Schedule of Courses and Academic Calendar section of the General Catalog. No new registrations of courses will be allowed after the last day of late registration. Adding of new courses to existing list of registered for courses will be allowed up until the last day of the 2nd week of instruction and only upon approval of the instructor of each course.

WITHDRAWAL POLICY

Complete Withdrawal Students who wish to withdraw completely from the College must do so by the deadline for dropping a class.

A specific complete withdraw deadline is announced in each term's *Schedule of Courses*. A student who chooses and initiates to withdraw from courses prior to the complete withdraw deadline will receive a "W" in place of a grade for enrolled courses. Students must complete the following procedures when initiating a complete withdrawal from the College:



1. Obtain a Complete Withdrawal Form from your advisor or from the Office of Admissions and Records (Bldg. N, Room 3).
2. Proceed to the Counseling Programs and Services office (Bldg. I) for an informational interview.
3. Proceed to the Office of Admissions and Records (Bldg. N, Room 3) to have your Complete Withdrawal Form processed.
4. Proceed to the Financial Aid Office (Bldg. N, Room 2) for financial aid award adjustment, if applicable.
5. Proceed to the NMC Finance Office (Bldg. N, Room 4) for financial adjustment and final processing.

Medical Withdrawal When a student is unable to continue enrollment in a course due to illness, injury, or mental health reasons, after the withdrawal deadline, the student should request approval for a medical withdrawal. The Request for Medical Withdrawal form must be signed by the student's doctor and approved by the student's advisor and the Dean of Student Services. The student will receive a "W" for the course. A special fee is charged for this withdrawal.

Active Military Duty Withdrawal NMC students serving in the U.S. Armed Forces may be called to active duty status at any time. Such students will be allowed to withdraw completely from courses without academic repercussion at any time during the relevant term. The NMC Board of Regents refund policy (see below) remains applicable to these students.

Students called to active military duty and who are withdrawing from courses for that reason are assured of the following:

1. A "W" will appear on their academic transcripts for course (s) from which they have officially withdrawn and;
2. Students receiving federal financial assistance will not be placed on probationary status for federal

financial aid, nor will they be required to repay such aid awarded in the term of withdrawal.

For approval of complete withdrawal from courses under these circumstances, the student must obtain, complete, sign, and submit a Complete Withdrawal Form to NMC's Office of Admissions and Records, along with a copy of his/her military confirmation of return to active duty status.

Students who are withdrawing from courses for medical or military reason, and who are receiving CNMI Government financial assistance, should contact the CNMI Scholarship Office and/or the Saipan Higher Education Financial Assistance Office regarding their scholarship and enrollment status.

TIPS FOR SUCCESS

1. Look for a variety of classes.
2. Register for the appropriate level of courses.
3. Anticipate time commitment
4. Attend class
5. Meet deadlines
6. Seek tutoring
7. Use the College Resources
8. Track your academic progress.

CHANGE OF PROGRAM OR ADVISOR

All students enrolled at the College may request to change his/her program, major, and advisor at any time during a regular semester. Request forms are available at

the Office of Admissions and Records. International Students require the Registrar's approval to change of programs.

CHANGE OF PERSONAL DATA

Any change of personal data such as name, address, telephone number, and citizenship must be reported to the Registrar. Some restrictions apply to foreign students attending with visa.



TUITION AND FEES

Tuition and fees at NMC are subject to change by the Board of Regents. They are payable at the time of registration unless the NMC Finance Office approves a Deferred Payment contract, or a student is receiving financial assistance. Students will not be admitted to classes or laboratories until their tuition and fees have been paid.

Resident Tuition Requirements To qualify for resident tuition, a student born outside the CNMI must meet one of the residency criteria as detailed under the Residency Classification section of the Catalog.

Tuition	Resident	Non-Resident
Per credit hour		
For all credits taken	\$95.00	\$190.00
Administrative Fees		
Admissions Application Fee	\$25.00	\$50.00
Re-admission Application Fee	\$25.00 (See Note 4)	\$50.00 (See Note 4)
Registration Fee	\$20.00	\$20.00
Late Registration Fee	\$25.00	\$25.00
Course Change Fee:		
(add/drop/withdrawal)	\$5.00	\$5.00
Record Certification Fee	\$5.00	\$5.00
Transcript Request Fee	\$5.00 (See Note 3)	\$5.000 (See Note 3)
Emergency Transcript Request Fee	\$20.00	\$20.00
Credit-by-Exam Application Fee	\$20 + Full tuition & Fees	\$20 + Full tuition & Fees
Auditing Application Fee	\$20 + Full tuition & Fees	\$20 + Full tuition & Fees
Independent Self Study Fee	\$20 + Full tuition & Fees	\$20 + Full tuition & Fees
Application to Graduate Fee	\$75.00 (See Note 1)	\$75.00 (See Note 1)
Application to Graduate (2 nd) Fee	\$40.00 (See Note 1)	\$40.00 (See Note 1)
English Placement Fee	\$25.00 (See Note 2)	\$25.00 (See Note 2)
Math Placement Fee	\$25.00	\$25.00
Diploma Re-order Fee	\$30.00	\$30.00
Student ID Card Fee	\$5.00	\$5.00
Copy of Education Record(s) Fee	\$1.00	\$1.00
Course Fees		
Nursing		
NU 105, NU 107, NU 203, NU 207, NU 212		\$300 (See Note 5)
School of Education (SOE) Upper level Courses		
ED 321, ED 435, ED 471, ED 492		\$300 (See Note 5)

****Flat Fee For All Students**



Registered for:

Equal to or less than 5 credits	\$ 75
Equal to or less than 11 credits	\$150
Equal to or greater than 12 credits	\$250

**The Flat Fee includes technology access, all lab fees, and all instructional material fees. The Flat Fee does not include the non-refundable application/English Placement Test fee. The following additional fees are applicable to specific courses:

Physical Education (PE)

Golf	\$100
SCUBA	\$100
Windsurfing	\$100

NOTICE: ALL FEES ARE NORMALLY NONREFUNDABLE.

All **Math** courses except MA 088 require a graphing calculator. Models TI-83, TI-89, or TI-92 are recommended.

Note 1. When applying to graduate, a student will be charged \$75.00 for the first degree or certificate and \$40.00 for each additional certificate for each commencement exercise.

Note 2. The Admissions Application Fee is waived when the English Placement fee has been paid. Student must show a receipt. This fee is valid for one year from date of receipt for all students.

Note 3. The charge for a Transcript is \$5.00. When more than one is requested at the same time, the charge for each additional transcript is \$2.00.

Note 4. When a student does not take a course at NMC for one year, a Re-admission Fee will be assessed.

Note 5. These are fees for Nursing and School of Education (SOE) upper level courses. These fees were effective beginning in the 2006 Summer Session.

Financial Obligations to the College Students who have not satisfactorily met their financial obligations (tuition, fees, library fines, laboratory breakage charges, consolidated fees, loans past due, etc.) will be denied transcripts, diplomas, and future registration privileges until the financial obligation has been met.

NOTE: Tuition and fees are subject to change, but any change will be published prior to the registration period of each term.



REFUND POLICIES

Regular Semester If a student withdraws from NMC before the zero percent refund date or changes from full-time to part-time status, tuition, the consolidated fee, and other refundable fees are refunded as follows:

- 100% of tuition and refundable fees are refunded if complete withdrawal or change from full-time to part-time status is made on the first day of instruction of each course.
- 80% of tuition and refundable fees are refunded if complete withdrawal or change from full-time to part-time status is made within two weeks after instruction begins.
- 40% of tuition and refundable fees are refunded if complete withdrawal or change from full-time to part-time status is made during the third or fourth week after instruction begins.
- No part of tuition or refundable fees is refunded if complete withdrawal or change from full-time to part-time status is made after the 40% period.
- Before any refund can be made, students must submit to the Finance Office a copy of the drop or withdrawal form complete with all required signatures.

Summer Session and Short-Term Courses

NMC charges tuition and fees for courses taken during the summer session, and for short-term courses offered throughout the year. Under the circumstances listed below, these payments may be refunded:

- 100% of tuition and refundable fees are refunded if complete withdrawal or change from full-time to part-time status is made on the first day of instruction.
- 80% of tuition and refundable fees are refunded according to the schedule below.

3. 40% of tuition and refundable fees are refunded according to the schedule below.

4. No partial tuition or refundable fees are refunded if withdrawal takes place on or after the first day of instruction for a one-week course.

Revisit this section regarding refunds.

Course Length	80% Refund	40% Refund
1 week	no refund	no refund
2 week	1 st day	2 nd day
3 week	1 st -2 nd day	3 rd day
4 week	1 st -2 nd day	3 rd -4 th day
5 week	1 st -3 rd day	4 th -5 th day
6 week	1 st -3 rd day	4 th -6 th day
7 week	1 st -4 th day	5 th -7 th day
8 week	1 st -4 th day	5 th -8 th day
9 + weeks	1 st -5 th day	6 th -9 th day



GRADUATION REQUIREMENTS

In addition to completing the General Education requirements, all students seeking an associate degree must meet the graduation requirements specific to their degree program. Credit hours and course requirements vary among the degree and certificate programs offered by NMC. Degree programs include course work in the following areas: core course requirements, General Education requirements, program requirements, and electives. See department offerings for specific credit and course requirements.

Minimum Grade Point Average A minimum cumulative GPA of 2.0 is required in order to be considered for graduation. Courses below the 100 level will not meet graduation requirements. Nonpayment of financial obligations may cause diplomas and/or certificates to be withheld.

Required Core Courses

Degree candidates must complete the following core courses with a “C” grade or better:

1. English Composition (EN 101)
2. Mathematics (MA 132 or higher)
3. Fundamentals of Speech Communication (CO 210)
4. Health (HE 150 or higher)
5. Current Issues in the CNMI (SO 297)

Minimum Residency Requirement

Associate degree or certificate candidates must complete at least the final 12 semester hours of credit at NMC. This residency requirement may be waived with cause.

Filing Petitions for Graduation Candidates for certificates or degrees must file a Petition to Graduate with the Office of Admissions and Records. The deadline to petition to graduate and to participate in the

Spring Commencement Exercises is the last workday of the previous December. The deadline to petition to graduate and to participate in the Fall Commencement Exercises, if any, is the last workday of the previous May.

Graduation Clearance Candidates must obtain clearances from the Library, Bookstore, and Finance Office relative to the status of their accounts during the term when all the academic requirements for certificates and degrees are to be completed.

Graduation Honors and Awards Honors are awarded to graduating students in a degree program with cumulative GPAs as follows:

- Cum Laude 3.50 - 3.74 cumulative grade-point average
- Magna Cum Laude 3.75 - 3.95 cumulative grade-point average
- Summa Cum Laude 3.96 - 4.00 cumulative grade-point average

A student’s GPA at NMC will, at any point in time, be based solely on courses taken at NMC. The graduating student in a degree program with the highest cumulative GPA will receive an Academic Achievement Award.

Student Leadership Award The Student Leadership Award is given to a graduating student in a degree program who has demonstrated leadership on campus and has manifested the potential to become a leader in the local community and in the CNMI. To be eligible for the Student Leadership Award, a student must have earned at NMC at least half the total number of credit hours required for graduation.

Graduating students submit the names of proposed candidates for the Student Leadership Award. A committee chaired by



the Dean of Student Services selects the recipient of the Student Leadership Award.

Commencement Exercises After applying and being accepted as candidates for graduation, it is expected that students will attend the Commencement Exercises. Should candidates be unable to participate in the Commencement Exercises for reasons beyond their control, they may indicate on the Petition to Graduate Form their request to receive their certificates or diplomas in absentia.

Please note that after application and acceptance as a candidate for graduation, the notation of certificate or degree will appear on the transcript for that term when all requirements have been met.

Diplomas, however, are distributed only at the time of the Commencement Exercises. Only those candidates who have completed all applicable requirements are permitted to participate in the Commencement Exercises.

DEGREE REQUIREMENTS

The Associate in Arts degree is designed to provide a balanced educational foundation in academic areas, and to prepare students for transfer to a four-year college or university. The College currently offers the Associate in Arts degrees in Liberal Arts and Business.

Candidates for the Associate in Arts degree must:

1. Meet all general graduation requirements;
2. Successfully complete all core courses;
3. Meet General Education requirements by successfully completing at least 24 credits of course work in the fine arts, humanities, biological and physical sciences, social sciences, and physical education, as specified by the program;

4. Meet the resident course load requirement of at least the final 12 semester hours of credit completed at NMC; and

5. Successfully complete a specified minimum number of elective credits selected in consultation with an academic advisor.

The Associate in Science Degree is designed to provide a balanced educational foundation in academic areas with additional emphasis in scientific fields, and to prepare students for transfer to a four-year college or university. The College currently offers the Associate in Science degree in Nursing and in Natural Resources Management.

Candidates for the Associate in Science degree must:

1. Meet all general graduation requirements;
2. Successfully complete all core courses;
3. Successfully complete the General Education course requirements of their specific program;
4. Meet the resident course load requirement of at least the final 12 semester hours of credit completed at NMC; and
5. Meet all other requirements of their specific program.

The Associate in Applied Science Degree requires concentrated course work in an occupational field. The College currently offers the Associate in Applied Science degree in three program fields and three subfields: Business Administration (Accounting, Business Management, and Computer Applications), Criminal Justice, and Hospitality Management.

Candidates for the Associate in Applied Science degree in any of the above programs must:

1. Meet all general graduation requirements;
2. Successfully complete the core course and General Education course requirements of their specific program;
3. Complete a program of approved course work in the relevant field of applied science;
4. Meet the resident course load requirement of at least the final 12 semester hours of credit completed at NMC.

See Bachelor of Science in Elementary Education Degree for further information.

Certificate Requirements Some programs award certificates of Completion, Achievement, and/or Endorsement to students who completed a prescribed course of study in an occupational field, and maintained a grade point average (GPA) of at least 2.0.

Students seeking a Certificate of Completion, Achievement, or Endorsement must:

- Successfully complete the required course work;
- Meet the resident course load requirement of at least the final 12 semester hours of credit completed at NMC; and
- File the appropriate Petition to Graduate form with the Office of Admissions and Records no later than the announced deadline date prior to Commencement.

Determining Applicable Catalog Students maintaining continuous enrollment at Northern Marianas College may graduate according to the requirements in the catalog in effect at the time of initial enrollment or according to the requirements in any single catalog in effect during subsequent terms of continuous enrollment.

A semester in which a student earns course credit will be counted toward continuous enrollment. Non-credit courses, audited courses, failed courses, or courses from which the student withdraws do not count toward the determination of continuous enrollment for catalog purposes.

Students who do not enroll for two consecutive semesters are no longer considered continuously enrolled, and must meet the requirements in the catalog in effect at the time they returned or in any single catalog in effect during subsequent terms of continuous enrollment thereafter.

To meet the requirements of continuous enrollment, students are not obligated to enroll and earn course credit during summer terms, but summer enrollment may be used to maintain continuous enrollment status. Students admitted or who return after an absence during a summer term must follow the requirements in the catalog in effect in the following semester or in any single catalog in effect during the subsequent terms of continuous enrollment.

10 THINGS TO DO BETWEEN CLASSES

1. Drop by the library to pick up or return a book.
2. Review your notes for your next class
3. Grab a cup of coffee.
4. Browse in the NMC Bookstore
5. Chat with friends you meet along the way
6. Relax with some deep breathing exercises
7. Read a book for pleasure
8. Explore the campus
9. Start your to-do-list for tomorrow
10. Think about your future -go for it.



FINANCIAL AID INFORMATION

The Financial Aid Office at NMC assists those students who can benefit from higher education but who may have difficulty attending NMC without financial help. All financial aid is administered in accordance with Federal and State policies and procedures. It is our belief that the family has the primary responsibility for assisting the student in meeting their educational costs, and financial assistance is available to fill the gap between the family and/or student's contribution and the student's costs of education.

Several types of financial aid are available to NMC students including grants, scholarships, and campus-based programs such as the Federal College Work Study Program. For information and assistance on how to apply for financial aid, visit the Financial Aid Office in Building N, Room 2.

FEDERAL FINANCIAL AID

The following are types of financial aid from the United States Federal Government that are available to eligible NMC students.

Federal Pell Grant is a federally funded program providing \$976 – \$5,350 (2009-2010 award year) to students with financial need and is the first source of assistance to the students. Generally, Pell Grant awards are given to undergraduate students pursuing an associate or bachelor's degree. The amount of money you are awarded will depend on your Expected Family Contribution (EFC), cost of attendance, whether you are a full-time or part-time student and whether you attend school for a full academic year or less.

Federal Supplemental Educational Opportunity Grant (FSEOG) is a federally funded program that provides grants to undergraduates who demonstrate exceptional financial need. This aid is intended to supplement the Pell Grant. Awards are made on a limited basis to students with exceptional financial need.

Federal College Work Study (FCWS) is a program designed for students enrolled at least half-time and who demonstrate financial need. Your total award depends on your cost of attendance, your level of need, and the funding level of the school. Job placement is done through the Financial Aid Office under the auspices of the Division of Student Services.

U.S. Army Reserve Tuition Assistance Numerous branches of the U.S. Armed Forces provide financial assistance to their personnel and their dependents, as well as to Reservists. One of these programs is the U.S. Army Reserve Tuition Assistance which pays up to 100% of the tuition and fee costs for an Associate, Bachelor's, or Master's degree. It also applies to vocational or technical certificate programs from an accredited educational institution. Not all military services provide the same benefits though. You must contact your Branch Educational Officer for more information.

Veterans Educational Assistance Benefits Program (i.e. GI Bill) The college is approved for veterans' benefits. A wide range of educational benefits is available to those who have served in the U.S. military, and some of these benefits may be extended to their dependents. Counseling regarding eligibility is available either at the Financial Aid Office or at the Veteran's Administration Office on Saipan. Veterans must comply with established Office of Admissions and Records and Financial Aid Office policies in order to receive benefits, and must meet established standards of academic progress. The Financial Aid

Office has information about the application forms for specific benefits available to veterans and their dependents.

College Access Challenge Project (CACP) Scholarship The CNMI CACP is a need-based financial award to low-income high school juniors, seniors and first-year college students who have been accepted into the CACP Program. The purpose of the CACP Scholarship is to assist recipients with the costs associated with college enrollment.

OTHER SCHOLARSHIPS

In addition to the Pell Grant, the Financial Aid Office announces scholarships that various governments (such as the CNMI), organizations, countries, and schools send to our office. To inquire about the most recent scholarship announcements, please call the FAO at 234-5498 ext. 1525/1526 or visit our office in Bldg. N, Room 2. Scholarship announcements are posted in front of FAO as well as around campus, announced in the PROA (NMC newsletter), posted on the NMC website, and/or announced via email to NMC faculty, staff, and students.

CNMI Scholarship is a local financial assistance made available to eligible students. For more information and to apply, contact the CNMI Scholarship Office at telephone (670) 664-4750/1, or you may visit their website at www.cnmischolarshipoffice.com.

Saipan Higher Education Financial Assistance (SHEFA) Scholarship is a local financial assistance offered by the Municipality of Saipan, Office of the Mayor. This assistance is available to qualified residents of Saipan (inclusive of the Northern Islands) through a supplementary financial assistance, upon availability of funds. For more information and to apply, contact the SHEFA office at (670) 233-5995, or you may visit their website at www.saipanshefa.com.

Micronesian Region of Different Island State's Scholarship There are state scholarships available or offered through each of the various government entities of the Freely Associated States of Micronesia, Republic of Belau, and Republic of the Marshall Islands. However, the Financial Aid Office does not process these aids. Interested students from these areas may pick up an application at the Financial Aid Office, but must mail their applications directly to the address indicated on the form.

NMC BOARD OF REGENTS SCHOLARSHIP

The NMC Board of Regents Scholarship is awarded to students to (1) promote higher education by providing financial assistance for college students in their pursuit of professional careers; (2) to help alleviate the critical current and future shortage of skilled and trained workforce for the CNMI; (3) to provide current public and private sector employees with opportunities to improve their knowledge and skills, and enhance their career and professional development. Interested students may pick up an application at the Financial Aid Office.

NMC FOUNDATION SCHOLARSHIP

The NMC Foundation Scholarship is awarded to students to (1) promote higher education by providing financial assistance for college students in their pursuit of professional careers; (2) to help alleviate the critical current and future shortage of skilled and trained workforce for the CNMI; (3) to provide current public and private sector employees with opportunities to improve their knowledge and skills, and enhance their career and professional development. Interested students may pick up an application at the Financial Aid Office.

TAN SIU LIN SCHOLARSHIP

The Tan Siu Lin Scholarship is awarded to students to (1) promote higher education by providing financial assistance for college students in their pursuit of professional careers; (2) to help alleviate the critical



current and future shortage of skilled and trained workforce for the CNMI; (3) to provide current public and private sector employees with opportunities to improve their knowledge and skills, and enhance their career and professional development. Interested students may pick up an application at the Financial Aid Office.

BUSINESSWOMAN OF THE YEAR SCHOLARSHIP

The Businesswoman of the Year Scholarship is intended to promote higher education by providing financial assistance for college students in their pursuit of professional careers. “The Businesswoman of the Year Scholarship Program” will award scholarships to deserving full-time or part-time University of Guam (UOG), Guam Community College (GCC), and Northern Marianas College (NMC) students each semester applied for and registered. The scholarships will be awarded based on merit, eligibility, the written essay, and financial need. Interested students may pick up an application at the Financial Aid Office.

Government Employees Professional Development Assistance Program (GEPDAP)

The GEPDAP program is geared to provide professional development for qualified government employees who could receive up to 50% off of their tuition. Fees, books, and supplies are not discounted. Program benefits are applicable to regular NMC courses only. Benefits do not apply to Community Programs courses, Outreach Programs, Specialized training, proposals, and Memorandum of Understanding/Agreements or other approved contracts. Qualified government employees are those who do not qualify for any grants or scholarships. Qualified candidates must bring a copy of their employment verification to show proof of employment in the government. All candidates must be admitted to NMC in an approved degree program. All payments must be made in accordance with Finance Office policies.

AWARDS

Completed applications are generally processed within a three-month time period. Students who are eligible for financial aid will be notified by mail of the type and amount of the awards as soon as possible after the College has received its federal allocations of financial aid funds. Normally financial aid checks are disbursed once per semester. The Pell Grant is awarded twice during each school year (fall and Spring). There are no awards for Summer Sessions. Please contact or visit the Financial Aid Office for more information.

SATISFACTORY ACADEMIC PROGRESS (SAP)

Students receiving financial aid are required to maintain satisfactory academic progress in their course of study. Academic progress is defined using both a qualitative and quantitative measure. The qualitative academic progress is assessed by the grade point average achieved at NMC; the quantitative academic progress is measured through the number of semester units satisfactorily completed. Financial aid progress standards are in addition to the college’s Academic Standards, which apply to all students. All students applying for Federal financial assistance are subject to SAP evaluation of their transcript regardless if they received aid or not for a particular term(s). This is in accordance with Federal rules and regulations. Academic progress for financial aid recipients is assessed according to the Satisfactory Academic Progress Policy Standard described below.

1. Maintain a term and cumulative Grade Point Average (GPA) of at least 2.0 on a 4.0 scale, and
2. Complete at least 75% of the number of credits taken each semester (Ws and UWs will be counted against the student).

Transfer credits from another institution will be included in the calculation of your cumulative GPA, which is used in determining your academic status for federal aid at NMC. If you fail to earn the minimum credit hours for the required term of enrollment, you will be given up to two semesters to make up the deficit credit hours.

FINANCIAL AID PROBATION AND SUSPENSION

Students who fail to meet any of the above criteria for any one semester will be placed on financial aid probation. A student on probation may continue to receive Federal aid during the probationary period, but must give evidence of satisfactory academic progress by the end of the probation period. Two consecutive semesters of financial aid probation will subject the student to suspension from financial aid and thus will not be eligible for financial aid in subsequent semesters until they make up the deficient credits and/or term and/or cumulative GPA.

APPEAL PROCESS

Students who are denied aid due to lack of “Satisfactory Academic Progress” or have not completed their degree objectives in the maximum time frame must petition to the Financial Aid Program Officer. The appeal shall be in writing and must be submitted to the Financial Aid Office no later than 30 days from date posted on the denial notice explaining in detail the specific reasons which contributed to the lack of progress, documentation to substantiate the student’s statement, and an outline of what steps the student plans to take to ensure academic progress if the student is reinstated. Students will be notified in writing of the

decision no later than 15 working days after review of the documents submitted.

Students may appeal the Financial Aid Office’s decision by submitting copies of their appeal and the Financial Aid Office’s decision to the Chief Financial and Administrative Officer and the Dean of Student Services. Students may appeal their decision to the NMC Fairness Committee. (See Appeal Procedure Policy on page 74 of the College Catalog.)

Appeals may be made based on one or several of the following reasons:

- A death in the immediate* family
- Serious injury or illness of the student or a member of the immediate* family.
- Improvement sufficient to meet required standards in hours and/or GPA while attending a subsequent semester at student’s own expense.
- Special circumstances to be reviewed on a case-by-case basis. (Students on Financial Aid Probation who have not attended college for at least one calendar year may appeal based on change of circumstances).

*Immediate family members are father, mother, sister, brother, grandfather, grandmother, and child/children.

A student whose appeal is granted will be reinstated on Financial Aid Probationary status.

A student on Financial Aid Suspension whose appeal is denied may attend NMC at his/her own expense.



STUDENT LIFE

STUDENT GOVERNMENT

Campus Location: Building J
Phone: 670.234.5498, ext. 1252

Associated Student of Northern Marianas College (ASNMC) is the official student body government of the Northern Marianas College. ASNMC is a student-driven advocacy group founded on the principles of unity, leadership, and service that strives for student issues and concerns on campus.

ASNMC was chartered on September 12, 1986, pursuant to NMC Board Policy 5007 Student Services and Governmental Affairs. After one year of its charter, ASNMC then implemented the first student focus planning committee that ratified the ASNMC constitution to include the establishment of the first student internal clubs and requested the board to include a non-voting member to the board of regents. Currently the ASNMC student government has chartered over 30 clubs in the past with membership application for club organization increasing every fall semester.

The ASNMC consists of a cooperative and student-driven governance body that shapes the core of student leadership. Its executive cabinet comprises four students who are elected at large by the student body and serve a two-year term in office. The positions are the President/Student Regent, Vice-President, Secretary, and Treasurer, and finally the collective governing body of club representatives that formed the Interclub Council as the main advisory council to the executive cabinet.

Past successes for ASNMC include co-chairing the 2006-2008 college Charter-Day, hosting numerous forums for CNMI-wide

issues, and actively participating in the College's governance meetings. ASNMC officers are members of the College's internal governance bodies that shape the college's views on student's perspectives and concerns. The organizations are the Board of Regents, College Council, Recruitment Committee, Graduation Committee, Charter Day Committee, Budget and Finance Committee, and Council of Presidents. ASNMC is dedicated to one cause: maintaining and improving the quality of education and student life on campus.

ASNMC was instrumental in student-related functions during the fall of 2007 by showcasing numerous student talents and cultural displays in the annual International Education Day celebration. ASNMC has continuously worked in partnership with the Office of Student Activities and Leadership (OSAL) in developing a Student Affairs Committee that supported all ASNMC functions and sponsored events. This committee was the driving force behind the 2008 Charter Day Celebration Planning Committee.

The Members of ASNMC will resume regularly bi-weekly meetings in the Student Center Conference Room in Building J with the exception of announced Mobile Meetings. Meetings are open to the public.

For more information please contact the ASNMC Staff 234-5498 ext. 1251/1253 or email: asnmc@nmcnet.edu.

STUDENT ACTIVITIES AND LEADERSHIP

Campus Location: Building J
Phone: 670.234.5498, ext. 1251

GETTING INVOLVED

Office of Student Activities and Leadership--Want to Get Involved?

The Office of Student Activities and Leadership(OSAL) provides all inclusive programs, events, activities and services that enhance the student experience, support student organizations, encourage active citizenship, improve student life, promote social and cultural diversity, develop student leaders and generate community.

OSAL is dedicated to enriching the student learning experience by providing activities that develop leadership qualities, character, responsibility, positive work ethics, and teamwork.

Some of the various educational activities initiated by OSAL and the Associated Students of the Northern Marianas College (ASNMC), and NMC faculty and staff members include:

- Welcome Week
- Monster Mash
- International Education Week
- Movie Days
- Involvement/Information Fairs
- Debates
- Forums
- Sporting Events and Tournaments
- Musical Performances
- Student Workshops and Presentations

If you are an active student who would like to join OSAL or our Student Activities and Planning Committee (SAPC) or would just like more general information about student activities and opportunities, please contact the OSAL office at (670) 234-5498 ext. 1253/2/1.

The Office of Student Activities and Leadership (OSAL), in coordination with the ASNMC Student Government and various departments, faculty, and staff, promotes student activities that enhance personal, cultural, social, recreational, and leadership skills. Students at NMC are highly encouraged to participate in student activities to attain a well-rounded college education and to add to their overall college experience. Some of the wide array of student activities offered includes debates, sporting events and tournaments, musical and dance performances, and student workshops and seminars.

STUDENT CLUBS

Students may join or establish a wide variety of clubs, organizations, and groups on campus. Club membership is an excellent way to meet other students who share the same interests. Students interested in forming a new club, or those who would like information on existing clubs on campus, should contact the ASNMC Student Government or the Office of Student Activities and Leadership.

2010-2011 Registered Student

Organizations:

Proa Music Society (PMS)
Micronesia Club
Student Achieving for Excellence (SAFE)
Environmental & Natural Resources Organization (ENRO)
Upward Bound Club
Saipan Gospel Fellowship
Chamorro Club
Nursing Club
Phi Theta Kappa

HONOR SOCIETY: PHI THETA KAPPA

Phi Theta Kappa, the national community/junior college honor society, recognizes student academic excellence and leadership potential and gives members the



opportunity for involvement in leadership, travel, and campus and community service activities. An annual Honors Institute is held each June at university campuses around the nation. The honors theme is reflected in programs developed by the various chapters. Students must have a 3.5 grade-point average to be eligible for Phi Theta Kappa membership.

Criminal Justice Student Organization

CJSO is committed to educating students from all walks of life. They are also committed to inspiring students to achieve the highest standards of intellectual and personal development by providing student support and guidance to succeed within a caring, respectful, and multicultural environment. They are also committed to instill in each student a desire to learn by taking appropriate risks, and accepting challenges central to that commitment is the belief that learning is a continuous, expanding process that does not end when one graduates from high school or college, or attains a successful career, but a pursuit of intellectual and personal growth.

Legendary Guild

The Legendary Guild is a non-profit student organization with the purpose of promoting NMC's Academic Library and bringing together the students of NMC with the people of the CNMI.

Upward Bound Student Organization

The purpose of the Upward Bound Student Organization is to promote, organize and recognize NMC/UBP's affairs in a positive way providing moral, academic, leadership and

financial support – which would strengthen leadership and social skills.

NMC Nursing Club

The purpose of the NMC Nursing Club is to organize activities and fundraisers for nursing and pre-nursing students to engage in for the benefit of the nursing students, the community, and members of the NMC family through health education and awareness, disease prevention, and exposure and interaction.

Registering your organization

All clubs must renew their application every semester. Until a group is registered, it cannot operate on behalf of the Northern Marianas College or take advantage of any privileges granted to registered NMC student organizations. Applications may be picked up at the Office of Student Activities and Leadership (OSAL) or the office of the Associated Students of the Northern Marianas College (ASNMC) student council office. To be officially registered as a group, each organization must:

1. Fill out the application form completely.
2. Submit a set of bylaws for their respective organizations. A sample outline is provided with the application.
3. Provide a semester or yearly calendar of events.
4. Elect club officers and have at least one advisor.

Once a club submits these requirements, their application will be reviewed by OSAL, ASNMC, as well as the Dean of Student Services. Upon approval, these clubs will receive a certificate of charter, and only then shall the organizations be recognized as an official NMC student organization.

Registration Privileges

Student organizations officially recognized at NMC is entitled to the following privileges:

1. Use of NMC name and logos.
2. Use college campus facilities.
3. Banking services provided by the NMC Finance Office.
4. NMC website space.
5. Access to publicizing events on NMC Campus.
6. Participation in NMC-wide events such as Charter Day.
7. Ability to hold fundraisers and other student-related activities on campus.
8. A seat in the Interclub Council, the official headquarters for all student organizations.
9. Advise and consultation from OSAL, ASNMC, and many other college departments and programs.

Expectations for organizations:

As a chartered organization, student clubs must meet the following expectations:

1. Abide by the policies set forth by NMC.
2. Raise funds off-campus activities in line with NMC policies and only with prior ASNMC or OSAL approval.
3. Organize club activities only with prior ASNMC or OSAL approval.
4. Be present for all meetings arranged by the Interclub Council (ICC).
5. Submit minutes and agendas for all meetings held.
6. Provide a quarterly financial report to the ICC Treasurer and/or after a fundraising event.
7. Register every semester with the OSAL and ASNMC office.

8. Consult early with the appropriate departments when large, unusual, or potentially risky activities are planned.
9. Promote cultural diversity.
10. Promote development of student leadership and community service.

Group Misconduct

In accordance with NMC student organizations policy, a club is at risk for losing their charter if they engage in the following misconduct. Alleged misconduct and violations of college policies and practices are forwarded to the Office of the Dean of Student Services for review. Such misconducts include:

1. Committing a criminal offense.
2. Violation of event policies, including campus disruption.
3. Promotion of drugs, sex, violence, and other criminally offensive behaviors.
4. Financial mismanagement
5. Use of NMC campus for non-club events.
6. Assault and other actions resulting injury to others.

PROA NEWSLETTER

PROA news is the official newsletter of the Northern Marianas College. The purpose of the newsletter is to provide timely and relevant NMC news and information to students, faculty, staff, and the community. It is published by the Office of Institutional Advancement's Marketing and Public Relations Office. It is distributed via email to all students, NMC employees, and members of the community on Mondays.

To receive PROA news, please send an email to pr@nmcnet.edu with your name and email address.



STUDENT CENTER

The NMC Student Center is considered home to many NMC students. It's the place to meet old and new friends and take part in a game of billiards, darts, table tennis, chess, checkers, or cards. You can also relax and watch TV or DVD movies in surround sound in the theatre room, or surf the Internet in the computer room. The NMC Student Center is where most student activities and events take place. Students may reserve the Student Center for special events by submitting a request to the Office of Student Activities and Leadership.

STUDENT EMAIL

New Students will have to sign-up for an email address during registration. If he or she was unable to obtain their student email address during the registration process, student must visit the Computer Lab Supervisor's Office located in Building W to obtain one. New Students must present their registration forms to the Computer Lab Supervisor as proof of their enrollment status. If you have any further questions, please feel free to contact the Computer Lab Supervisor at extension 2351.

Student Email for Official Correspondence with Students

NMC Student Email serves as a tool for official college communication with NMC students. Official email communication serves both the academic and administrative needs of the college. The college has the right to expect that such communication will be accessed and read in a timely fashion.

Student Responsibilities Regarding Use of Email

Students are expected to access and read their email on a regular basis to stay current with College-related communication. Students have the responsibility to perform routine maintenance of their email account content to avoid exceeding maximum storage limits. Students also have the responsibility to recognize that certain communication may be time-critical. "I didn't check my email", error in forwarding mail, or email returned to the College with "Mailbox Full" or "User Unknown" are not acceptable excuses for missing official College communication via email.

NMC Website

The NMC Website (www.nmcnet.edu) is one of the most dynamic and relevant sources of information for students, staff, faculty and for community members. The site is updated daily and contains the latest information about upcoming events, program information, emergency announcements, campus activities, career opportunities, scholarship availability, and other important announcements. Visit the website to download application forms, scholarship documents, requests for transcripts, class schedules, and more. There are also useful links to other sites including student email, the NMC Online portal, and helpful library and research resources.

STUDENT DIRECTORY INFORMATION

Student names and email addresses are designated as "Public" or "Directory" information and may be used in the NMC Student Email Directory. Students have the right to restrict disclosure of ANY or ALL of this information. A form for the purposes of restricting directory information is available to students from the Registrar's Office. Northern Marianas College assumes the failure on the part of any student to

specifically request the withholding of public information indicates individual approval for disclosure.

beverages are available at the NMC Snack Bar on the Saipan campus.

STUDENT IDENTIFICATION CARDS

NMC students are required to purchase and carry an NMC identification card as proof of student enrollment. I.D. cards are issued to new students during their registration period for a one-time fee of \$5. Students must pay at the Finance Office and obtain a receipt for all new student ID. Students are required to show proof of enrollment by bringing their registration forms and a valid photo I.D. upon new or renewal for student ID. There is a \$5 replacement fee for lost I.D. cards. Student I.D. cards are issued at the NMC Career Center in building I. Students must obtain an enrollment validation sticker from the NMC Career Center in building I upon enrollment each term to avail of services on campus. Validation stickers are free of charge. NMC students may qualify for discounts on airfare and purchases at local business upon presentation of their student I.D.s

AUXILIARY SERVICES

BOOKSTORE

The NMC Bookstore carries textbooks, school supplies, magazines, paperback books, and casual clothing items. The Bookstore is open from 8:00 a.m. to 6:00 p.m., Monday through Friday, with expanded hours during the semester when classes start.

SNACK BAR

Hot lunches, sandwiches, soba, fresh fruit, local treats, other snack items, and

HOUSING

NMC does not provide student housing. All available housing is located off-campus. Students may inquire with the Dean of Student Services for a recommendation of housing available on Saipan or in the vicinity of the As Terlaje campus. There are numerous housing options available ranging from single rooms in apartment/hotel complexes to 2 and 3 bedroom houses. Students are responsible for finding accommodations and negotiating lease/rental rates on their own.

OFF-CAMPUS HOUSING

There are various listings for temporary & permanent accommodations, with prices and locations, if you need a place to stay while you are a new or current student at the Northern Marianas College. Besides the convenience of living close to campus and campus resources, students have the opportunity to participate in a wide variety of social and educational programs, meet people from different cultures and backgrounds, make lifelong friends, have fun, and help influence the character of their living environment.

For most of the living accommodation locations, they are very affordable rent which includes cable TV service, Ethernet and wireless access, all utilities, and local telephone service. Apartments and Hotels within half to one mile radius of the Northern Marianas College are as follows:

Riviera Hotel (670)-235-0850

Fina Sisu Terraces (670)-235-6527

Fina Sisu Housing (670) 234-6445



Stanford Resort Hotel (670) 235-8500
Benavente Apartments (670) 288-4810
D & H Apartments (670) 287-2387
ELCA Townhouse Apartments
(670) 288-2340
The Valley Inn (670)-234-7018
Kannat Gardens 670)-234-5849

OTHER RESOURCES FOR OFF-CAMPUS HOUSING

CNMI Phone Book
www.cnmiphonebook.com

Marianas Variety News Paper
www.mvariety.com

Saipan Tribune News Paper
www.saipantribune.com

A-1 Real Estate (670)-233-1144
www.saipanservices.com

Realty Management Services
(670)-235-6527 www.rmssaipan.com

TRANSPORTATION

Carpools/Vanpools

Creating a great social network can have its transportation benefits. You can hitch a ride with fellow students that live around your residential area. Create schedules and manage time wisely to minimize transportation costs for three or more of your friends. Parking is limited and first-come, first served. (Hafa Adai Taxi & Transportation --670-285-8294).

Biking

Bicycling to NMC is easy. The paved roads and sidewalks create an easy way of travel. Purchase bicycles accessories from Costco or Bike Pro for special prices. If you would like to minimize costs and save money purchasing a bike is the way to go. Biking is eco friendly and is a great way to maintain top body condition and health during your college years here at the Northern Marianas College

Walking

With NMC's network of roadways, pathways, views, and location, students walk to campus. If purchasing an automobile, moped, or bicycle does not fit your current standards, walking to campus grounds may still fit your transportation needs. For close proximity of housing options can accommodate easy access to campus grounds by walking not more than a mile to class.

Parking

Parking is very tight at the Northern Marianas College. Parking permits are not necessary for it is first come first served basis here on campus. Parking is available surrounding the heart of the college for easy access to class buildings and campus activities.

GENERAL ASSISTANCE

Nutritional Assistance Program (NAP)

Program Caller Box 10007
Saipan, MP 96950
Tel: 1-670-664-2800
Fax: 1-670-664-2850

Community Guidance Center

P.O. Box 5000409
Saipan, MP 9690
Tel: 1-670-323-6580
Fax: 1-670-323-6580

Medicaid Office

P.O. Box 5000409
Saipan, MP 96950
Tel: 1-670-664-4890
Fax: 1-670-664-4885

Women Infant & Children (WIC)

P.O. Box 5000409
Saipan, MP 9690
Tel: 1-670-664-4084
Fax: 1-670-664-4069

Childcare Program

Caller Box 10007
Saipan, MP 96950
Tel: 1-670-664-2575
Fax: 1-670-664-2570

Office of Vocational Rehabilitation

P.O. Box 501521
Saipan, MP 96950
Tel: 1-670-664-3537
Fax: 1-670-322-6536

Micronesian Legal Services Corporation

P.O. Box 500826
Saipan, MP 96950
Tel: 1-670-234-7729
Fax: 1-670-235-6101

INSURANCE COVERAGE**Low-income opportunities:**

Medicaid Office (670)-664-4880

Medicaid is offered for low-income clients that cannot afford the typical private insurance company prices. With certain

requirement fulfillments and background information certain students may avail to receive Medicaid insurance.

OTHER INSURANCE PROVIDERS**Health Insurance:**

Calvo's Insurance Underwriters
(670) 234-5690

Stay Well Health Insurance (670) 323-4260

Life Insurance

Moylan's Insurance Underwriters
(670) 234-2489

Health Care

Common student health problems of students include, stress, weight gain, sports or activity related sprains, strains and injuries, sore throats, upper respiratory infections, and a variety of communicable diseases. We encourage students with chronic health problems to establish themselves with one primary care providers here in the CNMI. Please bring copies of pertinent records, immunizations, allergies, etc.

Health Care Resources:**Pharmacies**

For your prescribed medicinal needs you can find them at the following pharmacies:

Good Neighbor Pharmacies

PHI Pharmacy I (670)-323-5000
PHI Pharmacy II (670)-235-6170
PHI Pharmacy III (670)-323-5100

Brabu Pharmacy (670)-233-2668



Health Care Services

Marianas Health Services (670) 233-4646

Take Care Health Center (670)-235-0994

Commonwealth Health Center
(670) 234-8950

Saipan Health Clinic (670) 234-2901

Medical Associates of the Pacific
(670) 323-9000

Pacific Medical Center (670) 233-1613

Hardt Eye Clinic (670) 235-2030

Marians Eye Institute (670) 235-9090

Health Clubs

If you would like to maintain conditioned physique you can visit the local gyms that are offered on Saipan. Some include the following:

Gold's Gym (670)-233-4000
Curve's (670)-234-3733

PLACES TO EAT

On-Campus Dining

Campus recognized for their contemporary design and cuisine, NMC's Break Point Café offer some of the best food on or off campus. Cash and credit cards are accepted at the Break Point Café, off-campus dining, and convenience stores.

Off-Campus Dining

There are restaurants that offer delectable dining options for students of the Northern Marianas College. Dining options that are within one-mile to two-mile radius are listed below for your reference needs.

EAST OF CAMPUS:

Java Joes Café (235-5098)
Convenient Stores (Twins, Joeten Dandan, Happy Market)

WEST OF CAMPUS:

Joeten Super Store
Pizza Hut (235-9333)
Tony Romas (233-9193)
McDonalds

SOUTH OF CAMPUS:

Convenient Stores (Super Fresh Market, Payless, Joeten Susupe)
KFC
Taco Bell

Student Lounge and Study Areas

Convenient places to chat, relax, and even study. Situated in various areas of the college, NMC student lounge areas are established to give the students comfortable environment which serve as meeting places for exchanging ideas, asking questions, creating community, and sharing enthusiasm. The Student Lounge provides an exciting ambience to the college. Students have an option to reserve certain areas on campus which include certain classrooms and conference rooms which are listed below:

Student Center Conference Room
Building A & D1
Snack Bar Conference Room
English Lab/Building M
Counseling Center (Bldg I)
Career Center (Bldg I)

Students must contact respective offices for reservation of conference rooms and contact Office of Academics and Programs for reservation of classrooms.

The Educational Enrichment Center (English Lab) provides academic services to students that are registered in any of the ELI or Developmental English classes. Among the services provided will include tutorial

services, Instructional Support, and Equipment usage.

Computer Resources

(1) Access levels and locations of computers/labs available to students: Northern Marianas College has one Open Student Computer Lab. The Lab is located on the first floor of Building V Room 108. It is available Monday through Friday, 8:00a.m.--8:00p.m., and on Saturday from 8:00a.m.--12:00 noon. The Lab is closed on legal holidays except during semester final exams week and Spring Breaks. The Lab is closed in between semesters for preventive maintenance.

(2) Software and staff support available for student computing needs: (i.e., media technology assistance with video editing, etc.) Students may seek assistance from the Information Technology – Media Services Unit for help with video editing and support. All raw materials (video footage, voice, etc...) must be provided by the students. Students must also provide his or her supplies for making final copies of finished products. Please schedule an appointment with the Media Services Unit. They can be reached at extension number 1835 or via email to jamesd@nmcnet.edu. The Open Student Computer Lab is equipped with the latest version of Word Processing, Spreadsheet, and other basic software programs. For other resources, please contact the Computer Lab Supervisor at extension 2351 for assistance.

(3) Locations on campus where students are able to print copies of work/research. Students can print copies at the Student Open Computer Lab located in Building V Room 108. Each student is required to present his or her student ID before using the resources available at the Lab.

(4) Rules, regulations, policies that guide student use and access to computers and related resources: The college has implemented a computer network with a

connection to the Internet to facilitate communication and sharing of data, enhance the academic environment, and improve access to information and resources. To facilitate that end, the following procedure is established for the use of NMC's Computer system by students and guests of the college in the form of Computer Practices and Use Guidelines.

(5) Availability of wireless and other technology that is accessible to students: NMC provides students with access to Wireless Internet Access on campus 24 hours a day. This will allow students to access their web e-mail and do research on-line. Wireless access is available at the majority of the sites on campus.

Student Employment

The Career Center (located in building I) is a great resource for finding jobs and internships. The Career Center features listing for full and part-time jobs as well as internships. Applications are available at the beginning of every semester.

SAFETY AND SECURITY

At the As Terlaje Saipan campus, the Safety and Security Office is located in the Administrative Services Office in Building O-1. Security personnel are on campus 24 hours, seven days a week. The Safety and Security Office may be contacted by dialing extension 1911 from any telephone on NMC's system or at 234-5498 extension 1911 from any other telephone on or off campus. For police, fire, and medical emergencies, the CNMI Department of Public Safety (DPS) should be contacted by dialing 911.

Escort services to vehicles are provided upon request. To make a request, visit the Safety and Security Office or call extension 1911.



Any person or student who witnesses a criminal activity should immediately report it to the Safety and Security Office. Any activity observed that could result in harm to an individual, and any medical emergency or fire should be reported directly to DPS, then to the Safety and Security Office. If you are a witness to a crime, you are encouraged to provide the Safety and Security Office and DPS all information you have that may lead to solving the crime. It is your civic duty to report crimes.



THE STUDENT CONDUCT CODE

STUDENT REGULATIONS

As an academic community, the College places emphasis on individual responsibility. Maintaining an environment conducive to learning, scholarship, and the free exchange of ideas is considered essential to the mission of NMC.

STUDENT RESPONSIBILITIES

Having responsibilities toward themselves and others, NMC students are expected to behave in a manner that:

- Shows respect for the rights of others;
- Shows care and respect for NMC property and for the property of others;
- Preserves the social and academic atmosphere necessary for the goals of the College to be realized and;
- Demonstrates knowledge about NMC policies, regulations, program requirements, established deadlines, etc.

It is the responsibility of students to be informed about and to comply with the rules, regulations, and policies affecting their academic standing and life as college students. The ultimate responsibility for meeting academic deadlines, completing prerequisites, selecting appropriate courses, and fulfilling degree/certificate requirements rests with the student.

CLASS ATTENDANCE

Students are expected to attend all meetings of their classes, not only because they are responsible for material presented and discussed therein, but because active class participation by every student is frequently essential to ensure maximum benefit for all members of the class.

Absence from more than 10% of scheduled classes may be considered grounds for a failing grade in that course. Students who miss a class should report to their instructor upon their return to inquire about making up the work. Students who know in advance that they will miss class should inform their instructor prior to the absence, in order to be given upcoming assignments.

STUDENT RIGHTS REGARDING RECORDS

Concerning their academic records, NMC students have the right to

- Review the content of their records (this may include obtaining copies only when the student is not within commuting distance),
- Seek to amend their educational record; and
- “Opt Out” of the release of institutionally identified Directory Information.

Exercising the right to review the content of one’s academic records must be done by appointment during regular business hours. Procedures for challenging the contents of one’s academic records may be obtained from the Office of the Dean of Student Services. Students have the right to receive copies of their educational record for their review, without charge, only if they are not within commuting distance.



Students may call or visit the Office of Admissions and Records (OAR) to set an appointment to review the content of their academic records. Student records will be made available for the student's review in the office of the Registrar or the Director of Admissions and Records, but records may not be physically removed from OAR. Students must present a valid photo ID prior to review of their record.

Students may obtain copies of their Enrollment and Degree Certifications, Verifications, and Transcripts at the OAR. Students must present a valid photo ID upon request and pick-up of records. Students must pay all applicable fees.

Students may view the contents of their Student Advising file through appointment with their academic advisor.

STUDENT CONDUCT

In general, regulations governing student conduct at NMC are the same as those governing society at large. Though there is no rigid code of conduct at NMC, students are expected to maintain reasonable standards of behavior.

The sale, possession, or use of alcohol, or alcoholic beverages and of other than prescription drugs (controlled substances) is strictly prohibited on all NMC campuses.

Smoking or use of other tobacco products is prohibited on all college grounds, defined as all Northern Marianas College owned or leased properties and campus-owned, leased or rented vehicles. This includes but is not limited to all NMC sidewalks, parking lots, landscaped areas and recreational areas. This prohibition will also include all NMC-sponsored or sanctioned activities such as Charter Day, school trips, at lectures, conferences, meetings and social and cultural events held on school property or school grounds of NMC. Smoking is also prohibited in the interior of all buildings,

vehicles owned or operated by the NMC, and privately-owned vehicles when operated or parked on the grounds of the college.

Any student in violation of these prohibitions is subject to immediate dismissal from the College for one full year from the date of dismissal, and the student will automatically receive a failing grade in all courses. Should any student be caught with an illegal substance such as marijuana, crystal methamphetamine, etc., the College reserves the right to contact the proper law enforcement authorities and release the student's identity for formal investigation.

Betel nut chewing is not allowed on college grounds. Violation of this rule may result in suspension or dismissal from the College for one semester, and the student will automatically receive a failing grade in all courses.

ACADEMIC DISHONESTY

Academic dishonesty will not be condoned by NMC. Such dishonesty includes cheating and plagiarism (examples of which are given below), which may result in suspension or dismissal from NMC.

Cheating includes, but is not limited to, giving or receiving unauthorized help during an examination, obtaining unauthorized information about an examination before it is administered, using inappropriate sources of information during an examination, altering the record of any grade, altering answers after an examination has been submitted, falsifying any official College record, or misrepresenting facts in order to obtain exemptions from course requirements.

Plagiarism includes, but is not limited to, satisfying any academic requirement by submitting any document that has been copied in whole or part from another individual's work without identifying that individual; neglecting to identify as a

quotation a documented idea that has not been assimilated into the student's language and style, or paraphrasing a passage so closely that a reader is misled as to the source; submitting the same written or oral material in more than one course without obtaining authorization from the instructors involved; "dry labbing," which includes (a) obtaining and using experimental data from other students without the express consent of the instructor, (b) utilizing experimental data and laboratory write-ups from other sections of the course or from previous terms during which the course was conducted, or (c) fabricating data to fit the expected results.

Students found guilty of academic dishonesty, including cheating and plagiarism, shall be liable to suspension or dismissal from NMC. A student may request to challenge the infraction charged against him/her. The Office of the Dean of Student Services addresses all student misconduct.

CHANGING STUDENT GRADES

The Northern Marianas College (NMC) recognizes the prerogative of each faculty member to set performance standards for a course, and to apply these to individual students. While the College stands ready to correct demonstrable injustices to students, it holds that the instructor's judgment at the time the original grade was assigned is generally more reliable than a later reconsideration of the matter. Except as indicated below, a change of grade may be made only in the case of a clerical or other administrative error.

The definition of a clerical error is an error in calculating or recording the grade by the instructor or by an assistant. A change of grade may not be made as a re-judgment or an afterthought.

In order to be accepted by the Office of Admissions and Records (OAR), a grade

change because of clerical error or other administrative error, must be approved by the instructor.

A Change of Grade Memorandum form must be completed and signed by the instructor and submitted to the Office of Admissions and Records.

All appeals for a change of grade other than those from clerical or administrative errors must be filed with the Grievance Fairness Committee and must be initiated by the student within **90 working days** of the grade being issued by the instructor.

The Grievance Fairness Committee must begin addressing appeals within 15 working days of the appeal being filed. The committee must complete its investigation and issue its decision to the Dean of Student Services within 60 working days.

An appeal form is available in the offices of the Dean of Student Services and the Dean of Academic Programs and Services.

ACADEMIC PROBATION AND SUSPENSION

The purpose of the Academic Probation and Suspension policy is to ensure that careful consideration is given to the needs of every student experiencing difficulty with academic work. In all matters relating to this policy, it shall be the responsibility of the Dean of the student's program to ensure that the basic philosophy and the mission of the College are being observed. This responsibility includes all steps necessary to ensure that each student is given the advantage of all services available in the student's attempt to become academically successful. The minimum acceptable GPA at NMC is a 2.00 GPA in 100-level or above courses.

A student on academic probation normally should not enroll for more than 12 credit



hours. However, the student's advisor will determine the number of credit hours enrolled in by any student on probation.

A student will be placed on academic probation at term's end for either of the following reasons:

The current term GPA is below the minimum acceptable at NMC; or
The cumulative GPA is below the minimum acceptable at NMC.

If a student's current GPA at the end of the probationary term is again below the minimum acceptable, but the cumulative GPA is the minimum acceptable or above, the student may register for another probationary term. Moreover, if a student's term GPA is the minimum acceptable or above, but the cumulative GPA is below the minimum acceptable, such a student may also register for another probationary term. Probation is lifted when both the term and the cumulative GPAs rise above the acceptable minimum level, namely 2.00 GPA on 100-level or above courses. If the student's term GPA and cumulative GPA at the end of the probationary term are below the acceptable minimum, the student will be suspended from NMC for one full term.

READMISSION AFTER SUSPENSION

After one term of suspension a student may apply for readmission to the College. Prior to being readmitted, the suspended student will be assigned an academic advisor who with the student will devise a written plan of remedial action and a proposed course of study for the coming term. Upon readmission, the student will be placed on probationary status until the conditions for removing probation indicated above have been met.

STUDENT APPEAL AND GRIEVANCES

NMC is committed to a policy against illegal, arbitrary, or unreasonable discriminatory practices. All groups operating under the Board of Regents, including administrators, instructional faculty, non-instructional faculty, staff, student government, and programs sponsored by NMC, are governed by this policy of nondiscrimination.

NMC, in accordance with applicable federal and Commonwealth law and college policy, prohibits discrimination, including harassment, on the basis of race, color, national origin, religion, sex, disability, age, medical condition, ancestry, marital status, citizenship, sexual orientation, or veteran status.

Concerns or complaints involving any of the grounds listed above should first be attempted to be handled on an informal basis. If a student is dissatisfied with the results of these discussions, he/she may submit an appeal to the Office of the Dean of Student Services which will route the formal complaint through appropriate procedures. The Student Appeal and Grievance Form is available at the Office of the Dean of Student Services.

Communicating concerns and grievances is a normal and healthy approach to managing stress and the demands of college life. All students should feel comfortable talking with their respective academic advisors, instructors, and departmental staff to express individual concerns and issues. Students may also visit with a counselor at any time during their enrollment and for any reason. All students who feel their rights have been violated have a right to be heard promptly.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

At least once a year Northern Marianas College informs students of the Family Educational Rights and Privacy Act, with which the institution intends to fully comply. The Act was designed to protect the privacy of educational records, to establish the right of students to inspect and review their educational records, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. Students also have the right to file complaints with the Family Educational Rights and Privacy Act Office (FERPA) concerning alleged failures by the institution to comply with the Act.

NMC policy explains in detail the procedures to be used by the institution for compliance with the provisions of the Act. Copies of the policy can be found in the Library, the Office of the Dean of Student Services, and the Counseling Programs and Services Office.

The College has designated the following items of student information as public or directory information. FERPA defines “directory information” as “information contained in an education record of a student which would not generally be considered harmful or an invasion of privacy if disclosed.” It includes, but is not limited to:

- Student name
- Address
- NMC Student e-mail address
- Telephone number
- Date and place of birth
- Dates of attendance
- Registration status
- Class
- Major Field of study
- Awards
- Honors
- Degree(s) conferred

- Most recent previous educational agency or institution attended
- Past and present participation in officially recognized sports and activities
- Physical factors such as height and weight of athletes

The College may disclose this information for any purpose at its discretion.

Currently enrolled students may withhold disclosure of directory information under the Family Educational Rights and Privacy Act. To withhold disclosure, written notification must be received in the Office of Admissions and Records prior to the end of the term’s add/drop/late registration period. Forms requesting the withholding of directory information are available from the Office of Admissions and Records. The request to withhold disclosure will remain in effect until the student provides written notification to this office.

The College assumes that when a student fails to request that directory information be withheld, the student is indicating approval for disclosure of information for that term and following terms until otherwise requested.

CONFIDENTIALITY OF ACADEMIC RECORDS

Students:

- DO have the right to view and inspect their educational records (excluding financial records of their parents).
- DO have the right to have directory information withheld from all persons or organizations outside the College.
- DO NOT have the right to obtain their grades, placement test results, or other information not considered directory information, by telephone.



Parents:

- DO have the right to obtain the educational records of their child only if they provide a signed statement that their son or daughter is a dependent as defined by the U.S. Internal Revenue Service or the Northern Marianas Territorial Income Tax laws. Parents are, however, encouraged to obtain final grades with the written approval of the student.

POLICY ON NONDISCRIMINATION

The Northern Marianas College (NMC), in compliance with Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973, does not discriminate on the basis of race, color, national origin, religion, sex, sexual orientation, or disability in any of its policies, procedures, rules, and regulations. In compliance with the Age Discrimination in Employment Act of 1975, the college does not discriminate against any employees or applicants for employment on the basis of their age.

This non-discrimination policy covers admission, access and treatment in NMC programs and activities including, but not limited to, academic admissions, financial aid, educational services, athletics, and application for employment.

In conformance with the requirements of Title II of the Educational Amendments of 1976, amending the Vocational Education Act of 1963, NMC is committed to overcoming sex discrimination and sex stereotyping in all academic and non-academic programs.

In conformance with Federal law and College policy, the NMC is an equal opportunity employer.

POLICY ON SEXUAL HARASSMENT

NMC is fully committed to all federal, commonwealth, and local human rights and equal opportunity laws. *Title VII of the Civil Rights Act of 1964*, with the 1991 amendments, and Title IX of the Education Amendments of 1972 are strictly enforced. This legislation specifically prohibits sexual discrimination in employment, and in educational programs and services, respectively.

Students have the right to gain access to and complete an educational program at NMC. Interference with students' admission to and successful completion of their education by any person through unlawful sexual conduct will not be tolerated. The college will initiate disciplinary action against persons found to have interfered with a student's education through any means of sexual harassment or intimidation.

A student who feels that he/she has been sexually harassed may file a complaint with the Director of Counseling Programs and Services or the Dean of Student Services.

Student Development: Alcohol Beverages; Students Policy

No:8002.11 Possession and consumption of alcoholic beverages on property belonging to the Northern Marianas College or at NMC sponsored activities in which students are in attendance is prohibited as mandated under the College Drug Free Campus Federal Regulation compliance. A violation of the College Drug Free Campus Regulation or policy shall cause the student/students to be liable to suspension following a hearing designated for that purpose.

Some General Advice

1. Learn about the available computer labs on campus.
2. Take time to get to know your classmates. Form a study group in your classes so that you have someone to call if don't understand something.
3. Identify quiet places where you can study effectively. The library offer great spots.
4. Identify quiet places where you can study effectively. The library offer great spots.
5. Visit the Student Center, the Office of the Dean of Student Services, or an advisor.
6. Visit the Career Center for help in finding internships or jobs.



ACADEMIC RESOURCES

OLYMPIO T. BORJA - MEMORIAL LIBRARY

Campus Location: Building I
Phone: 670.234.5498, ext. 1123

The Borja Memorial Library serves as NMC's main library center in that it is responsible for collection development, and the acquisition and cataloguing of all materials for the Borja library and its branches. NMC's total library holdings boast nearly 40,000 items, including books, periodicals, and AV materials.

NMC Libraries provide online access to over 7,000 full-text periodicals via the Pacific Resources for Learning and Education (PREL) subscription to *EBSCO's* suite of 26 research databases and *CQ Researcher*. NMC Libraries also provide access to online Education materials via *Facts on File's Curriculum Resource Center* and *Curriculum Resource Center: Junior Edition* databases.

CURRICULUM RESOURCE CENTER (CRC)

Campus Location: Building S
Phone: 670.234.5498, ext. 2101

The Curriculum Resource Center's primary role is to provide materials and support for NMC's only Bachelor of Arts program in Education. Additionally, students and faculty of the School of Education (SOE) can find teaching journals, texts, curriculum materials, and other research-based, scholarly texts that are supported by the main libraries collection.

COUNSELING PROGRAMS & SERVICES

Campus Location: Building I
Phone: 670.234.5498, ext. 1313

Counseling Programs and Services (CPS) offers a variety of high-quality services to help students develop and achieve their personal, educational, and career goals. Through one-on-one counseling, academic advising, and educational workshops, students who visit with a counselor are engaged in a holistic approach to learning and personal development beyond the classroom. Counselors empower students to imagine, pursue, and achieve educational goals while assisting each in overcoming life's challenges that may hinder academic success.

The NMC Counseling Center offers a variety of programs and services to meet the needs of an increasingly diverse student population.

Early Admission Advising The counseling staff help facilitate early admission to the college for high school students and/or students under the age of 16 who are eligible to enroll in college-level courses. Parents and students are encouraged to review the [Early Admissions Checklist](#) for eligibility requirements and contact a counselor for more information.

Early Intervention NMC counselors and instructors work collaboratively to identify and assist students who are at risk of either performing poorly academically or dropping out of school. The counseling staff reach out to students referred by instructors and engage students with information, insight and available options to assist with overcoming their individual issues. The counseling staff reach out to students on probation or suspension to review options

for continued enrollment and identify resources to support academic success.

Disability Support Services Students with disabilities are encouraged to inform a counselor of his/her condition upon enrollment at the college. A counselor will interview each student, review supporting documentation, assist in determining the student's needs, and coordinate campus/community resources to ensure the student receives reasonable accommodations and access to educational programs and support services.

Transfer Admission Planning The Counseling Center keeps catalogs and transfer admissions information for select four-year colleges and universities on Guam, Hawaii, and the U.S. Mainland. The counseling staff also work closely with academic departments to develop transfer articulation agreements with these schools and a system for tracking transferable courses. All NMC students have access to the Counseling Center staff, computers, and printing in preparation for transfer to a four-year college/university beyond NMC.

Student Success Series The counseling center staff offer educational workshops for students throughout the year to enhance learning and address student needs and issues. The following workshops are offered regularly as part of the Center's Student Success Series:

- **Study Skills and Time Management** Learn techniques and strategies for more effective studying. Topics explored include understanding your personal learning style, setting goals, effective note taking, dealing with procrastination, and knowing when to ask for help.
- **Feeling Down? We Can Help!** Starting college can add many new demands to your life. It is normal to feel "down" sometimes and need some additional support. During this session you will learn how to tell the difference between the common experience of "feeling blue" and the more serious forms of depression. College and community resources for support will also be shared.
- **Time Management – Have Time For It All!** Learn effective techniques for making the most efficient use of your time. Topics explored include keeping a detailed schedule, goal planning, time wasters, and the top 20 time management techniques. Templates for free planners will also be distributed.
- **Managing Stress for Success!** Stress is a normal part of every college student's life, but you can learn how to control it before it controls you! Topics in this session include the signs and symptoms of stress, common "stressors" for college students, and dealing with negative thought patterns that can cause increased stress. Stress management techniques and strategies are also discussed and practiced in a fun and relaxed atmosphere.
- **Choosing a Major and Career** The vast majority of students who enter college do not know what to major in and over half of college students change their majors at least once while in college. Do you know where you want to go with college? This workshop introduces students to career assessment tools, majors linked to careers, and profiles of leaders to engage students with the



process of selecting a major and planning for a career.

- All declared majors not covered by any of the above: Academic major faculty.

Transfer Admissions Planning

Participants can expect to learn about the many pathways to a four-year college or university as an NMC student. The workshop provides special emphasis on course articulation agreements and general admission requirements to U.S. accredited institutions. Successful graduates are invited to share personal experiences of living abroad and strategies for academic and personal success.

WHERE DO I GO FOR ACADEMIC ADVISING?

Academic Advising Working with academic advisors is a key aspect of college life and our role in preparing students for active learning and leadership within the CNMI and global communities. Seeing one's academic advisor is not only a required part of our enrollment process, but also a crucial step toward independence, preparation, and achievement. At the core of academic advising is our unwavering commitment to assist students in developing meaningful academic plans that are consistent with personal educational and life goals.

Academic Advisement is mandatory for all full-time, part-time, and high school advanced placement students. The signature of a designated advisor is required to complete the registration process. The following are four categories of undergraduate students and their designated advisors:

- Students on English restriction: Languages and Humanities Department faculty.
- Liberal Arts majors: Liberal Arts faculty and Counselors.
- Undeclared majors, Early Admissions, and Northern Marianas Academy: Counselors.

Services to faculty advisors include, but are not limited to, bi-annual training for all new and ongoing advisors and quarterly in-service workshops; provision of current and accurate advising information; and information/referrals to appropriate institutional or community support services as needed.

As a requirement for graduation, academic evaluation must be requested from the Office of Admissions and Records (OAR) once the 60 credits or approximately one-half of the required credits for graduation have been completed. Evaluations will be done through OAR in conference with the academic advisor and/or program chairperson. Should the students or their advisors discover that their records are incomplete; the Registrar will assist the advisor in bringing the academic records up-to-date.

Every degree-seeking student at NMC is assigned an academic advisor who works with the student throughout his/her college career. Students accepted into the programs in elementary education, nursing, natural resources management, business, and criminal justice are assigned to academic advisors who are instructors in those programs. Students taking only Developmental English classes are assigned an advisor in the Languages and Humanities Department. Liberal Arts and Undecided students will be assigned an advisor from the Counseling Center or a faculty member who teaches in a department offering Liberal Arts courses. The Office of Admissions and Records, through the Director of Counseling Programs and Services and through Department Chairs, assigns all other students to academic advisors.

Students should consult their advisors whenever they have questions about academic regulations and procedures at the

College or need help in resolving difficulties with their studies. Academic advisors monitor the progress of students assigned to them so as to help them make prudent adaptations in their programs. All academic advisors maintain regular office hours and are also available at other times by appointment.

Students must meet with their advisors prior to and/or during the advising and registration periods. Advisors sign the students' registration forms, course change forms, and other student record forms. It is recommended that students meet with their advisors at least three times during the semester.

Advisors provide academic assistance and accessibility to appropriate resources, but it is up to students to realize when they need help and to seek assistance. Advisors and students share responsibility for a meaningful education at NMC. However, it is the responsibility of students to be informed and to comply with the rules, regulations, and policies affecting their academic standing and life as college students.

Students must consult the NMC Catalog, the *Schedule of Courses* and Bulletin of Schedule Changes, and College and department announcements for necessary information. They should monitor campus bulletin boards and personal NMC email accounts for announcements.

Meeting academic deadlines, completing prerequisites, selecting appropriate courses, and fulfilling degree/certificate requirements are all part of student responsibilities.

CAREER SERVICES

Campus Location: Building I
Phone: 670.234.5498, ext. 1348

The Career Services staff assists students in understanding their career and employment

potential by providing information, quality education, and classroom learning combined with on-site training experiences. Services and programs provided by Career Services are designed to complement the College's academic programs by helping to meet the career development and employment needs of students before and after graduation.

Career Center The Career Center helps students identify their career interests and skills and locate training possibilities for specific academic or vocational interests. Information on U.S. colleges and universities are available through the Internet and in hard copy, microfiche, and CD-Rom.

The Center offers career guidance, self-assessment tests, identification of career choices, acquisition of employment skills, and on-the-job training. Applications and information pertaining to employment and educational opportunities, including college admission requirements and financial aid, are also available. The Center also has a comprehensive collection of audiovisual career materials for both students and faculty, in addition to videotapes on career exploration, job searches, and personal development.

SERVICE LEARNING PROGRAM

The Service Learning Program offers students the opportunity to enrich their classroom learning through the experience of service in the community, thereby promoting civic engagement and responsibility. Funded by a grant from the Corporation for National and Community Service through Campus Compact National Center for Community Colleges, this program is available at the main campus and the instructional sites.



TESTING SERVICES

The college administers many national admission tests are coordinated and administered by the Career Center's Testing Coordinator. These tests include the Scholastic Assessment Test (SAT I and SAT II), the Test of English as a Foreign Language (TOEFL), the Graduate Record Examination (GRE Subject Tests only), the Secondary School Admission Test (SSAT), and the Law School Admission Test (LSAT).

Testing dates are scheduled each academic year. A schedule of times, places, and requirements and test registration forms are available at the Career Center (Bldg. I).

- Provides evidence from the U.S. Citizenship and Immigration Services that he/she is in the United States for other than a temporary purpose with the intention of becoming a citizen or permanent resident;
- Is a resident of the Northern Mariana Islands or Guam;
- Is a resident of one of the Freely Associated States—the Federated States of Micronesia, the Republic of Belau, and the Republic of the Marshall Islands; or
- Is a resident of American Samoa.
- Is at the time of initial selection, a potential first generation college student (neither parent nor guardian obtained a four-year college degree) and/or a low-income individual, as established by the U.S. Department of Education Income Guidelines;
- Has a need for academic support, as determined by the program, in order to pursue a successful educational program beyond high school; and
- At the time of initial selection, is at least 11 years old but not older than 27 years old.

COLLEGE ACCESS CHALLENGE PROJECT

Campus Location: Building I
Phone: 670.234.5498, ext. 1313

The mission of the CNMI College Access Challenge Project (CACP) is to promote the value of higher education and prepare low-income, Pacific Islander students for admission to College and success through their first-year of enrollment. CACP is committed to building meaningful working relationships with its CNMI partner agencies to deliver programming, resources and direct services to increase access to higher education among underrepresented students. CACP provides the following services:

- College information sessions for students and families about higher education and financing options;
- Financial aid and FAFSA form completion workshops;
- Professional development for system-wide guidance counselors and student support personnel;
- Career and college fairs;
- Academic tutoring;
- Math, English, SAT and ACT enrichment classes;
- Academic summer camps;
- College exposure tours;
- Need-based financial aid and;
- Outreach activities for at-risk student

LEARNING IN COMMUNITIES (LinC)

Campus Location: Building P
Phone: 670.234.5498, ext. 1028

The mission of the NMC Learning in Communities is to create a supportive and inclusive learning environment that promotes the highest educational,

intellectual and social development of students.

Learning in Community students will achieve the following goals:

- Success: Achieve academic success and accomplish their educational goals.
- Responsibility: Effectively transition to college level learning by becoming actively involved and taking responsibility for their own learning.
- Relationships: Develop closer social and intellectual relationships with Learning Community faculty and students from different cultures and majors. This is the foundation of the Learning Community.
- Critical Thinking: Gain knowledge and develop critical thinking skills by connecting ideas from different disciplines.
- Personal Experience: Achieve learning that is deeper and more personally relevant through service learning and experiential activities.
- Individuality: Exercise their creativity, develop their identity and discover their voice. Learning becomes a part of who the student is, not just something the student does.



ACADEMIC INFORMATION

300 - 499 Courses applicable toward the baccalaureate degree in Elementary Education.

SCHEDULE OF COURSES

The *Schedule of Courses*, published for each semester and summer session, lists courses to be offered, names of the instructors for each course, times and places of classes, English Placement Level, and an academic calendar which includes, among other events, times and places of required placement tests, dates for registration, and the last day to withdraw from class.

All courses listed in the *Schedule* are offered subject to sufficient enrollment and instructor availability. Class days and times, room numbers, and instructors are subject to change.

COURSE NUMBERING SYSTEM

Northern Marianas College uses the following numbering system to identify courses:

001 - 049	Community Programs, Continuing Education, some Workforce Development Program courses.
050 - 099	College preparatory courses intended to upgrade students' basic skills to the level required for college-level programs.
100 - 299	Courses applicable toward the associate degree.
190	Special projects.
288	Practicum courses.
296	Special topics offered once during an academic year.
297	Seminars.
298	Internships.

CREDIT HOURS

The number of credits for which a student is registered determines his/her enrollment status. A student's enrollment status is determined after the end of the Course Change (ADD/DROP) period.

A student with a disability who has requested accommodations may qualify for certification as a full-time student if enrolled for at least 6 semester hours in a regular term or 3 semester hours in a summer session. Contact the Postsecondary Disabilities Coordinator in the Counseling Programs and Services Office at 234-5498 extension 1345 for further information.

Individual students receiving financial aid may be required to complete hours in addition to those listed below. The exact requirement for financial aid purposes is stated in the student's financial aid award letter.

Fall and Spring Semesters:

Full-time:	12 or more credits
Three-quarter time:	9 to 11 credits
Half-time:	6 or 8 credits
Part-time:	5 or fewer credits
Summer Session:	
Full-time:	6 or more credits
Part-time:	5 or fewer credits



CREDIT BY EXAMINATION

Northern Marianas College recognizes that college-level learning occurs in places other than the traditional college classroom. Except for courses specifically excluded (see the Office of Admissions and Records), all college-level courses offered at NMC are open to challenge through a process of Credit by Examination. A student wishing to earn credit by examination must be a regular student, have a GPA of at least 2.0, and be currently registered.

A student will not be permitted to take the examination for credit if credit for that course or its equivalent has already been received from an accredited college or university.

A student wishing to earn credit by examination must obtain written permission from the Chair of the department offering the course, enroll in the course during the registration period, and pay the regular tuition and fees for the course. A nonrefundable fee for Credit by Examination is charged in addition to regular tuition for the course. The application for Credit by Examination is available at the Office of Admissions and Records. The Chair of the department offering the course will assign an instructor to administer the examination which must be taken by the student no later than the end of the second week of the term. The letter grade earned by examination will appear on the student's transcript as the course grade.

Should the student fail the credit examination and receive a grade of "F" for the course, he/she may not retake the examination for credit but may re-register for the course in a subsequent term, paying course tuition and any applicable fees. The student may repeat the course in this manner only once (see REPEATING OF COURSES).

Once examination credit for a given course has been awarded, a student wishing to improve his/her grade may not repeat the examination for credit but may subsequently enroll in that course and receive a grade. The student must re-register for the course in a subsequent term and pay the course tuition and fees. The student will receive credit only for the course in which the higher grade was received (see REPEATING OF COURSES).

INDEPENDENT STUDY

Students who wish to study a topic not covered in courses regularly offered by the College may be able to earn credit for the course by independent study. Independent study requires that the student create a written plan of study and submit it for departmental approval; register and pay tuition for a 190/290 "Special Projects: Independent Study" course; study the course matter privately; meet with an instructor appointed by the Department Chair for a certain number of consultations; and complete the assigned course work. Availability of this option depends on:

1. The nature of the subject matter involved;
2. The student's potential for successfully completing the independent study requirements;
3. The willingness of a faculty member to supervise the independent study;
4. Submission of a form describing the conditions of study and the course requirements, signed by the student and the instructor; and
5. The written approval of the Department Chair.

When these conditions have been met, the Department Chair will request that the Dean of Academic Programs and Services create a schedule listing for the course using the IS (Independent Study) course alpha numeric code.



In addition to the regular tuition for the course, a fee of \$40 is charged for each course taken by independent study. This option is normally not available for courses regularly offered by the College, except by approval of the Dean of Academic Programs and Services.

AUDITING COURSES

To qualify as an auditor for any course, a student must complete all admission and registration procedures, including payment of tuition and fees. Students are permitted to audit certain courses with the written consent of the instructor. Auditing of laboratory science courses is generally not allowed. Students who wish to audit a course must submit the signed Instructor Approval Form authorizing the audit to the Office of Admissions and Records within the first week of instruction. There is no limit to the number of courses that may be audited by any individual, provided permission has been received from each instructor. The extent of classroom participation is at the discretion of the instructor.

No credit is given at any time for an audited course, and the symbol “AU” will be recorded for the course on the student’s transcript.

Where facilities are limited, students taking the course for credit have registration priority over auditing students.

COURSE WAIVERS AND SUBSTITUTIONS

The department chair or program coordinator makes recommendation for a course waiver. For each course waiver there must be an accompanying recommended course substitution. Credit requirements cannot be waived. A degree-seeking student wishing to have a course waived or

substituted must complete the following procedure:

1. Submit a Course Substitution Form to a counselor/advisor or department chair that indicates the waiver substitution requested.
2. The department chair will confer with department members and, if they concur with the request, will forward the request to the Dean of Academic Programs and Services for approval.
3. If the Dean concurs with the request, it will be forwarded to the Registrar. If the Dean does not concur with the request, it will be forwarded to the student, via the Department Chair or Program Coordinator.

Each party involved in the Course Substitution procedure shall indicate approval/disapproval and indicate the reason(s) for the approval/disapproval of the requested waiver substitution.

TIME LIMIT FOR COURSEWORK

In areas of study in which the subject matter changes rapidly, material in courses taken long before graduation may become obsolete or irrelevant. Course work that is more than eight years old is applicable to completion of degree requirements at the discretion of the student’s major department. Departments may accept such coursework, reject it, or request that the student revalidate its substance. The eight-year limit on transfer coursework applies except when program accreditation agencies require students to satisfy current major requirements rather than major requirements in earlier catalogs, when completing earlier requirements is no longer possible or educationally sound.

REPEATING OF COURSES

A student may repeat a course whether it was previously passed or failed. A student may repeat a course earning Non-degree Units any number of times, but may repeat no more than three times a course earning college credits (i.e., courses numbered 100 and above).

When a course is repeated for the purpose of improving the grade, the student will receive credit only for the course earning the higher grade, and only the higher number of grade points earned will be used to calculate the student's grade point average.

Students may wish to retake certain types of "skill-building" courses (e.g., some P.E. courses and studio art courses) not for the purpose of improving their grade, but to renew or increase their mastery of specific applied skills or to further develop artistic talent. Such courses may be retaken under the following conditions:

1. The student must already have taken the approved "skill-building" course for credit.
2. The student wishes to retake the approved course for the express purpose of increasing or recertifying the mastery of applied skills or further developing artistic talent.
3. A student wishing to retake an approved course for such purposes must obtain the written permission of his/her academic advisor, the instructor, and the Chair of the department in which the course is offered, prior to or during the registration period. The Chair will then request creation of a separate section listing for that course. Such section listings will be designated as "Further Study" sections, using the section code "FS" rather than a numerical code.
4. Students registering for an FS section of an approved course must attend class on the days and times scheduled for the regular section of the same course.
5. Approved courses retaken for "Further Study" will earn the same number of credits, and the student will pay the same tuition and fees, as for a regular section of the course.
6. Grade points earned for courses retaken as "Further Study" courses will be considered in the calculation of term and cumulative grade point averages (GPAs).
7. The Number of times any approved course may be retaken a "Further Study" course by any one student will be jointly decided, in consultation with the student, by the student's academic advisor, the course instructor, and the Chair of the department in which the course is offered.
8. Students are cautioned that most "Further Study" courses, taken as such, will not fulfill General Education or program requirements, but will count as electives. Most NMC degree programs allow a limited number of elective credits to be applied toward the degree, and most programs either specify or recommend courses to be taken as electives toward the degree. Therefore, students should consult their advisor prior to requesting permission to register for a "Further Study" section.
9. Every effort will be made to accommodate both the number of students wishing to enroll in the regular section of the course, and the number of students wishing to retake the course as an FS section.



However, students are cautioned that where facilities are limited and the capacity size of the class is restricted, enrollment priority will be given to students taking the regular session of the course. That is to ensure that students taking the course to fulfill a requirement have the opportunity to do so.

10. Availability of the option to enroll in an FS section of an approved “skill-building” course ultimately depends on the ability of the classroom facility to accommodate both regular students and FS students, and on the willingness of the instructor to offer the FS option.
11. Only certain “skill-building” courses may be retaken under the FS option. For more information on which courses may be retaken under these conditions, contact the Office of the Dean of Academic Programs and Services.

COURSE LOAD

A student carrying 12 or more credits in the fall or spring semester is considered a “full-time student.” A student carrying from nine to 11 credits per semester is a “three-quarter time student”; six to eight credits per semester represent a half-time load. A student registered for five or fewer credits per semester is considered a “part-time student.” For the summer session, a student taking six credits is considered to have a full-time course load.

The following are limits on a student’s semester course load: (1) up to 18 credits with the academic advisor’s approval, and (2) from 19 to 22 credits with a cumulative GPA of 3.5 and submission of a completed Request for Course Overload form, which must be approved both by the student’s

academic advisor and by the Department Chair for the student’s program. Liberal Arts majors must have the approval of their academic advisor and the Director of Counseling Programs and Services. A student wishing to register for a course load of more than nine credits during a summer session must submit a completed Request for Course Overload form, approved by the academic advisor and the Department Chair (or Director of Counseling Programs and Services, as appropriate).

A student planning to complete the associate degree within two years must complete at least 15 credits every semester. Students should note that NMC degree programs require a variable number of credits. Careful planning with an academic advisor is necessary to complete all required courses for a degree within two years. Students who take only 12 credits per semester will normally complete an associate degree program in two and a half years. Additional semester(s) may be needed if students are required to take courses below the 100 level in preparation for entering degree programs.

The College imposes no time limit for completing a degree or certificate program. Students receiving federal financial assistance, however, have a time limit as a measurement toward making academic progress (see FINANCIAL AID PROGRAMS). Certain hiring agencies (e.g., the Department of Public Safety) may impose time limits for program completion.

If program requirements change while a student is consistently enrolled, the student will graduate under the degree requirements existing at the time of his/her initial enrollment. A student may follow the new degree requirements if he/she specifically requests to do so by submitting to the Office of Admissions and Records a Change of Major form that has been approved by the student’s academic advisor. Students who have a break in enrollment for at least two



consecutive semesters and have not been granted an official leave of absence by the Director of Admissions and Records, must follow requirements specified in the catalog or Individualized Degree Plan applicable at the time of re-enrollment.

ACADEMIC WORK LOAD

A 3-credit course requires the student and instructor to come in contact with each other for at least 37.5 hours during the semester. Traditionally, fulfillment of these contact hours is manifest in weekly meetings in class for at least 3 hours per week. Hence, a 3-credit course is equivalent to a student meeting an instructor for a minimum of 3 hours per week.

A student enrolled at NMC as a full-time student during the fall or spring semesters must register for at least 12 credits. This is typically a schedule with four or five courses. As indicated by the definition of contact/clock hours per credit hour, a student enrolled in at least 12 credits will be expected to meet with all course instructors for a cumulative minimum of 12 hours per week throughout the semester.

A student's expected workload in connection to credit hours is much more than the minimum contact hours an instructor is required to have with a student. In most cases, a student's workload is three times (3X) the actual contact/clock hours a student and instructor are responsible for maintaining throughout the semester. A student's workload is comprised of actual contact hours, but may also include research, group and individual study, field work, etc. that occurs after class time. Students are advised to observe the following formula in preparation for coursework and effective time management:

- 1 credit = 1 hour in class + 2 hours study/week

- Most NMC courses are 3 credits each, so:
- 3 credits = 3 hours in class + 6 hours of study/week
- A student enrolled in 12 credit hours, for example, should expect to commit to a workload of approximately 36 hours per week.

WHAT DO GRADES MEAN?

The following letter grades are used to indicate the quality of scholastic performance in courses taken for academic credit. Each letter grade earns the indicated number of "grade points" which are used to determine the student's "grade point average" (GPA), i.e., a measure of overall academic performance.

Grade Interpretation Grade Points

A	Superior	4 grade points
B	Above Average	3 grade points
C	Average	2 grade points
D	Below Average	1 grade point
F	Failing	0 grade points

In place of grades, the following symbols may be given but are not used in computing the GPA:

CIP	Course in Progress	To Be Determined
I	Incomplete	None
W	Withdrawal	None
UW	Unofficial Withdrawal	None
P	Pass	None
NP	No Pass	None
AU	Audit	None



TF	Technical Failure	None
CR	Credit	None

CIP. A grade of “CIP” (Course in Progress) is designated for courses, which are designed to be completed after the normal semester ends. This grade is entered on the student’s transcript until the course is completed; at which time it is replaced by a regular letter grade.

The “I” or Incomplete Grade symbol may be awarded at the instructor’s discretion, subject to approval by the Department Chair, to students engaged in passing work who due to reasons beyond their control, have yet to complete a *small but essential part of the course work. This portion of the course work may consist of a final exam, a final research paper, a final project, or not more than two papers for an English Composition course.*

Unless there are extenuating circumstances that the instructor and Department Chair agree are valid reasons for postponing completion of the course work from the end of the term for a maximum of 12 months, the unfinished work should be completed and submitted to the instructor as soon as practicable, but *no later than the middle of the following term.* Extenuating circumstances are generally considered to be situations over which the student has little or no control (e.g., personal illness or injury, birth of a child, death of a parent/spouse/child, and catastrophic illness in the immediate family, jury duty, and military service). The Department Chair will make final determination of the submission deadline.

If the course work is not completed and submitted by the established deadline, the “I” will automatically be changed to an “F” grade. If a student repeats a course for which an “I” grade was given, that grade will automatically be changed to an “F”.

An exception to this policy on Incomplete:
(1) For those courses which do not use the

“F” grade, the equivalent non-credit grade will be assigned, and (2) All grades of Incomplete must be resolved prior to certification for graduation. If a student who is applying for graduation has an unresolved Incomplete at the time the Registrar certifies their eligibility for graduation, the “I” will be changed to an “F” or equivalent non-credit grade and used in the final GPA calculation.

W. A Withdrawal “W” is entered on the student’s permanent academic record when a course is dropped in the manner indicated under “Schedule Adjustment: Add/Drop/Withdrawal.”

UW. An “Unofficial Withdrawal” is entered on the student’s permanent academic record when a student did not attend any class sessions for a course, or attended only during ADD/DROP period (first week of instruction) and never thereafter, and did not officially withdraw from the course. A “UW” will be entered on the student’s permanent record.

TF. A “Technical Failure” grade is used only for non-degree unit (NDU) courses. If a student’s academic performance proves to be inadequate, or if the student has excessive absences, a grade of “TF” will be entered on the student’s permanent academic record.

P or NP. There may be special circumstances wherein a student prefers a “P” (Pass) or “NP” (No Pass) option in lieu of a letter grade for a particular course. *This option may not be used for any course that is required for General Education or Program credits. It is only available for electives above and beyond required courses.* A student wishing to exercise this option must obtain the written permission of the instructor and the Department Chair during the regular registration period. A grade of “P” is given when the student, in the judgment of the instructor, has demonstrated an acceptable mastery of the subject matter to warrant being given credit



for the course. A grade of “NP” is given when such is not the case.

A grade of “P” awards the student the number of academic credits assigned to the course, but it is not calculated in the student’s GPA. Students should be aware that a “P” grade is rarely accepted for transfer by other institutions of higher learning, nor can NMC convert a “P” grade to a letter grade for any reason. Grading for ED 492, Practicum in Student Teaching: A, Pass, No Credit (A, P, NP).

AU. Audited courses are designated by the symbol “AU” on the student’s transcript [see AUDITING COURSES (NO CREDIT)].

NP. “NP” (No Pass) is a specific symbol reserved for English Language Institute (ELI) courses, developmental mathematics courses, and developmental reading and writing courses for the deaf and hard of hearing.

Some students may make progress in fulfilling proficiency requirements for such courses, but not enough progress to receive a “P” and move on to the next level. In such cases they receive a symbol of “NP”, and must register for and retake the course until the required proficiency has been reached. An “NP” symbol indicates that the student is making progress within that level, but needs more practice before qualifying for promotion to the next level.

The “NP” symbol is not a failing grade. A failing grade of “TF” is given to an ELI or developmental math student whose performance has been inadequate. Grading for ED 492, Practicum in Student Teaching: A, Pass, or No Credit (A, P, NP).

NDU. This is an abbreviation for “Non-degree Unit”, and indicates that the credits earned are for developmental courses not counted toward the total credits required for the Associate Degree.

Note: Grades of CIP, I, W, P, NP, TF and AU, are not included when computing a

student’s GPA. Recipients of financial aid or veteran educational benefits should also note that grades of “TF”, “NP” and “AU” cannot be used to meet “satisfactory progress” requirements.

CR. “Credit”: The “CR” symbol is reserved for Advanced Placement only.

GRADE APPEALS

The assignment of grades is a faculty responsibility. If a student disagrees with an assigned grade, he/she may choose to undertake an appeal process by following these procedures:

1. The student meets with the instructor for a review and justification of the grade.
2. If, after meeting with the instructor, the student still disagrees with the grade, he/she contacts the Chair of the department that offered the course for a further review.
3. The Department Chair meets with the instructor for a review and justification of the grade. The Department Chair performs the review if the instructor of the course is no longer employed by the college.
4. If the disagreement remains, the student may file an appeal to the Dean of Academic Programs and Services only after completing the above steps in an effort at a resolution.
5. If the disagreement remains after completing the above steps, the student may file a formal student grievance with the Office of the Dean of Student Services (See Student Appeal and Grievances Procedure).

An appeal for a grade change, if necessary, should be initiated as soon as possible but no later than the end of the following semester (excluding summer). Should a Grievance



and Fairness Committee issue a decision to change the grade, the Dean of Student Services will notify the student in writing and issue a memorandum to the Registrar on the decision of the committee to effectuate a change to the student's permanent academic record.

GRADE POINT AVERAGE (GPA)

A GPA is computed from the credit hours of all courses (100-level or above) for which conventional grades are reported. The GPA is determined by dividing the total number of grade points earned by the total number of credits attempted for which a letter grade of A=4, B=3, C=2, D=1, F=0 has been assigned, excluding those credits for which Grades of "I," "W," "UW," "P," "NP," "AU," "CR", or "TF", are assigned. Transfer credit hours and grades are not used to calculate the GPA.

"GPA" = number of grade points earned divided by the number of credit hours attempted, excluding symbols of "I," "W," "UW," "P," "NP," "AU," "CR", and "TF".

"Term GPA" = grade point average for the term just concluded, excluding symbols of "I," "W," "UW," "P," "NP," "AU," "CR", and "TF".

"Cumulative GPA" = grade point average for all terms combined, excluding symbols of "I," "W," "UW," "P," "NP," "AU," "CR", and "TF".

EDUCATIONAL LEVELS

A matriculated student is one who has complied with all requirements for admission to the college and has received an official Notice of Admission. All students taking courses in any regular semester must

be matriculated students. Only in summer sessions may a student who has not matriculated be enrolled in classes.

Freshman:

A Student who has earned less than 30 credits towards the requirement of a Certificate or Associate Degree. Note: Non-degree credits not applicable for financial aid purposes.

Sophomore:

A Student who has earned 31 credits or more towards the requirements of a Certificate or Associate Degree. Note: Non-degree credits not applicable for financial aid purposes.

Junior:

A Student who has earned 61 to 90 credits towards an Associate or Baccalaureate Degree. Note: Non-degree credits not applicable for financial aid purposes.

Senior:

A Student who has earned 91 credits and above. Note: Non-degree credits not applicable for financial aid purposes.

Graduate:

A student who has completed a four-year college course with an acceptable baccalaureate degree from an accredited institution and who has been admitted to the college with post-baccalaureate standing.

Diploma Students, Undeclared Students, and Special Students are not assigned educational levels by the College.

GRADE REPORTS

Term grade reports are normally available and are mailed to students two weeks after the grades are due from instructors.

Upon receiving a grade report, the student should carefully check the accuracy of the courses, term credit hours, and grades recorded. The assignment of grades is a faculty responsibility. If a student disagrees with an assigned grade, he/she may choose to undertake an appeal process by following these procedures:

1. The student meets with the instructor for a review and justification of the grade.
2. If, after meeting with the instructor, the student still disagrees with the grade, he/she contacts the Chair of the department that offered the course for a further review.
3. The Department Chair meets with the instructor for a review and justification of the grade.
4. If disagreement remains, the student may file an appeal to the Dean of Academic Programs and Services only after completing the above steps in an effort at resolution (see STUDENT APPEAL).

An appeal for a grade change, if necessary, should be initiated as soon as possible but no later than the end of the following semester (excluding summer). Should a decision be made to change the grade, the instructor must submit a Change of Grade form to the Office of the Dean of Academic Programs and Services for processing and approval.

ACADEMIC HONORS

Students who excel in their academic studies will be recognized by having their names placed on the President's List, Dean's List, or Part-time Honors list of outstanding

students. The student must be enrolled in a degree program in courses at the 100 level or above, and grades received must be academic letter grades in order for the student to be recognized with honors.

PRESIDENT'S LIST

Full-time students whose term grade point average is 3.96 or above are listed on the President's List.

DEAN'S LIST

Full-time students whose term grade point average is 3.75 to 3.95 inclusive are listed on the Dean's List.

PART-TIME STUDENT HONORS

Students who are carrying from six to 11 credits (inclusive) per term, and whose term grade point average is 3.96 or above, are listed as receiving honors on their grade report and permanent academic record.



POLISH YOUR STUDY SKILLS

Analyze each course syllabus so that you can anticipate the main ideas the course will cover, and know when exams, papers, and other assignments will come up.

Write assignments deadlines on your personal calendar and work backward to figure out when you need to get started.

Schedule fixed blocks of time for study with clear starting and stopping times; set aside enough time to prepare for all our your classes; don't let time with the Internet or TV take away from your study time.

Use regular, quiet study area where there are minimal interruptions.

Set realistic goals; reward yourself for achieving them.

Study when you are most alert

Do difficult or less interesting tasks first

Use your waiting time; carry a notepad to jot down ideas and reminders

Considered seeking tutorial assistance

Schedule time for fun



DEGREE AND CERTIFICATE PROGRAMS

EDUCATIONAL PHILOSOPHY AND LEARNING OUTCOMES

The *Educational Goal* of Northern Marianas College is to offer programs and courses that prepare students for employment, for transfer to other post-secondary institutions, and for general self-enrichment and lifelong learning. The *Instructional Goal* of the college is to promote learning and teaching for knowledge, skills, creativity, intellect, and the abilities to communicate effectively and analyze new information. The college's academic programs embody the following *Institutional Learning Outcomes*:

- *Knowledge* – Students will be able to define, describe, demonstrate, and explain knowledge within a field of study.
- *Skills* – Students will be able to apply, use, perform, exhibit, and demonstrate skills required of a particular field of study or field of endeavor.
- *Creativity* – Students will be able to plan, design, develop, find, synthesize, and create solutions, strategies, documents, and products.
- *Intellect* – Students will be able to exhibit the capacity for independent thought and critical thinking.
- *Communication* – Students will be able to communicate effectively through writing, speaking, performing, exhibiting, or other forms of expression.
- *Analysis* – Students will be able to acquire, interpret, analyze, assess, and evaluate information.

LIBERAL ARTS PROGRAM

The Liberal Arts Program is committed to providing students with knowledge, skills, and values in the arts and sciences that promote health and well-being, scientific inquiry, effective communication, and appreciation of arts and culture. NMC's Liberal Arts Program prepares a student to be a productive citizen and a life-long learner.



ASSOCIATE IN ARTS: LIBERAL ARTS

<u>Core Course Requirements</u>		<u>Credits</u>
CO 210	Fundamentals of Speech Communication	3
EN 101	English Composition I	3
HE 150	Personal Health (or higher)	3
MA 132	Intermediate Algebra (or higher)	4
SO 297	Current Issues in the CNMI	<u>3</u>
Total		16

<u>Program Requirements</u>		<u>Credits</u>
EN 202	English Composition II	3
	Performing or Visual Arts	3
CS 103	Introduction to Computers (or higher)	3
PS 110	Principles of Democratic Institutions	3
PY 101	General Psychology	3
	Literature or Philosophy	3
	Language	3-4
	Biological Science/lab	4
	Physical Science/lab	4
	Social Science	3
	Social Science (History course)	3
	Physical Education	<u>1 or 2</u>
Total		36-38

<u>Recommended Electives for Transfer</u>		<u>Credits</u>
	MA 161 College Algebra	
	MA 151 Introduction to Statistics	
	Language (second semester/same language)	
	HI 121 History of World Civilizations I	
	HI 122 History of World Civilizations II	
Total Electives		6-8

A.A.: Liberal Arts Total **60**

Elective Courses acceptable for Liberal Arts Degree:

All college-level courses in the following areas: Biological and Physical Sciences, Social Sciences, Fine Arts, Health, Philosophy, Economics, Languages, Literature, Mathematics, and College Skills (College Success or College Life Skills).

Note: A minimum of grade "C" is required for all NMC Core Courses.

Most four-year colleges and universities require a minimum of grade "C" to award transfer credit.

CRIMINAL JUSTICE PROGRAM

ASSOCIATE IN APPLIED SCIENCE: CRIMINAL JUSTICE

Core Course Requirements		Credits
CO 210	Fundamentals of Speech Communication	3
EN 101	English Composition I	3
HE 150	Personal Health (or higher)	3
MA 132	Intermediate Algebra (or higher)	4
SO 297	Current Issues in the CNMI	<u>3</u>
Total		16

General Education Requirements		Credits
CS 103	Introduction to Computers (or higher)	3
PS 110	Principles of Democratic Institutions	3
PY 101	General Psychology	3
SO 101	Introduction to Sociology	3
	Fine Arts or Humanities	3
	Science with lab	<u>4</u>
Total		19

Program Requirements		Credits
CJ 101	Introduction to Criminal Justice	3
CJ 103	Juvenile Delinquency	3
CJ 104	Dynamics of Substance Abuse	3
CJ 150	Constitutional Law for Police	3
CJ 200	Criminal Law	3
CJ 206	Social Values and the CJ Process	3
CJ 225	Criminal Investigation	3
CJ 251	Police Operations and Organizational Theory	3
CJ 299	Fieldwork/Internship	4
EN 111	Report Writing for Law Enforcement	<u>3</u>
Total		31

A.A.S: Criminal Justice Total **66**

NOTE: Only grades of "C" or better will be accepted for Core Course, General Education, and Program Requirements.



CERTIFICATE OF COMPLETION IN BASIC LAW ENFORCEMENT

Program Requirements	Credits
CJ 101 Introduction to Criminal Justice	3
CJ 103 Juvenile Delinquency	3
ES 102 First Responder	3
CJ 104 Dynamics of Substance Abuse	3
EN 111 Report Writing for Law Enforcement	3
CJ 150 Constitutional Law for Police	3
CJ 200 Criminal Law	3
CJ 225 Criminal Investigation	3
PY 101 General Psychology	3
SO 101 Introduction to Sociology	3
Certificate of Completion: Basic Law Enforcement Total	
	30

BUSINESS DEPARTMENT

The Business Department provides quality education and training that prepares the people of the CNMI for leadership and management careers in the private and public sectors, as well as providing the inspiration and academic foundation for successful entrepreneurship. Students are offered the option of pursuing the following Associate degrees:

- An Associate in Arts (A.A.) degree in Business;
- An Associate in Applied Science (A.A.S.) degree in Business Administration with an Emphasis in either Accounting, Business Management, or Computer Applications;
- An Associate in Applied Science (A.A.S.) degree in Hospitality Management.

The A.A. degree in Business is designed to prepare students for transfer to a baccalaureate degree program at a four-year college or university. The A.A.S. degrees in Business Administration and in Hospitality Management are designed to provide marketable job skills for students pursuing careers in accounting, computer applications and programming, tourism, management and supervision, to name a few. The A.A.S. degree in Business Administration with an Emphasis in Business Management also provides additional training for students who would like to become entrepreneurs and start their own business.

In addition, instructional services are provided for continuing education programs and workshops conducted through the NMC Community Development Institute (CDI). These training programs create developmental opportunities for the CNMI workforce to enhance their administrative and managerial skills, as well as improve productivity and profitability.

ASSOCIATE IN ARTS: BUSINESS

The A.A. degree in Business provides a more general business education with courses that are easier to transfer to other colleges or universities. If you plan to continue on to a Bachelor's degree, an A.A. degree in Business provides you with a solid foundation in general education and core business courses that have the highest likelihood for successful transfer.

<u>Core Course Requirements</u>		<u>Credits</u>
CO 210	Fundamentals of Speech Communication	3
EN 101	English Composition I	3
HE 150	Personal Health (or higher)	3
MA 161	College Algebra	4
SO 297	Current Issues in the CNMI	<u>3</u>
Total		16

<u>General Education Requirements</u>		<u>Credits</u>
EN 202	English Composition II	3
PI 201/LI 150	Introduction to Philosophy / Introduction to Literature	3
HI 121	History of World Civilizations I	3
HI 122/GE 201	History of World Civilizations II / World Regional Geography	3
PY101/SO101	General Psychology / Introduction to Sociology	3
	Biological Science with lab	4
	Physical Science with lab	<u>4</u>
Total		23

<u>Program Requirements</u>		<u>Credits</u>
AC 220	Accounting Principles I	4
AC 221	Accounting Principles II	4
CS 103	Introduction to Computers	3
EC 211	Principles of Macroeconomics	3
EC 212	Principles of Microeconomics	3
MG 206	Business Communication	3
MG 220	Applied Math in Business	3
MG 231	Introduction to Business	3
MG 238	Business Law	<u>3</u>
Total		29

A.A.: Business Total **68**

ASSOCIATE IN APPLIED SCIENCE (A.A.S.) DEGREES

The Business Department's A.A.S. degrees prepare students for work in their chosen field upon graduation by providing more intensive coursework in a particular field of study and requiring an internship component as part of the capstone course, CE 250 Cooperative Education. The following are the four A.A.S. degrees that the Business Department currently offers:



A.A.S. degree in Business Administration – Accounting Emphasis
 A.A.S. degree in Business Administration – Business Management Emphasis
 A.A.S. degree in Business Administration – Computer Applications Emphasis
 A.A.S. degree in Hospitality Management

ACCOUNTING EMPHASIS

Associate in Applied Science Degree in Business Administration

Core Course Requirements		Credits
CO 210	Fundamentals of Speech Communication	3
EN 101	English Composition I	3
HE 150	Personal Health (or higher)	3
MA 132	Intermediate Algebra (or higher)	4
SO 297	Current Issues in the CNMI	<u>3</u>
Total		16
General Education Requirements		Credits
	Arts and Humanities	3
CS 103	Introduction to Computers	3
	Science with lab	4
EC 211	Principles of Macroeconomics	<u>3</u>
Total		13
Program Requirements		Credits
OT 101	Keyboarding/Typewriting	2
CS 150	Spreadsheet Applications	3
MG 206	Business Communication	3
MG 220	Applied Math in Business	3
MG 231	Introduction to Business	3
MG 238	Business Law	3
AC 220	Accounting Principles I	4
AC 221	Accounting Principles II	4
AC 226	Computerized Accounting	3
AC 230	Intermediate Accounting I	3
AC 231	Intermediate Accounting II	3
CE 250	Introduction to Cooperative Education	<u>3</u>
Total		37
A.A.S. Business Administration: Accounting Emphasis Total		<u>66</u>

BUSINESS MANAGEMENT EMPHASIS

Associate in Applied Science Degree in Business Administration

<u>Core Course Requirements</u>		<u>Credits</u>
CO 210	Fundamentals of Speech Communication	3
EN 101	English Composition I	3
HE 150	Personal Health (or higher)	3
MA 132	Intermediate Algebra (or higher)	4
SO 297	Current Issues in the CNMI	<u>3</u>
Total		16
<u>General Education Requirements</u>		<u>Credits</u>
	Arts and Humanities	3
CS 103	Introduction to Computers	3
	Science with lab	4
EC 211	Principles of Macroeconomics	<u>3</u>
Total		13
<u>Program Requirements</u>		<u>Credits</u>
OT 101	Keyboarding/Typewriting	2
CS 140, 150, or 160	Computer Applications Course	3
MG 206	Business Communication	3
MG 220	Applied Math in Business	3
MG 231	Introduction to Business	3
MG 232	Introduction to Marketing	3
MG 234	Introduction to Management	3
MG 238	Business Law	3
MG 240	Personnel/Human Resource Management	3
MG 250	Small Business Management	3
AC 220	Accounting Principles I	3
AC 221	Accounting Principles II	4
CE 250	Introduction to Cooperative Education	<u>3</u>
Total		39
<u>A.A.S. Business Administration: Business Management Emphasis Total</u>		<u>68</u>

COMPUTER APPLICATIONS EMPHASIS

Associate in Applied Science Degree in Business Administration

<u>Core Course Requirements</u>		<u>Credits</u>
CO 210	Fundamentals of Speech Communication	3
EN 101	English Composition I	3



HE 150	Personal Health (or higher)	3
MA 132	Intermediate Algebra (or higher)	4
SO 297	Current Issues in the CNMI	<u>3</u>
Total		16

<u>General Education Requirements</u>		<u>Credits</u>
	Arts and Humanities	3
CS 103	Introduction to Computers	3
	Science with lab	4
EC 211	Principles of Macroeconomics	<u>3</u>
Total		13

<u>Program Requirements</u>		<u>Credits</u>
OT 101	Keyboarding/Typewriting	2
MG 206	Business Communication	3
MG 220	Applied Math in Business	3
MG 231	Introduction to Business	3
AC 220	Accounting Principles I	3
CS 140	Database Applications I	3
CS 150	Spreadsheet Applications	3
CS 160	Desktop Publishing	3
CS 222	Web Design and Programming	3
CS 227	Introduction to Programming	3
CS 246	Database Applications II	3
CE 250	Introduction to Cooperative Education	<u>3</u>
Total		35

A.A.S. Business Administration: Computer Applications Emphasis Total 64

ASSOCIATE IN APPLIED SCIENCE DEGREE: HOSPITALITY MANAGEMENT

The Associate in Applied Science degree in Hospitality Management is designed to prepare students for a wide range of positions in hospitality management and various tourism-related businesses.

<u>Core Course Requirements</u>		<u>Credits</u>
CO 210	Fundamentals of Speech Communication	3
EN 101	English Composition I	3
HE 150	Personal Health (or higher)	3
MA 132	Intermediate Algebra (or higher)	4
SO 297	Current Issues in the CNMI	<u>3</u>
Total		16

<u>General Education Requirements</u>		<u>Credits</u>
	Arts and Humanities	3
CS 103	Introduction to Computers	3

BI 201	Natural History of the Mariana Islands	4
HI 255	History of the NMI	3
JA 101	Elementary Japanese I	4
Total		17

<u>Program Requirements</u>		<u>Credits</u>
TS 101	Introduction to Travel and Tourism	3
TS 103	Introduction to the Hospitality Industry	3
TS 182	Courtesy and Guest Relations	3
TS 185	Introduction to Food and Beverage Management	3
AC 220	Accounting Principles I	4
MG 220	Applied Math in Business	3
MG 231	Introduction to Business	3
MG 232	Introduction to Marketing	3
TS 288/CE250	Practicum Internship Training I / Intro to Cooperative Ed.	3
TS 298	Internship Training in Tourism and Hospitality	3
Total		31

A.A.S.: Hospitality Management Total **64**

NURSING DEPARTMENT

Mission Statement The mission of the Nursing Department is to generate locally educated and licensed nurses to work in the various health care provider agencies in the CNMI as well as in the Pacific region. The Northern Marianas College Nursing Department is committed to providing career guidance and education in nursing to those students of the CNMI and the Pacific Basin who desire to become Registered Nurses. To accomplish this commitment, we offer an Associate of Science Degree in Nursing (ASN). At the completion of the ASN program, the graduate is eligible to take the NCLEX-RN (National Computerized Licensure Examination) which leads to a Registered Nurse (RN) license in the Commonwealth of the Northern Mariana Islands (CNMI) and the United States.

Special Requirements and Procedures for the Associate in Science Degree in Nursing Program

1. All applicants must have a high school diploma or a GED certificate on file with the Office of Admissions and Records.
2. Applicants must request that official high school and college transcripts be mailed directly to the Office of Admissions and Records, Northern Marianas College, P.O. Box 501250, Saipan, MP 96950 USA.
3. Applicants must successfully complete 30 credits in prerequisite courses before entering the nursing program. These prerequisite courses are BI 101, BI 225, BI 251, BI 252, CH 124, PY 101, EN 101, and MA 132.
4. Applicants must have earned a GPA of at least 2.5 in order to enter the nursing program. Students earning a “D” or “F” grade in any course in the nursing program IDP must repeat the course with a grade of “C” or better. Students earning a “D” or “F” grade in a 100-level clinical course may not proceed to the next level until they have repeated the course and earned a “C” grade or better.



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5. For prior college credit to be accepted by the Nursing Department, the course must have been completed within the five years immediately prior to application.
 6. Applicants must have an annual physical examination prior to entering the clinical area. The student must provide proof of current immunizations and of having had an examination for tuberculosis.
 7. Applicants must be certified in CPR annually before entering the clinical area.
 8. Students are expected to provide their own uniform, stethoscope, watch, and scissors for the clinical area.
 9. Students must provide their own transportation to and from the clinical area.

New students intending to enter the nursing program must contact the Nursing Department for academic and career advisement, and must also apply for admission to the College at the Office of Admissions and Records.

Upon application to the College, potential nursing students must take the NMC placement tests in English and Mathematics. Based on the scores received on these tests, and on space availability, GPA, and completion of prerequisites, it is then determined whether a student may enter the Nursing Program. The Nursing Department Chairperson must approve any variations in these requirements.

Completion of MA 132, EN 101, PY 101, BI 101, CH 124, BI 225, BI 251, and BI 252 are required for entry into the A.S. Nursing program. Once accepted into the program, the nursing student must complete a Cardiopulmonary Resuscitation (CPR) course and have a pre-entrance medical examination. Evidence of completion of these requirements must be on file in the Nursing Department office before the student can enter clinical areas at the hospital. Students are also required to attend all mandatory Annual In-Service requirements for the Department of Public Health staff of the Commonwealth Health Center.

An overall GPA of 2.5 covering all courses must be maintained in order to progress. Students whose GPA falls below 2.5 may progress to the next level only after they have restored their GPA to 2.5.

Students entering the Nursing Program receive a student handbook that contains material specific to the program and which governs student behavior and progression. Copies are available in the Nursing Department office.

ASSOCIATE IN SCIENCE: NURSING

In order to be accepted into the Associate in Science Degree in Nursing (ASN) program, the student must have successfully completed EN 101, MA 132, PY 101, CH 124, BI 101, BI 225, BI 251, and BI 252, unless an exemption is approved by the Nursing Department Chairperson.

No science courses will be accepted in transfer from other colleges that are older than 5 years and/or for which the student received less than a "C" grade.

Prerequisites		Credits
BI 101	Principles of Biology	4
CH 124	General Chemistry	4

BI 225	Basic Microbiology	4
BI 251	Human Anatomy and Physiology I	4
BI 252	Human Anatomy and Physiology II	4
EN 101	English Composition I	3
MA 132	Intermediate Algebra (or higher)	4
PY 101	General Psychology	<u>3</u>
Total		30

<u>Core Course Requirements</u>		<u>Credits</u>
CO 210	Fundamentals of Speech Communication	3
EN 101*	English Composition I *	3
HE 230	Nutrition and Health	3
MA 132*	Intermediate Algebra (or higher) *	4
SO 297	Current Issues in the CNMI	<u>3</u>
Total (excluding prerequisite credits)		9
* Program prerequisite, listed above		

<u>General Education Requirements</u>		<u>Credits</u>
BI 101*	Principles of Biology *	4
BI 225*	Basic Microbiology *	4
BI 251*	Human Anatomy and Physiology I *	4
BI 252*	Human Anatomy and Physiology II *	4
CH 124*	General Chemistry *	4
PY 101*	General Psychology *	3
PY 201	Human Growth and Development	<u>3</u>
Total (excluding prerequisite credits)		3
* Program prerequisite, listed above		

<u>Program Requirements</u>		<u>Credits</u>
NU 105	Basic Nursing Concepts and Skills	9
NU 107	Medical-Surgical Nursing I	8
NU 207	Medical-Surgical Nursing II	8
NU 212	Medical-Surgical Nursing III	8
NU 124	Pharmacology for Nurses and Clinical Math	4
NU 203	Maternal and Child Health Nursing	8
NU 209	Nursing Issues and Trends	<u>2</u>
Total		47

All courses in the Associate in Science in Nursing Program require a "C" grade or higher.

A.S.: Nursing Total **89**

Actual Program Sequence

Prerequisites: First Semester

BI 101 Principles of Biology

Prerequisites: Second Semester

BI 225 Basic Microbiology



	General interest elective	3
CS 103	Introduction to Computers	<u>3</u>
Total		12
Program Requirements		Credits
BI 201	Natural History of the Mariana Islands	4
NR 150	Introduction to Natural Resources Management	4
NR 153	Environmental Conservation	4
NR 253	Species and Ecosystem Management	4
NR 255	Conservation Politics and Economics	4
NR 295	Natural Resources Management Seminar	1
NR 298	Natural Resources Management Internship	4
NR 290	Special Topics in Natural Resources Management	<u>1-4</u>
Total		26-29
Science Electives *		Credits
Total:		16

* The student MUST take an additional 16 credit hours of biological and physical science courses from the following list: BI 101, BI 103, BI 106, BI 141, CH 124, CH 141, NS 101, NS 140.

At least one course must be in the biological sciences, and at least one course must be in the physical sciences.

A.S.: Natural Resources Management Total 69-73

SCHOOL OF EDUCATION

SCHOOL OF EDUCATION

The Northern Marianas College School of Education (SOE) is dedicated to enhancing the quality of education in the Commonwealth of the Northern Mariana Islands (CNMI) by providing a Bachelor of Science (BS) degree in Elementary Education with concentrations in Elementary Education, Early Childhood Education, Special Education, and Rehabilitation & Human Services.

TEACHER PREPARATION PROGRAM

The NMC School of Education is dedicated to enhancing the quality of education in the CNMI by providing a Bachelor of Science degree in Elementary Education with concentrations in Elementary Education, Early Childhood Education, Special Education, and Rehabilitation and Human Services.

A Curriculum Resource Center (CRC) supports the teacher preparation program. The CRC serves as a specialized resource center that is linked to the main NMC library system. Its holdings include texts for educational research and curriculum materials to enhance constructivist-teaching methodology and provide primary resources for education students, teachers-in-training, and mentor teachers. Any student registered for an education course has access to the resources available in the CRC.



The Elementary Education Program is designed to engage students enrolled as education majors in a developmental process of acquiring the knowledge, attitudes, and skills necessary to promote educational excellence and equity in the classroom. The Bachelor of Science in Elementary Education degree program is based upon the latest research and current best educational and classroom practices. The SOE faculty designed each course to incorporate the cultural strengths of the children of the CNMI and teach how to match those strengths to teaching practices, incorporating the latest research-based methodologies.

SOE ADMISSION REQUIREMENTS

Education

All students who plan to major in Education must first be admitted to Northern Marianas College. Students may then declare Elementary Education as their major. All Education majors must enroll in and successfully pass with a “C” grade or better, all the listed core courses, general education courses, and program requirements listed in the B.S.

Time Limit for Coursework

The academic records and coursework of readmitted and transfer students must be evaluated by the SOE to ensure that updated and current curriculum content is covered by the students’ previous coursework. All program requirement courses must have been taken and passed with a grade of “C” or higher within the past five years of the semester of readmission and/or transfer (with the exception of ED 205, ED 300, and ED 320). All program requirement courses taken more than five years from the semester of readmission and/or transfer must be retaken to ensure updated curriculum content is covered.

Teacher Candidate

Admission to Teacher Candidacy Status

Application for Teacher Candidacy should take place during the semester the student completes 40 semester hours of applicable college credits towards the B.S. degree in Elementary Education and meets all the specific prerequisite requirements. Applications may be obtained from the SOE administration office, currently located in Building T. The completed application is to be submitted to the School of Education Director or designee prior to the announced deadline. Students should inquire about this process early in the semester. All students wishing to register for School of Education 300 and 400 level classes are required to submit an application for admission to the SOE demonstrating that he or she has met the following requirements: *

- Completion with a grade of “C” or higher of EN 202 from NMC or the equivalent from a U.S. accredited institution. The NMC Office of Admissions and Records (OAR) must verify required documentation through an official transcript.
- Completion with a grade of “C” or higher of MA 132 or higher or its equivalent from a U.S. accredited institution. The NMC OAR must verify this through an official transcript.
- Complete with a grade of “C” or higher all prerequisite courses for 300/400 level education courses. These prerequisite courses are ED 105, ED 205, ED 211, ED 282, and ED 300. Exceptions are those students who have completed with a grade of “C” or higher prerequisite courses from a U.S. accredited institution, with OAR verification through official transcripts, and the approval of the School of Education Director or designee.
- Hold a cumulative grade point average (GPA) of 2.8 or higher at the time of application.

-
- Submit an official copy of scores for the Praxis I – PPST (Pre-professional Skills Test, Basic Skills and General Knowledge) in reading, writing, and mathematics. Although the Praxis may be taken more than once, students will not be accepted in 300 and 400 level classes until they have evidence of meeting the following established baseline scores: Mathematics Score of 162, a Writing Score of 161, and a Reading Score of 160.
 - Submit to OAR official transcripts for all credits earned outside of NMC. *NMC School of Education students who successfully completed 12 credit hours of 300/400 level classes as of December 15, 2003 are exempt from the Praxis I. After November 1, 2003 all students must meet all prerequisite course requirements for any 300/400 level classes. The SOE will establish deadlines for submission of the application and all required materials.

A review by the SOE is required of each application, followed by an interview of the applicant by the SOE. The student will be provided with a certification of full admission to teacher candidacy, a letter of provisional admission to teacher candidacy, or a denial letter with cause, no later than seven (7) calendar days from the date of the interview.

Provisional Admission to Teacher Candidacy

Students in the following categories will be admitted as provisional members of the SOE in accordance with the requirements listed below. Applications may be obtained from the SOE administration office, currently in Building T. The completed application is to be submitted to the Director of the School of Education prior to the announced deadline.

(A) Transfer students with 40 or more semester hours of earned credit acceptable for admission to teacher candidacy but who do not meet all course prerequisites shall:

- Follow all application procedures and rules.
- Submit results of the PRAXIS I.
- Verify the successful completion of EN 202 and MA 132 or higher or the equivalent from an accredited U.S. institution through the OAR.
- Register for prerequisite courses.

When all requirements are met, the transfer student will become a teacher candidate in the SOE.

(B) Holders of a baccalaureate degree in the field of Education or a related field from an accredited U.S. institution, recognized non-U.S. institution, or an unaccredited institution must submit an application and meet all entrance and GPA requirements.

GRADUATION REQUIREMENTS

Only courses passed with a grade of “C” or better will be accepted for graduation for the baccalaureate degree. All potential graduates must pass with a grade of “C” or better all the core courses, general education courses, and required Education courses listed on the IDP.

It is recommended that graduates seeking CNMI Teacher Certification obtain Teacher Certification requirements from the CNMI Public School System.



SOE POLICY INFORMATION

1. Time and Attendance

- Tardy: A tardy shall be considered a full class absence for the following:
 - 30 minutes or more tardy for a 3 hour class
 - 20 minutes tardy for a 2 hour class
 - 15 minutes tardy for a 1.5 hour class
 - 30 minutes *cumulative* tardiness is considered one absence.
- Death in the Immediate Family: The student is responsible for notifying the instructor on or before the start of the scheduled class and for complying with the instructor's modified deadline for the submission of all approved make-up work. The student must provide any one of the following acceptable documents in order for the absence(s) to be considered excused and for approved make-up work be allowed:
 - Copy of a Death Certificate
 - Copy of a Death Announcement
 - Memorial Book
 - *Immediate Family*: Spouse, Child, Parent, Grandparent, and Sibling.
 - *The burden of proof lies with the student.*
 - A formal letter of request for extended absences must be submitted to the SOE Director prior to the absence and is subject to approval. The maximum number of absences should not exceed 10% of the scheduled classes; otherwise a grade of "F" (Failure) will be awarded. A grade of "I" for Incomplete may be awarded upon the approval of the course instructor and the Director for School of Education.
- Illness: For absences related to illness, the student is responsible for notifying the instructor on or before the start of the scheduled class and for complying with the instructor's modified deadline for the submission of all approved make-up work.
 - The student must provide an original Illness Certification (doctor's slip) in order for the absence(s) to be considered excused and for make-up work be allowed.
 - The maximum number of absences should not exceed 10% of the scheduled classes; otherwise a grade of "F" for Failure will be awarded.
 - A grade of "I" for Incomplete may be awarded upon the approval of the course instructor and the Director for School of Education.

2. Academic Dishonesty:

- The School of Education prepares students to be future teachers. The teaching profession is among the most important in society and requires that the teacher model honest behavior at all times and ensure that students also practice honest behavior. Academic Dishonesty refers to the following:
 - Cheating on any examination or assignments.
 - Failing to report a student who cheats on any examination or assignment
 - Plagiarism
 - Providing false information to any member of SOE
- Regarding academic dishonesty, students shall be responsible to accomplish the following:
 - Read SOE Code of Conduct
 - Sign acknowledgement of receipt and understanding of SOE Code of Conduct (Attachment)



- Note: Provide for exceptions for students who need supplemental instruction
- Abide By SOE Code of Conduct
- Duty to investigate and report academic dishonesty
 - The Instructor shall be responsible to investigate all suspected or reported incidents of academic dishonesty. The Instructor shall ensure that the SOE Director is informed of all suspected or reported incidents of academic dishonesty.
 - A student suspected of academic dishonesty shall be notified as soon as practicable (not later than one week following suspicion or reporting academic dishonesty).
 - The instructor and student shall meet to discuss the allegation(s) of academic dishonesty. The student shall have the right to say nothing on the subject. The student shall be provided summary information on the allegation(s) of academic dishonesty sufficient to understand the nature of the allegation(s). The student shall be provided a reasonable opportunity to present information to refute the allegation(s).
- The instructor shall submit incident reports including the following:
 - Suspicion of academic dishonesty
 - Receipt of allegation(s) of academic dishonesty
 - Meeting with student on the subject of academic dishonesty
- Following receipt and review of information regarding academic dishonesty, meeting with the student and review of information provided by the student, the instructor shall prepare a written report to the SOE Director. A copy of this report shall be provided to the student. The student shall acknowledge receipt of the written report. However, such receipt by the student shall not be used to prove any academic dishonesty.



BACHELOR OF SCIENCE IN EDUCATION - ELEMENTARY EDUCATION CONCENTRATION

100/200-LEVEL PREREQUISITES AND REQUIREMENTS

Core Requirements Credits

CO 210	Fundamentals of Speech Communication	3
EN 101	English Composition I	3
MA 132 or higher	Mathematics	4
SO 297	Current Issues in the CNMI	3
Subtotal		13

General Education Requirements Credits

PS 110	Political Science	3
LI 150/250	Literature (choose one)	3
Any 4 credit	Biological Science (choose one)	4
Any 4 credit	Physical Science (choose one)	4
EN 202	English Composition II	3
GE 201	Geography	3
PY 101	Psychology	3
History	History (choose one)	3
HI 255	NMI History	3
AR 101/135	Fine Arts (choose one)	3
DR101/120 / MU106	Performing Arts (choose one)	3
Subtotal		35

Program Requirements Credits

ED 205	Child Development	3
ED 211	Introduction to Teaching	4
ED 282	Multicultural Foundations	3
ED 300	Educational Psychology	3
ED 315	Inclusive Practices for Students with Learning Problems	3
ED 319	Children's Literature for Elementary Teachers	3
ED 320	Fine Arts for Elementary Teachers	3
ED 321	Literature and Language Arts for Elementary Teachers	4
ED 351	Instructional Strategies and Classroom Management	3
ED 353	Adaptive Health & PE Methods for Elementary Teachers	4
ED 370	Integrated Planning and Programs	3
ED 401	Teaching Methods In Special Education	3
ED 406	Teaching Linguistically Diverse Students	3
ED 432	Teaching Elementary and Middle School Math	3
ED 433	Science as Inquiry Methodology	3
ED 434	Social Studies in Action: A Methods Course	3
ED 435	Diagnostic and Prescriptive Reading	5
ED 450	Assessment and Evaluation	3
ED 471	Integrated Lessons and Activities	4
ED 480	Educational Technology	3
ED 492/493	Student Teaching Practicum/Community Ed. Practicum	12
Subtotal		78

SUGGESTED COURSE SEQUENCE – BACHELOR OF SCIENCE IN EDUCATION- ELEMENTARY EDUCATION CONCENTRATION	
Freshman – Semester 1	Freshman – Semester 2
<ul style="list-style-type: none"> • EN 101 English Composition I (3 crs) • HI 101/102/121 or 122 History (<i>EN PL 093/094</i>) (3 crs) • PY 101 Psych. (<i>EN PL 101</i>) (3 crs) • ED 211 – Introduction to Teaching (<i>EN PL 093/094</i>) (4 crs) 	<ul style="list-style-type: none"> • EN 202 English Composition II (3 crs) • MA 132/141 Mathematics (4 crs) • GE 201 – Geography (<i>EN PL 101</i>) (3 crs) • DR 101 or 120 or MU106 (<i>EN PL 093/094</i>) (3 crs)
Freshman – Semester 3	Sophomore – Semester 1
<ul style="list-style-type: none"> • Physical Science (<i>EN PL 093/094 or 101</i>) (4 crs) • PS 110 Political Science (<i>EN PL 101</i>) (3 crs) • CO 210 - Speech (<i>EN PL 101</i>) (3 crs) • AR 101 or 135 (<i>EN PL 093/094</i>) (3 crs) 	<ul style="list-style-type: none"> • ED 205 – Child Dev. (<i>EN PL 101</i>) (3 crs) • ED 282 – Multicultural Foundations (<i>EN PL 202</i>) (3 crs) • LI 150/250 – Literature (<i>EN PL 101</i>) (3 crs) • ED 300 Educational Psychology (3 crs)
Sophomore – Semester 2	Junior – Semester 1
<ul style="list-style-type: none"> • HI 255 NMI History (<i>EN PL 093/094</i>) (3 crs) • Biological Science – (<i>EN PL 093/094</i>) (4crs) • ED 319 Children’s Literature (<i>EN PL 202</i>) (3 crs) • ED 315 Inclusive Practices for Students with Learning Problems (3 crs) 	<ul style="list-style-type: none"> • SO 297 Current Issues (<i>EN PL 202</i>) (3 rs) • ED 351 Inst. Strat. & Class. Management (3 crs) • ED 370 Integrated Planning and Programs (3 crs) • ED 450 Assessment & Evaluation (3 crs)
Junior Semester 2	Senior – Semester 1
<ul style="list-style-type: none"> • ED 321 Literature and Language Arts for Elem. Teachers (<i>EN PL 202</i>) (4 crs) • ED 320 Fine Arts for Elem. Teachers (<i>EN PL 202</i>) (3 crs) • ED 401 Teaching Methods in Special Education • ED 432 Teaching Elem. and Middle School Math (<i>EN PL 202</i>) (3 crs) 	<ul style="list-style-type: none"> • ED 353 Health & PE Methods for Elem. Teachers (4 crs) • ED 434 Social Studies in Action (3 crs) • ED 435 Diagnostic & Prescriptive Reading (5 crs)
Senior – Semester 2	Senior – Semester 3
<ul style="list-style-type: none"> • ED 406 Teaching Linguistically Diverse Students • ED 433 Science as Inquiry Methodology • ED 471 Integrative Lessons and Activities • ED 480 Educational Technology 	ED 492 (12 crs) (all courses must be completed first; Praxis II required for completion)

Note: Teacher Candidacy is required Courses ED 315 and above.



BACHELOR OF SCIENCE IN EDUCATION - EARLY CHILDHOOD EDUCATION CONCENTRATION

The NMC School of Education offers the Bachelor of Science degree in Early Childhood Education. Students take core courses and general education courses in the Arts and Sciences before completing their required Education courses, including the 12-credit student teaching requirement. Students successfully completing all of the requirements then receive an accredited baccalaureate degree in Early Childhood Education. Students must complete all courses identified on the IDP within seven years, the first year commencing on taking Introduction to Teaching.

100/200-LEVEL PREREQUISITES AND REQUIREMENTS

Core Requirements Credits

CO 210	Fundamentals of Speech Communication	3
EN 101	English Composition I	3
MA 132 or higher	Mathematics	4
SO 297	Current Issues in the CNMI	3
Subtotal		13

General Education Requirements Credits

PS 110	Political Science	3
LI 150/250	Literature (choose one)	3
Any 4 credit	Biological Science (choose one)	4
Any 4 credit	Physical Science (choose one)	4
EN 202	English Composition II	3
GE 201	Geography	3
PY 101	Psychology	3
History	History (choose one)	3
HI 255	NMI History	3
AR 101/135	Fine Arts (choose one)	3
DR101/120 / MU106	Performing Arts (choose one)	3
Subtotal		35

Program Requirements Credits

ED 205	Child Development	3
ED 211	Introduction to Teaching	4
ED 242	Introduction to Early Childhood Education	3
ED 246	Administration in Early Childhood Education	3
ED 282	Multicultural Foundations	3
ED 300	Educational Psychology	3
ED 315	Inclusive Practices	3
ED 341	Curriculum in Early Childhood Education	3
ED 342	Assessment in Early Childhood Education	3
ED 343	Guiding and Nurturing Young Children	3
ED 345	Education for Parenthood	3
ED 351	Instructional Strategies & Classroom Management	3
ED 401	Teaching Methods In Special Education	3
ED 406	Teaching Linguistically Diverse Students	3
ED 451	Integrated Science & Math for Young Children	4

ED 452	Teaching Reading & Literacy in Early Childhood Ed.	4
ED 453	Creative Arts & Expression in Early Childhood Education	4
ED 454	Physical Education, Safety & Health in ECE	4
ED 455	Social Studies in Early Childhood Education	4
ED 480	Educational Technology	3
ED 492/ 93/494	Student Teaching Practicum/Community Ed. Practicum	12
Subtotal		78
B.S.: Early Childhood Education Total		126



BACHELOR OF SCIENCE IN EDUCATION - SPECIAL EDUCATION CONCENTRATION

The NMC School of Education offers the Bachelor of Science degree in Elementary Education. Students take core courses and general education courses in the Arts and Sciences before completing their required Education courses, including the 12-credit student teaching requirement. Students successfully completing all of the requirements then receive an accredited baccalaureate degree in Elementary Education. Students must complete all courses identified on the IDP within seven years, the first year commencing on taking Introduction to Teaching.

100/200-LEVEL PREREQUISITES AND REQUIREMENTS

Core Requirements Credits

CO 210	Fundamentals of Speech Communication	3
EN 101	English Composition I	3
MA 132 or higher	Mathematics	4
SO 297	Current Issues in the CNMI	3
Subtotal		13

General Education Requirements Credits

PS 110	Political Science	3
LI 150/250	Literature (choose one)	3
Any 4 credit	Biological Science (choose one)	4
Any 4 credit	Physical Science (choose one)	4
EN 202	English Composition II	3
GE 201	Geography	3
PY 101	Psychology	3
History	History (choose one)	3
HI 255	NMI History	3
AR 101/135	Fine Arts (choose one)	3
DR101/120 / MU106	Performing Arts (choose one)	3
Subtotal		35

Program Requirements

ED 205	Child Development	3
ED 211	Introduction to Teaching	4
ED 247	Medical Implications of Special Educ. in the Classroom	3
ED 282	Multicultural Foundations	3
ED 300	Educational Psychology	3
ED 315	Inclusive Practices for Students with Learning Problems	3
ED 316	Foundations of Instruction in Special Education	3
ED 351	Instructional Strategies and Classroom Management	3
ED 352	Behavior Management in the Classroom	3
ED 353	Health and PE Methods for Elementary Teachers	4
ED 360	Methodology and Adaptation of Curriculum	3
ED 396	Internship in Special Education	3
ED 397	Current Issues in Special Education	3
ED 398	Assistive Technology for Special Education Teachers	3
ED 401	Teaching Methods In Special Education	3
ED 406	Teaching Linguistically Diverse Students	3

ED 433	Science as Inquiry Methodology	3
ED 435	Diagnostic and Prescriptive Reading	5
ED 450	Assessment and Evaluation	3
ED 456	Special Education Diagnostic and Assessment	4
ED 457	Develop. Reading; Instruction, Assess.& Redemption	3
ED 492	Student Teaching Practicum/Community Ed. Practicum	12
Subtotal		79
B.S.: Special Education Total		127



SUGGESTED COURSE SEQUENCE – BACHELOR OF SCIENCE EDUCATION SPECIAL EDUCATION CONCENTRATION	
Freshman - Semester 1	Freshman - Semester 2
EN093/94 or higher EN101 (3cr) ED105 - Computers (3cr) HI101/102/121 or 122 - History (3cr) AR101 or 135 (3cr) PY101 - Psychology (3cr) Total 15 credits	EN202 - English (3cr) MA141 - Mathematics (4cr) PS110 - Political Science (3cr) Foreign Language (4cr) Total 14 credits
Freshman - Semester 3	Sophomore - Semester 1
GE201/101 Geography (3cr) Physical Science (4cr) CO210 - Speech (3c) ED211 - Introduction to Teaching (4cr) Total 14 credits	ED205 - Child Development (3cr) ED282 - Multicultural Foundations (3cr) Biological Science (4cr) LI150/250 - Literature (3cr) <i>Note: Apply for Teacher Candidacy during this Semester</i> Total 13 credits
Sophomore - Semester 2	Junior - Semester 1
DR101 or 120 or MU106 (3cr) HI255 - CNMI History (3cr) ED247 - Medical Imp of SpEd in the Clsrm (3cr) ED300 - Educational Psychology (3cr) Total 12 credits	SO297 - Current Issues (3cr) ED315 - Inclusive Practices (3cr) ED351 - Instruct Strat & Clsrm Mgmt (3cr) ED353 - Health & Adaptive PE Methods (4cr) Total 13 credits
Junior - Semester 2	Senior - Semester 1
<i>ED316 - Foundations of SpEd Instruction (3cr)</i> ED352 - Behavior Mgmt in the Classroom (3cr) ED398 - Assistive Tech for SpEd Teachers (3cr) <i>ED401 - Teaching Methods in SpEd (3cr)</i> Total 12 credits	ED396 - Internship in Special Education (3cr) ED397 - Current Issues in Special Education (3cr) ED435 - Diagnostic & Prescriptive Reading (5cr) ED450 - Assessment & Evaluation (3cr) Total 14 credits
Senior - Semester 2	Senior - Semester 3
ED406 - Tchng Ling Diverse Students (3cr) <i>ED456 - Student Eval, Diagnosis, & Asmnt (3cr)</i> <i>Ed457 - Dvlpmntl Reading; Inst/Asmnt/Rmd (3cr)</i> Total - 9 credits	ED492/495 - Student Teaching Practicum (12cr) Total - 12 credits
Notes: Total Credits for Special Education Concentration = 42 Total Credits for BS in Teacher Education = 128	

BACHELOR OF SCIENCE IN EDUCATION - REHABILITATION & HUMAN SERVICES CONCENTRATION

The NMC School of Education offers the Bachelor of Science degree in Rehabilitation and Human Services. Students take core courses and general education courses in the Arts and Sciences before completing their required Education courses, including the 12-credit student teaching requirement. Students successfully completing all of the requirements then receive an accredited baccalaureate degree in Rehabilitation and Human Services. Students must complete all courses identified on the IDP within seven years, the first year commencing on taking Introduction to Teaching.

100/200-LEVEL PREREQUISITES AND REQUIREMENTS

Core Requirements Credits

CO 210	Fundamentals of Speech Communication	3
EN 101	English Composition I	3
MA 132 or higher	Mathematics	4
SO 297	Current Issues in the CNMI	3
Subtotal		13

General Education Requirements Credits

PS 110	Political Science	3
LI 150/250	Literature (choose one)	3
Any 4 credit	Biological Science (choose one)	4
Any 4 credit	Physical Science (choose one)	4
EN 202	English Composition II	3
GE 201	Geography	3
PY 101	Psychology	3
History	History (choose one)	3
HI 255	NMI History	3
AR 101/135	Fine Arts (choose one)	3
DR101/120 / MU106	Performing Arts (choose one)	3
Subtotal		35

Program Requirements Credits

ED 205	Child Development	3
ED 211	Introduction to Teaching	4
ED 282	Multicultural Foundations	3
RH 200	Disability and Society	3
RH 215	Introduction to Rehabilitation & Human Services	3
CJ 101	Introduction Criminal Justice	3
CJ 103	Juvenile Delinquency	3
CJ 104	Dynamics of Substance Abuse	3
RH 310	Theories and Techniques of Counseling	3
RH320	Community Resources	3
RH 330	Human Services Fieldwork I	4
RH 400	Case Management	3
RH 420	Human Services Program Management	3
RH 430	Medical and Psychosocial Aspects of Disability	3
RH 440	Human Services Fieldwork II	4



ED 315	Inclusive Practices	3
ED 351	Instructional Strategies and Classroom Management	3
ED 352	Behavior Management in the Classroom	3
ED 401	Teaching Methods In Special Education	3
ED 406	Teaching Linguistically Diverse Students	3
ED 493	Community Education Practicum	12
Subtotal		75
B.S.: Rehabilitation and Human Services Total		123



SUGGESTED COURSE SEQUENCE-BACHELOR OF SCIENCE IN EDUCATION - REHABILITATION AND HUMAN SERVICES CONCENTRATION	
Freshman-Semester 1	Freshman-Semester 2
EN 093/094 (4 NDU each) or EN 101(3 credits) -English AR 101/135-Fine Arts (3 credits) (EN PL 093/094) BE 111-College Success (3 Credits) (EN PL 083/084) (prerequisite or concurrent enrollment course for MA 088, 089, 091) MA 087/089/091(3-4 NDU each) or MA 132 (4 credits)-Mathematics Credits vary depending on NDU hours	EN 202-English (3 credits) MA 132 or above-Mathematics (4 credits) PS 110-Political Science (3 credits) (EN PL 101/ MA PL 091) PY 101-Psychology (3 credits) (EN PL 101) DR 101/120; MU 106 (3 Credits)Performing Arts Total: 16 credits
Freshman-Semester 3	Sophomore-Semester 1
ED 211-Introduction to Teaching (4 credits) (EN PL 093/094) CO 210-Speech (3 credits) (EN PL 101) 215-Introduction to Human Services (3 credits) (EN PL 101) ED 205 Child Development (3 credits) Total: 13 credits	Physical Science (CH 124 or NS 101/140) (4 credits) (EN/MA PL varies) HI 101/102/121/122-History (3 credits) (EN PL varies) RH 200-Disability and Society (3 credits) (EN PL 101) RH HI 255-NMI History (3 credits) (EN PL 093/094) Total: 13 credits
Sophomore-Semester 2	Junior-Semester 1
LI 150/250-Literature (3 credits) (EN PL 101) (3 credits) (EN PL 202/MA PL 161) BI 101-Biological Science (4 credits) (EN 093/094/MA PL 091) CJ 101-Criminal Justice (3 credits) (EN PL 093/094) ED 282 Multicultural Foundations (3 credits) Total: 13 credits	GE 201-Geography (3 credits) (EN PL 101) SO 297-Current Issues (3 credits) (EN PL 202/MA PL 091) RH 310-Theories and Techniques of Counseling (3 credits) (EN PL 202/MA PL 161) CJ 103-Juvenile Delinquency (3 credits) (EN PL 101) Total: 12 credits
Junior-Semester 2	Senior-Semester 1
RH 320-Community Resources (3 credits) (EN PL 202/MA PL 161) RH 330-Human Services Fieldwork Experience I (4 credits) (EN PL 202/MA PL 161) ED 351-Instructional Strategies and Classroom Management (3 credits) (EN PL 202/MA PL 161) ED 401-Teaching Methods in Special Education (3 credits) (EN PL 202/MA PL 161) Total: 13 credits	CJ 104-Dynamics of Substance Abuse (3 credits) (EN PL 093/094) RH 400-Case Management (3 credits) (EN PL 202/MA PL 161) ED 352-Behavior Management in the Classroom (3 credits) (EN PL 202/MA PL 161) ED 315-Inclusive Practices for Students with Learning Problems (3 credits) (EN PL 202/MA PL 161) Total: 12 credits
Senior-Semester 2	Senior-Semester 3
ED 406-Teaching Linguistically Diverse Students (3 credits) (EN PL 202/MA PL 161) RH 430-Medical and Psychosocial Aspects of	ED 493-Community Education Practicum (12 credits) (EN PL 202/MA PL 161)



Disability (3 credits) (EN PL 202/MA PL 161)
RH 440-Human Services Fieldwork
Experience II (4 credits) (EN PL 202/MA PL
161)
RH 420-Human Services Program
Management
(3 credits) (EN PL 202/MA PL 161)
Total: 13 credits

Total: 12 credits



COURSE DESCRIPTIONS

NOTE 1: Most courses indicate an English Placement Level (reading level/writing level), and some a Math Placement Level. These mean that to take the course the student must have successfully completed the English/Math courses at the indicated level *or* be taking them concurrently *or* be eligible to take them. Eligibility is determined by having successfully completed the English/Math course at the immediately preceding level *or* by having placed at or above the indicated level in the English Placement Test or the Math Placement Test.

NOTE 2: Unless otherwise indicated, all prerequisite courses must have been completed with a “C” grade or higher.

NOTE 3: Not all courses are offered every semester. See the current *Schedule of Courses* for availability.

ACCOUNTING

AC 220 Accounting Principles I (3)

This is a comprehensive course covering generally accepted accounting principles, the accounting cycle, accounting for service and merchandise enterprises, payroll, cash management, valuation of inventory, accounts receivable, plant assets, and current liabilities. Prerequisites: CS 103 and MG 220. English Placement Level: EN 101. Math Placement Level: MA 132. (Offered fall and spring)

AC 221 Accounting Principles II (4)

This course continues the study of accounting principles with emphasis on accounting for corporations. This course covers preparation of cash flow statements; financial statements analysis; introduction to

cost accounting, budgeting, and planning; using accounting for management purposes; and an introduction to accounting for a manufacturing enterprise. Prerequisite: AC 220. English Placement Level: EN 101. Math Placement Level: MA 132. (Offered Fall and Spring)

AC 226 Computerized Accounting (3)

This course provides students who have been exposed to manual accounting procedures opportunities to work hands-on with a computerized accounting system. This course covers general ledger, accounts receivable, accounts payable, depreciation, and payroll procedures, and uses Intuit QuickBooks software. Prerequisite: AC 220. English Placement Level: EN 101. Math Placement Level: MA 132. (Offered Spring)

AC 230 Intermediate Accounting I (3)

This course concentrates on accounting theories and components of financial statements. It includes an in-depth study of accounting’s conceptual framework, the accounting process, financial statements, time value of money, cash and receivables, inventories, and fixed assets. It emphasizes the application of generally accepted accounting principles to these components and to reporting procedures. Prerequisite: AC 221. English Placement Level: EN 101. Math Placement Level: MA 132. (Offered Fall)

AC 231 Intermediate Accounting II (3)

This course continues the study of accounting theories and components of financial statements. It includes utilization and retirement of non-concurrent assets, liabilities, owners’ equity, and the application of generally accepted accounting principles. It also includes the study of special problems in income determination and other dimensions of financial reporting. Prerequisite: AC 230. English Placement Level: EN 101. Math Placement Level: MA 132. (Offered Spring)



ANTHROPOLOGY

AN 105 Cultural Anthropology (3)

This course provides an introduction to the idea of culture as used in anthropology; cultural behavior, values, patterns, and dynamics; culture and the individual; and cross-cultural issues in contemporary life. This course incorporates data from Pacific island cultures. English Placement Level: EN 093/094. Math Placement Level: None. (Offered Fall and Spring)

ART

AR 101 Introduction to Art (3)

This course covers major art trends and their place in history. The content includes art media, art techniques, elements and principles of design, art criticism, and aesthetics.

English Placement Level: EN 093/094. Math Placement Level: None. (Offered Fall and Spring)

AR 103 Drawing (3)

This course covers basic drawing concepts with studio investigation of line, shape, value, form, and space. Various drawing media are introduced, and student work will be matted and presented in an art exhibit. English Placement Level: EN 073/074. Math Placement Level: None. (Offered as needed)

AR 105 Digital Media Design (3)

This course focuses on the students' understanding of the elements and principles of design using digital media. Students are exposed to the use of visual, graphic, and animation design through the use of the exciting mediums of computer imagery and multi-media. Students will work in teams collaboratively in order to discover the various practical applications of digital media design. In addition, the students will gain an appreciation and understanding of

the arts, practice in creative problem solving, and the development of a leisure activity for personal satisfaction. English Placement Level: EN 093/094. Math Placement Level: None. (Offered Fall and Spring)

AR 107 Introduction to Black and White Photography (3)

This course introduces the student to the basic elements and principles of black and white photography. Technical aspects of the medium, composition, equipment, film development, and printing are covered. Darkroom laboratory is a required course activity. NOTE: Since darkroom equipment and space is limited, the maximum enrollment for any section of this course is 10 students. Prerequisite: A "C" grade or better in AR 101, AR 103, or AR 135 or instructor's permission. English Placement Level: EN 093/094. Math Placement Level: None.

AR 135 Studio for Non-Majors (3)

This is an introductory studio art course designed to give students a basic understanding of the creative process, exposure to art works of professionally and historically relevant artists, and the experience of working in a variety of art media. This course is of value to students, such as elementary school teachers, who need knowledge of a diverse range of art forms. This course also contributes to a well-rounded education that includes understanding and appreciation of the arts, practice in creative problem solving, and the development of a leisure activity for personal satisfaction. English Placement Level: EN 093/094. Math Placement Level: None. (Offered Fall and Spring)

AR 207 Intermediate Black and White Photography (4)

This course builds upon the basic principles taught in the introductory course. Additional technical skills such as on-camera flash, studio lighting, and the zone system are introduced. Darkroom laboratory work is a required course activity. NOTE: Since

darkroom equipment and space are extremely limited, the maximum enrollment for any section of this course is 10 students. Prerequisite: Completion of AR 107 with a grade of “B” or better, or permission of the instructor. English Placement Level: EN 093/094. Math Placement Level: None.

AR 214 Painting (3)

This is a studio course exploring various painting media and basic techniques. Prerequisite: AR 103 or AR 135, or instructor’s permission. English Placement Level: EN 073/074. Math Placement Level: None.

AR 214FS Painting (3)

This course offers the student the opportunity to continue skill building that was introduced in the beginning painting course. Students are required to complete a total of four works and demonstrate a high level of skill, confidence in the medium, and progression. Prerequisite: AR 214 and the instructor’s permission. English Placement Level: EN 073/074. Math Placement Level: None.

AR 216 Ceramics (3)

This course introduces the student to the various techniques of ceramics production (pinch, slab, coil, and wheel throwing) for creating functional and decorative objects. English Placement Level: EN 073/074. Math Placement Level: None. (Offered Fall and Spring)

AR 216FS Ceramics (3)

This course offers students the opportunity to continue skill building that was introduced in the beginning ceramics course, and concentrate the focus of their study in a specialized direction as discussed with and determined by the instructor. Focused study may include wheel thrown forms and ceramic sculpture, and developing the students’ ability to successfully operate electric and combustion kilns. Prerequisite: AR 216 and the instructor’s permission. English Placement Level: EN 073/074.

Math Placement Level: None. (Offered Fall and Spring)

BIOLOGICAL SCIENCE

BI 101 Principles of Biology (4)

This introductory course covers the principles of general biology and such topics as cell biology, genetics, evolution, diversity, and ecology. Laboratory exercises and field trips are required. English Placement Level: EN 093/094. Math Placement Level: MA 091. (Offered Fall and Spring)

BI 103 Marine Biology (4)

This course provides an introduction to the biology of the marine environment. Special emphasis is placed on the marine environment of Micronesia and its importance to island communities. Laboratory exercises and field trips are designed to bring students into contact with local marine organisms and their habitats. Laboratory and field trips are required. Ability to swim is recommended but not required. English Placement Level: EN 093/094. Math Placement Level: MA 091.

BI 106 Agricultural Science (4)

This course provides an overview of the biology of agriculture. This course examines the interdisciplinary role functions and impact of animal and plant production on humans, on the environment, and society. Topics will include production fundamentals of food, fiber, and medicinal plants; the production of food animals; integrated pest management ecology; political and socioeconomic issues of agro-ecology; biotechnological advances in the discipline; and sustainable agriculture. Laboratory and field trips are required. English Placement Level: EN 093/094. Math Placement Level: MA 091.

BI 141 Plant Science (4)

This course introduces students to the study of living plants to illustrate the fundamental



principles of plant ecology. Topics will cover cellular organization, photosynthesis, respiration, growth and development, reproduction, mineral nutrition, and water absorption. Laboratory and field trips are required. English Placement Level: EN 093/094. Math Placement Level: MA 091.

BI 201, Natural History of the Mariana Islands(4)

This is a natural history survey course covering the geology, ecology, and flora and fauna of the Mariana Islands. Laboratory and field trips are required. As part of the field trips, swimming or hiking may be required. English Placement Level: EN 093/094. Math Placement Level: MA 091.

BI 225 Basic Microbiology (4)

This is a survey course covering the major groups of microorganisms in relation to their classification, characteristics, and medical importance, and introduces students to related topics in immunology and epidemiology. It is intended for students entering the fields of professional health care, although other students may wish to enroll in the course. Laboratory and field trips are required. Prerequisite: A “C” grade or higher in BI 101. English Placement Level: EN 101. Math Placement Level: MA 132. (Offered Fall and Spring)

BI 251 Human Anatomy and Physiology I (4)

This is the first part of a two-semester sequence covering human anatomy and physiology at the biochemical, cellular, microscopic, tissue, and organ levels. In this course, all body systems are presented, discussed, and integrated with one another. This course is designed for those entering professional health care fields, although enrollment is open to all students. Laboratory and field trips are

required. Prerequisites: BI 101, CH 124. English Placement Level: EN 202. Math Placement Level: MA 132. (Offered Fall)

BI 252 Human Anatomy and Physiology II (4)

This is the second part of a two-semester sequence covering human anatomy and physiology at the biochemical, cellular, microscopic, tissue, and organ levels. This course is designed for those entering professional health care fields, although enrollment is open to all students. Laboratory and field trips are required. Prerequisite: BI 251. English Placement Level: EN 202. Math Placement Level: MA 132. (Offered Fall and Spring)

COLLEGE SKILLS

BE 111 College Success (3)

This course is designed to help students become successful in college by developing and practicing academic skills in reading, writing, listening, critical thinking, note taking, studying, memorizing, and test taking, and time management techniques, and by promoting personal responsibility, self-confidence, and awareness of self and others. This course also familiarizes students with college services and resources and explores career and further education options. This course replaces BE 110 College Life Skills. English Placement Level: EN 083/084. Math Placement Level: None. (Offered Fall and Spring)

COMPUTER APPLICATIONS

OT 101 Keyboarding/Typewriting (2)

This course introduces students to the computer keyboard and related hardware in a hands-on approach to the practical use of a computer in their college career. This course

shows the students the functions of the keys of a standard computer keyboard, points out the differences with typewriter keyboards, and trains students in the proper procedures for producing computer-assisted research with neatly formatted and printed output for their own reference and assignments. This course also teaches students proper typing techniques, with the goal for the students to attain a typing speed of 35 words per minute. English Placement Level: EN 083/084. Math Placement Level: None. (Offered Fall and Spring)

CS 103 Introduction to Computers (3)

This course covers basic knowledge of PC hardware--including the system unit, local area networks, and the Internet. This course provides students with practical skills in using the Windows operating system and in using common PC application programs, including a word processor, a spreadsheet, a presentation program, and a database program. This course also teaches students how to use the Internet for communication and research and introduces them to creating Web pages. This course emphasizes using the PC as a multiple applications tool. Prerequisite or concurrent enrollment: OT 101, or demonstrated proficiency on a recognized proficiency test. English Placement Level: EN 083/084. Math Placement Level: None. (Offered Fall and Spring)

CS 140 Database Applications I (3)

This course introduces students to the field of data management and database systems. This course introduces database terms and concepts and provides students with knowledge and skills to successfully create a database and create database applications. This course focuses on database implementation and creating applications. It covers basic Structured Query Language (SQL) and Query by Example using MS Access 2007. Prerequisite: CS 103. English Placement Level: EN 101. Math Placement Level: MA 132. (Offered Fall)

CS 150 Spreadsheet Applications (3)

This is an intermediate to advanced course in spreadsheet applications that builds on the knowledge and skills introduced in CS 103 Introduction to Computers. This course covers entering different types of data into worksheets, performing calculations with formulas, making “what-if” decisions, managing a list or a dataset, summarizing data into tables and charts, and creating reports for print and the Web. This course uses Microsoft Excel 2007. Prerequisite: CS 103. English Placement Level: EN 093/094. Math Placement Level: None. (Offered Fall and Spring)

CS 160 Desktop Publishing (3)

This course is designed to allow students to develop proficiency in using specialized desktop publishing software to create a variety of printed publications. Students learn and apply professional graphic design principles in the creative design and layout of high quality printed materials, including integration of text, photographs, and graphics for business-related tasks. This course covers proper use of sophisticated hardware and the Adobe CS4 (Creative Suite 4) applications Illustrator, Photoshop, and InDesign. Students incorporate the process of analyzing information, purpose, and audience in selecting and creating the appropriate visual signals to communicate desired messages effectively. Students also learn the basics of digital photography and image retouching. Prerequisite: CS 103. English Placement Level: EN 101. Math Placement Level: None. (Offered Fall and Spring)

CS 222 Web Design and Programming (3)

This course introduces the topic of Web Site Design with the focus being computer coding methodologies to include HTML, XHTML, and CSS. XHTML will be presented as a document structure language, and CSS will be presented as the presentation (format) description language. Students will create and manipulate



computer images to create web graphics for use on their web site. Fundamental computer networking concepts will be covered so that students understand how the Internet works. Students will host their web site on a web server. Prerequisite: CS 103. English Placement Level: EN 093/094. Math Placement Level: MA 132. (Offered Fall and Spring)

CS 227 Introduction to Programming (3)

This course introduces computer programming with emphasis on program design, coding, debugging, testing, documentation, and algorithm design. This course presents such fundamentals of programming as data types, operators, control structures, arrays, strings, and functions. Prerequisites: CS 222 and MA 132. English Placement Level: EN 093/094. Math Placement Level: MA 161.

CS 246 Database Applications II (3)

This is the second course in data management and database systems. The focus of this course is on database design. This course provides a historical perspective of the data management field and covers data models and abstracts; the relational data model; design concepts, principles, methods, and practices; database design software; and Structured Query Language (SQL). Prerequisite: a "C" grade or higher in CS 140. English Placement Level: EN 202. Math Placement Level: MA 132. (Offered Spring)

COOPERATIVE EDUCATION

CE 250 Introduction to Cooperative Education (3)

This capstone course focuses on current issues/trends in the workplace, self-assessment, personal development, career exploration, resumes and cover letters, successful employment interviews, effective communication skills in the world of work, workplace etiquette and ethics, and on-the-

job training that is related to the student's career and educational goals. This work experience course will enhance the student's career self-awareness and current employment skills. This course integrates classroom-learned skills with an on-the-job training experience. Prerequisite: MG 206. English Placement Level: EN 202. Math Placement Level: MA 161. (Offered Spring)

CRIMINAL JUSTICE

CJ 101 Introduction to Criminal Justice (3)

This entry-level course is an overview that examines the nature of crime and the criminal justice system to reveal significant history, facts, and trends. Prerequisites: None. English Placement Level: EN 093/094. Math Placement Level: None. (Offered Fall and Spring)

CJ 103 Juvenile Delinquency (3)

This course examines the nature, causes, and consequences of juvenile delinquency in society. It explores four broad areas: the definition and measurement of delinquency, the various explanations for delinquency, the social and institutional context in which delinquency occurs, and the juvenile justice system. This course addresses specific topics such as incidence and prevalence of delinquency, social control theories, violent youth crime, illegal drug use, female delinquency, gangs, the police, and juvenile courts, in local and global contexts. Prerequisite: CJ 101 or concurrent enrollment. English Placement Level: EN 101. Math Placement Level: None. (Offered Fall and Spring)

CJ 104 Dynamics of Substance Abuse (3)

This course examines the history and legislation of drug abuse, the neurology of drug abuse, drug classification, and the sociological and psychological effects of drug abuse. Emphasis is also placed on examining drug abuse prevention and

treatment programs, the business of drugs, drug laws, enforcement, and policies. This course also explores the debate surrounding drug maintenance, decriminalization, and harm reduction. Prerequisites: None. English Placement Level: EN 093/094. Math Placement Level: None. (Offered Spring)

CJ 150 Constitutional Law for Police (3)
This course acquaints present and future law enforcement personnel with various aspects of criminal procedure. This course also includes a study of laws that govern police work which have their basis primarily in the U.S. Constitution, the decisions of the U.S. Supreme Court, and the laws passed by the local government. Prerequisite: CJ 101 or permission of the Criminal Justice Program Coordinator. English Placement Level: EN 101. Math Placement Level: None. (Offered Fall)

CJ 200 Criminal Law (3)
This course is a study of the historical development and philosophy of criminal law. Topics include legal definitions, constitutional provisions, and classifications of crimes, which are then applied to the administration of justice. Particular attention is directed to the elements of crime, intent, attempts, and the laws of arrest. This course also addresses the relationship of criminal law to the working police officer and the rights and duties of both citizens and police officers. Prerequisite: CJ 101. English Placement Level: EN 101. Math Placement Level: None. (Offered Fall)

CJ 206 Social Values and the Criminal Justice Process (3)
This course is an in-depth exploration of the social values and ethics that are the basic principles of a sound criminal justice process. This course also examines the roles of the participants in the justice system in relation to the public they serve. Prerequisite: CJ 101. English Placement Level: EN 101. Math Placement Level: None. (Offered Fall and Spring)

CJ 225 Criminal Investigation (3)
This course examines the fundamentals of reconstructing a chronological sequence of events as to if, when, and how a crime was committed. This includes searching for, collecting, preserving, evaluating, and cross-comparing physical and oral evidence within the framework of accepted procedures and constitutional law. Also included in the study are procedures using proven scientific methods and analyses to meet the ideal standards of an investigation to resolve the issue, identify the offenders, and to professionally present the findings in court. Prerequisites: CJ 200, EN 111. English Placement Level: EN 101. Math Placement Level: None. (Offered Spring)

CJ 251 Police Operations and Organizational Theory (3)
This course covers theoretical and practical approaches to law enforcement administration issues. This course examines the traditional concepts, techniques, and policies of the police component of the criminal justice system, and analyzes police operational procedures as they relate to the total justice system. This course, combining theory and practical application, helps students understand and develop the essential skills needed for effective law enforcement organization and operation. Prerequisites: CJ 150; and CJ 200 or concurrent enrollment. English Placement Level: EN 101. Math Placement Level: None. (Offered Spring)

CJ 299 Internship/Fieldwork (4, 6, or 12)
This course offers Criminal Justice majors the opportunity to undergo a practical, on-the-job working environment within the CNMI Criminal Justice system. Specific agencies collaborate with NMC to ensure a cooperative and educational experience. Students may elect to take this course for 4, 6, or 12 credit hours. This flexibility in credit hours is necessary to meet both student and agency needs. This course is open to Criminal Justice Degree students only. Prerequisites: CJ 101, CJ 150, CJ 200,



CJ 206, and a 3.5 GPA in CJ classes. English Placement Level: EN 202. Math Placement Level: None. (Offered Fall and Spring)

DRAMA

DR 101 Introduction to Drama and Theater (3)

This course is an introduction to dramatic literature and theatrical performance. Students will read examples of various types of plays and learn about the technical, design, and performance aspects of theater. Class projects will give students broad exposure to theatrical experience. English Placement Level: EN 093/094. Math Placement Level: None. (Offered as needed)

DR 120 Drama in Education (3)

This is an introductory course in drama. Emphasis is on drama in education which will prepare a student to “stand and deliver” the CNMI PSS Standards and Benchmarks in Drama, and provide dramatic skills to teach other subject material. English Placement Level: EN 093/094.

Math Placement Level: None. (Offered Fall and Spring)

DR 202 Acting (3)

This is an introductory course in acting which covers both improvisation and method acting techniques. Acting exercises, theater games, and scene studies are required class projects. Participation in NMC theater productions is by competitive audition and is an optional course activity. English Placement Level: EN 093/094. Math Placement Level: None. (Offered as needed)

ECONOMICS

EC 211 Principles of Macroeconomics (3)

This is the first of the two Principles of Economics courses. This course covers the economizing problem, the market system, and other core topics in economics as a discipline. This course focuses on laws, principles, theories, problems, and policies which are macroeconomic in nature, including total production in the economy; total resources allocation; economic growth; national income accounting; aggregate demand, aggregate supply, and market equilibrium analysis; employment and unemployment; inflation; money and banking; and international economics. Prerequisite: CS 103. English Placement Level: EN 202. Math Placement Level: MA 132. (Offered Fall)

EC 212 Principles of Microeconomics (3)

This is the second Principles of Economics course, and it follows the Principles of Macroeconomics course (EC 211). EC 212 focuses on the laws, principles, policies, and issues that are microeconomic in nature. Topics include the extension of demand and supply analysis, the theory of consumer behavior, the theory of the firm, the different market structures, technology and research and development, resource pricing, resource allocation efficiency, and market externalities. Prerequisites: CS 103 and EC 211. English Placement Level: EN 202. Math Placement Level: MA 132. (Offered Spring)

EDUCATION

ED 105 Introduction to Computers for Teachers (3)

This course provides educators and education majors with a hands-on introduction to the use of Macintosh

computers and computer applications. This course introduces them to the Macintosh operating system, to common computer terminology, and to common computer application skills including word processing, databases, spreadsheets, multimedia, and the Internet. Emphasis is placed on the practical use of these skills in the educational setting. Prerequisite: None. English Placement Level: EN 101. Math Placement Level: None. (Offered as needed)

ED 111 Introduction to Related Services (3)
This course is designed to provide an understanding of working with children and youth with severe disabilities in educational, recreational, and vocational settings, as well as supporting their parents and families at home and in the community. In this course, students learn to work with therapists and teachers to provide basic assessment, plan intervention, and deliver appropriate intervention to children with severe disabilities in the areas of gross motor and fine motor skills. Concurrent enrollment in ED 112 is required. English Placement Level: EN 093/094. Math Placement Level: None. (Offered as needed)

ED 112 Introduction to Related Services Practicum (3)
This course is designed to develop practical skills in supporting children and youth who have severe disabilities. This course incorporates related services in educational, recreational, and vocational settings, as well as support for parents and families at home and in the community. In this course, students will work with therapists and teachers to provide basic assessment, plan intervention, and deliver appropriate intervention to children with severe disabilities in the areas of gross motor and fine motor skills. Concurrent enrollment in ED 111 is required. English Placement Level: EN 093/094. Math Placement Level: None. (Offered as needed)

ED 113 Intermediate Related Services (3)
This course is designed to continue instruction in working with children and youth with severe disabilities in educational, recreational, and vocational settings, as well as supporting their parents and families at home and in the community. In this course, students refine their skills in basic assessment, planning intervention, and delivering appropriate intervention to children with severe disabilities with a focus in the areas of communication, feeding, nutrition, self-help skills, and creating adaptations. Values that are promoted throughout the course include (a) family-centered care, (b) cultural sensitivity, (c) age-appropriate activities, (d) functional skills, and (e) collaborative teamwork. Prerequisites: ED 111 and ED 112 with a “C” grade or higher. Concurrent enrollment in ED 114 is required. English Placement Level: EN 093/094. Math Placement Level: None. (Offered as needed)

ED 114 Intermediate Related Services Practicum (3)
This course is designed to develop further practical skills in supporting children and youth with severe disabilities with related services in educational, recreational, and vocational settings, as well as supporting their parents and families at home and in the community. In this course, students work with therapists and teachers to refine their basic assessment skills, plan intervention, and deliver appropriate intervention to children with severe disabilities with a focus in the areas of communication, feeding, nutrition, self-help skills, and creating adaptations. Prerequisites: ED 111 and ED 112 with a “C” grade or higher. Concurrent enrollment in ED 113 is required. English Placement Level: EN 093/094. Math Placement Level: None. (Offered as needed)

ED 115 Advanced Related Services (3)
Advanced Related Services is designed to continue instruction in working with children and youth with severe disabilities in educational, recreational, and vocational



settings, as well as supporting their parents and families at home and in the community. In this course, students refine their skills in planning and delivering appropriate intervention to children with severe disabilities with a focus in the areas of inclusive practices, training others, assistive technology, and rights and advocacy. Prerequisites: ED 111, ED 112, ED 113, and ED 114 with a “C” grade or higher. Concurrent enrollment in ED 116 is required. English Placement Level: EN 093/094. Math Placement Level: None. (Offered as needed)

ED 116 Advanced Related Services Practicum (3)

This course is designed to continue instruction in working with children and youth with severe disabilities in educational, recreational, and vocational settings, as well as supporting their parents and families at home and in the community. In this course, students refine their skills in planning and delivering appropriate intervention to children with severe disabilities with a focus in the areas of inclusive practices, training others, assistive technology, and rights and advocacy. Prerequisites: ED 111, ED 112, ED 113, and ED 114 with a “C” grade or higher. Concurrent enrollment in ED 115 is required. English Placement Level: EN 093/094. Math Placement Level: None. (Offered as needed)

ED 141 Curriculum in Early Childhood (3)

This is a required course for the Early Childhood certificate. This course introduces students to theories, methods, techniques, and activities which promote learning through creative expression in children during their early childhood years. Content areas covered include developmentally appropriate practices, learning environments, learning and interest centers, and the design and implementation of physical, cognitive, communicative, and creative activities in the classroom. English Placement Level: EN 093/094. Math Placement Level: None. (Offered as needed)

ED 143 Education for Parenthood (3)

This is a required course for the Early Childhood certificate. This course is designed to provide students with a systematic approach to the study of parent-child relationships. This approach is based upon an understanding of developmental theory and is intended to aid individuals who work with parents and guardians and their children as well as individuals who will be parents. English Placement Level: EN 093/094. Math Placement Level: None. (Offered as needed)

ED 144 Guiding and Nurturing Young Children (3)

This course is required for the Early Childhood certificate. It is designed to acquaint students with skills and techniques for nurturing, guiding, and directing the behavior of young children. Such skills and techniques include understanding behaviors according to age, building positive self-concepts, and planning for prevention of problems. English Placement Level: EN 093/094. Math Placement Level: None. (Offered as needed)

ED 145 Safety, Nutrition, and Health for Young Children(3)

This course is required for the Early Childhood certificate. This course is an introductory study of methods for establishing a healthy and safe environment for the young child. Included are a basic understanding of a child’s nutritional needs and their relationship to growth and development, training and methods of cardio-pulmonary resuscitation (CPR) for the adult and child, standard first aid, identification and handling of suspected child abuse, and recognition of and procedures for dealing with communicable disease and illness. English Placement Level: EN 093/094. Math Placement Level: None. (Offered as needed)

ED 146 Administration in Early Childhood Education (3)

This course is required for the Early Childhood Certificate. This course

examines the management and operation of an early childhood program or school. This course is designed to acquaint the student with practices and policies in the management of schools and institutions caring for the development of children in early childhood. Emphasis is placed on effective interpersonal relationships and communication skills of the teacher, coordinator, and director or principal of a school or program. English Placement Level: EN 093/094. Math Placement Level: None. (Offered as needed)

ED 205 Child Development (3)

This course provides students with an understanding of the steps and processes of a child's development from birth to adolescence. This course examines physical, cognitive, emotional/ social stages of growth, and the connections between these three areas. This course explores the roots of child development study and examines theories in early childhood and childhood development. Prerequisites: PY 101 and ED 211. (ED 211 may be concurrent enrollment.) English Placement Level: EN 101. Math Placement Level: None. (Offered Fall and Spring)

ED 211 Introduction to Teaching (4)

This course is designed to introduce students to the fundamental theories and practices of teaching. Students examine a variety of teaching strategies, discuss ways to address individual differences and needs, and learn how to write student learning outcomes and lesson plans. A required observation in schools provides students with the opportunity to view practicing teachers and to reflect upon topics discussed in class. The student is expected to spend 30 hours per semester in a variety of classroom settings. English Placement Level: EN 093/094. Math Placement Level: None. (Offered Fall and Spring)

ED 215 Introduction to Exceptional Individuals (3)

This course provides an overview of legal provisions, characteristics, and classroom

strategies for students considered at-risk or with disabilities. This course provides an introductory survey of the possible effects of a disabling condition on a student's learning and performance, strategies and techniques to facilitate successful inclusion, and collaboration with special educators and families in order to meet the needs of the student within the general education setting. English Placement Level: EN 093/094. Math Placement Level: None. (Offered as needed)

ED 242 Introduction to Early Childhood Education (3)

This course provides a research-based overview of early childhood education and care as well as a new awareness of the strengths, challenges, and concerns facing the system—both now and in the years to come. This course provides the student with a clear and concise historical background, data and findings on the current state of the field, and reflections and insights on future directions. Prerequisites: ED 205 and ED 211 with a grade of "C" or higher, or concurrent enrollment, or permission of the Director of the School of Education. English Placement Level: EN 101. Math Placement Level: MA 091. (Offered Fall and Spring)

ED 246 Administration in Early Childhood Education (3)

This course provides practical knowledge necessary for administration and leadership in early childhood education. This course offers early childhood professionals basic knowledge about how to create successful childcare programs, including a typology of leadership and on being an ethical leader. Prerequisites: ED 205, ED 211, and ED 242 with a grade of "C" or higher, or concurrent enrollment, or permission of the Director of the School of Education. English Placement Level: EN 101. Math Placement Level: MA 091. (Offered Fall and Spring)

ED 247 Medical Implications of Special Education in the Classroom (3)

This course provides prospective educators with knowledge of the medical implications,



conditions, and diseases frequently encountered with individuals with disabilities. Prerequisite: EN 101 with a grade of “C” or higher, or concurrent enrollment. English Placement Level: EN 101. Math Placement Level: None.

ED 282 Multicultural Foundations (3)

This course introduces teachers-in-training to the educational aspects of teaching in a multicultural classroom environment. This course provides an overview of the historical foundations, relevant theories, and social and political aspects that have influenced education in the CNMI. In addition to informing teachers-in-training about the laws that impact education in the CNMI, this course endeavors to create awareness, respect, and appreciation of the various cultures in the CNMI as well as to enhance the teacher-in-training’s understanding of the influence that culture has on the educational process and of cultural influences on behavior as they relate to the educational process. This course endeavors to create awareness of patterns of thinking and behavior that contribute to stereotyping, prejudices, and difficulties in intercultural contact. Prerequisite: Completion of ED 211 with a grade of “C” or higher. English Placement Level: EN 202. Math Placement Level: None. (Offered Fall and Spring)

ED 300 Educational Psychology (3)

This is a foundation course for all education majors. This course presents an analysis of the complex factors involved in individual differences in learning, multiple intelligences, motivations for learning, the psychology of leadership, and socio-cultural factors which affect the education of children and youth. Prerequisites: Successful completion of all general education requirements with a “C” or higher, and ED 105, ED 205, ED 211, and ED 282 with a “C” or higher, or permission of the Director of the School of Education. English Placement Level: EN 202. Math Placement Level: MA 161. (Offered Fall and Spring)

ED 315 Inclusive Practices for Students with Learning Problems (3)

This course provides an overview of legal provisions, characteristics, and classroom strategies for students considered at-risk or with disabilities. The Individuals with Disabilities Education Act encourages inclusion of all students with a disability in the least restrictive environment to the greatest extent possible. This course aims to provide an introductory survey of the possible effects of a disabling condition on a student’s learning and performance, strategies and techniques to facilitate successful inclusion, and frameworks for collaboration with special educators and families in order to meet the needs of the students within the general education setting. Prerequisites: All core courses and general education requirements with a “C” or higher, and ED 300 with a “C” or higher, or permission of the Director of the School of Education. English Placement Level: EN 202. Math Placement Level: MA 161. (Offered Fall and Spring)

ED 316 Foundations of Special Education Instruction (3)

This course is designed to provide the student with a thorough grounding in the unique needs and abilities of individuals with various disabilities, including mild to moderate mental retardation (MR), learning disability (LD), behavioral disorders (BD), attention deficit hyperactivity disorder (ADHD), and physical and other health impairments (OHI). This course includes assessment, instruction, and instructional design; establishing and maintaining case records; development of Individualized Education Plans (IEP); use of assessment data to design goals and objectives; communication and consultation with teachers, families, students, administrators, and agencies; directing and monitoring activities of paraprofessionals, aides, volunteers, and peer tutors; and modifying curriculum and instruction to accommodate student needs. Prerequisites: ED 300 and ED 315 with a grade of “C” or higher, or permission of the Director of the School of

Education. English Placement Level: EN 202. Math Placement Level: MA 161. (Offered Fall and Spring)

ED 319 Children's Literature (3)

This course surveys the field of children's literature and assists in the selection and presentation of developmentally appropriate literature for children, based on an understanding of how the reading process develops. This course presents a study of the history and development of children's literature, examines its value to the literacy process, and defines criteria for the selection and utilization of children's books and closely related materials. Students become familiar with authors, illustrators, and publishers of noteworthy children's books and learn how to integrate literature into thematic units. Prerequisites: Successful completion of all core courses and general education requirements with a "C" or higher, and ED 300 with a "C" or higher or concurrent enrollment, or permission of the Director of the School of Education. English Placement Level: EN 202. Math Placement Level: MA 161. (Offered Fall and Spring)

ED 320 Fine Arts for Elementary Teachers (3)

This course provides students with the fundamental content in art history and art production needed to teach art, art appreciation, and art production at the K-8 level. Topics covered include the role of art in society and schools; artistic development; aesthetics; curriculum development and activity design; teaching, grading, and evaluation strategies; integrating art with core subjects; and techniques for encouraging creativity. Prerequisites: All general education requirements with a "C" or higher, including AR 101 or AR 135, and ED 300 with a "C" or higher. English Placement Level: EN 202. Math Placement Level: MA 161. (Offered Fall and Spring)

ED 321 Literature and Language Arts for Elementary Teachers (4)

This is a language arts methods course that focuses on the ways that children learn to

listen, speak, read, and write. Students learn approaches to teaching the language arts, including process approaches, phonetic integration, and whole language methodologies. This course provides students with theories, methods, and activities appropriate for integrating the language arts into thematic classroom units. Students learn detailed procedures for implementing exciting and effective language arts curricula in elementary classrooms. Prerequisites: All core courses and general education requirements with a "C" or higher, and ED 300, ED 315, ED 319, ED 351, ED 370, and ED 450, all with a "C" or higher, or permission of the Director of the School of Education. English Placement Level: EN 202. Math Placement Level: MA 161. (Offered Fall and Spring)

ED 330 Mathematics for Elementary Teachers: An Activity Approach (3)

This course provides teachers-in-training with a conceptual understanding of mathematics, a broad knowledge of basic mathematical skills, and ideas and methods that generate enthusiasm for learning and teaching mathematics. This course introduces current mathematics standards as developed by the National Council for Teachers of Mathematics (NCTM) and the CNMI Public School System's Standards and Benchmarks. Emphasis is placed on problem solving and active student participation. Prerequisites: All core courses and general education requirements with a "C" or higher, and ED 300 and ED 370 with a "C" or higher, or permission of the Director of the School of Education. English Placement Level: EN 202. Math Placement Level: MA 161. (Offered Fall and Spring)

ED 341 Curriculum in Early Childhood Education (3)

This course is designed to introduce students to the fundamental theories and content of an early childhood education curriculum. Students examine a variety of environments in an early childhood program, discuss ways



to address individual differences and needs of a child's personal development, analyze the value of play, synthesize curriculum development and content, discuss nutrition and health, and practice transition activities. Prerequisite: ED 242, or concurrent enrollment. English Placement Level: EN 202. Math Placement Level: MA 161. (Offered Fall)

ED 351 Instructional Strategies and Classroom Management(3)

This course provides students with theories, approaches, methods, and activities necessary for designing a cohesive, cooperative classroom. Students examine a variety of curriculum models, discuss ways to accommodate alternative learning styles, and investigate methods of developing cooperative lessons, group and independent projects, and thematic learning experiences. Students examine the concepts of limits, control, safety, trust, and acceptance in the classroom. Students also research and discuss strategic reinforcement, intervention, and disciplining techniques, and practice a variety of content-specific activities for enhancing instructional focus. Prerequisites: All core courses and general education requirements with a "C" or higher, and ED 300 with a "C" or higher, or permission of the Director of the School of Education. English Placement Level: EN 202. Math Placement Level: MA 161. (Offered Fall and Spring)

ED 353 Health and Physical Education Methods for Elementary Teachers (4)

This course gives teachers-in-training the content, skills, and curriculum they will be using in their future elementary classrooms. This course includes the following PSS approved curricula: Reducing the Risks (RTR), Growing Healthy, and Sports, Play, and Active Recreation for Kids (SPARKS). The last component of this course includes how to work with special needs students in the regular PE program (Adaptive PE). Prerequisites: All core courses and general education requirements with a grade of "C"

or higher, or permission of the Director of the School of Education. English Placement Level: EN 202. Math Placement Level: MA 161. (Offered Fall and Spring)

ED 370 Integrated Planning and Programs (3)

This course provides a comprehensive examination of the rationale and methods for curriculum planning including integrating elementary curricula content through the use of thematic approaches. This course investigates the Interdisciplinary Thematic Unit (ITU) model and the concept of yearlong themes. This course also examines current research on brain-based learning and the importance of affective factors, choice, collaboration, and feedback. Prerequisites: All core courses and general education requirements with a "C" or higher, and ED 300 with a "C" or higher, or permission of the Director of the School of Education. English Placement Level: EN 202. Math Placement Level: MA 161. (Offered Fall and Spring)

ED 401 Teaching Methods in Special Education (3)

This course provides an overview of methods to educate students with disabilities while meeting their academic and social needs. This course includes methods of teaching students in a special education resource room and in the general education inclusive classroom. Discussed in this course are methods of collaboration with general education teachers and with parents, setting up the classroom for optimal management of the learning environment and student success, and methods to construct and carry out effective lesson plans and to develop an Individualized Education Plan (IEP). Prerequisites: ED 300 and ED 315. English Placement Level: EN 202. Math Placement Level: MA 161. (Offered Fall and Spring)

ED 406 Teaching Linguistically Diverse Students (3)

This course provides students with theories, methodology, approaches, and practices

necessary for effective teaching of students who are English Language Learners (ELL). This course assists students in understanding English language learners, offers experience in how a second language is effectively taught and learned, and gives students practice in developing integrated ESL/ELL lessons that are engaging, entertaining, and appropriate. Prerequisites: All core courses and general education requirements with a “C” or higher, and ED 300 and ED 319 with a “C” or higher, or permission of the Director of the School of Education. English Placement Level: EN 202. Math Placement Level: MA 161. (Offered Fall and Spring)

ED 432 Teaching Elementary and Middle School Mathematics (3)
This course provides teachers-in-training with an examination of fundamental principles of mathematics. This course provides the student with methodology, activities, and techniques for teaching elementary and middle school mathematics. This course also examines current elementary mathematics standards and the modern mathematics curriculum. Prerequisites: All core courses and general education requirements with a grade of “C” or higher, and ED 300 and ED 370 with a grade of “C” or higher, or permission of the Director of the School of Education. English Placement Level: EN 202. Math Placement Level: MA 161. (Offered Fall)

ED 433 Science as Inquiry Methodology (3)
This course provides the skills, concepts, and content needed to teach science to elementary school children in ways that make science personally relevant. This course provides the teacher-in-training with experience in planning, developing, and conducting interdisciplinary science investigations. Concepts covered include project planning, presentation strategies, group management, and the inquiry process. Prerequisites: All core courses and general education requirements with a “C” or higher, and ED 300, ED 351, and ED 370 with a “C” or higher, or permission of the

Director of the School of Education. English Placement Level: EN 202. Math Placement Level: MA 161. (Offered Fall and Spring)

ED 434 Social Studies in Action: A Methods Course (3)
This course puts theory into practice by providing teachers-in-training with the necessary methodology, strategies, and techniques for fostering and encouraging a standards-based, performance driven developmental process across the social studies curriculum. This course also assists students in learning research techniques, including using modern technology and how to organize subject-matter principles based upon social studies curriculum standards. Prerequisites: All core courses and general education requirements with a “C” or higher, and ED 300 and ED 370 with a “C” or higher, or permission of the Director of the School of Education. English Placement Level: EN 202. Math Placement Level: MA 161. (Offered Fall and Spring)

ED 435 Diagnostic and Prescriptive Reading (5)
This course provides the strategies, skills, and techniques necessary to assess and recognize reading levels, diagnose reading difficulties, and determine and carry out actions to address these problems. This course utilizes observations and hands-on practices to provide teachers-in-training with both theoretical and practical experience in enhancing student reading abilities. Prerequisites: All general education requirements with a “C” or higher, and ED 300, ED 319, and ED 321 with a “C” or higher, or permission of the Director of the School of Education. English Placement Level: EN 202. Math Placement Level: MA 161. (Offered Fall and Spring)

ED 450 Assessment and Evaluation (3)
This course provides students with educational theories and approaches to



assessing and evaluating student abilities and performance as well as the effectiveness of their own planning and instruction. Specific subjects covered include giving and interpreting standardized tests, pre-assessments in content areas, learning styles and intelligences, products, processes, and progress. This course also covers the translation of assessment into letter grades, motivating students using self-assessment, and professionally interpreting all forms of assessment. Prerequisites: All core courses and general education requirements with a “C” or higher, and ED 300 and ED 370 with a “C” or higher, or permission of the Director of the School of Education. English Placement Level: EN 202. Math Placement Level: MA 161. (Offered Fall and Spring)

ED 471 Integrated Lessons and Activities (4)

This course provides a comprehensive examination of the rationale and methods for the use of integrated curriculum content and differentiated instruction of content, process, and product to meet the needs of a diverse population of students. This course investigates the processes needed to select and organize units of study, to gather appropriate resources and materials, to write effective and efficient plans using worthwhile activities and projects, to differentiate instruction based on need, to implement a unit of study, and to plan and apply appropriate assessment methods. This course is to be taken during the last semester prior to taking ED 492 or ED 493. Prerequisite: Senior status. English Placement Level: EN 202. Math Placement Level: MA 161. (Offered Fall and Spring)

ED 480 Educational Technology (3)

This course introduces students to computer technology needed to teach at the elementary level. Topics include technology projects using audio, video, communications, and interactive multimedia. Prerequisites: All core courses and general education requirements with a “C” or higher, and ED 300 with a “C” or higher, or permission of the Director of the

School of Education. English Placement Level: EN 202. Math Placement Level: MA 161. (Offered Fall and Spring)

ED 492 Student Teaching Practicum (12)

Student Teaching is the opportunity for teacher education candidates to participate in an experiential learning setting where they can begin to utilize the skills, strategies, and knowledge they learned during their teacher preparation program. Students enrolled in this course experience first hand all the many facets of teaching in an elementary or middle school setting. Prerequisites: All core courses and general education requirements with a “C” or higher, and all 300-level and 400-level program requirements with a “C” or higher, or permission of the Director of the School of Education. English Placement Level: EN 202. Math Placement Level: MA 161. (Offered Fall and Spring)

ED 493 Community Education Practicum (12)

This course provides the education students who do not intend on teaching in an elementary or middle school setting an alternative to student teaching that best serves their career goals. Prerequisites: All core courses and general education requirements with a “C” or higher, and all 300-level and 400-level program requirements with a “C” or higher, and permission of the Director of the School of Education. English Placement Level: EN 202. Math Placement Level: MA 161. (Offered Fall and Spring)

ED 495 Student Teaching Internship (12)

This course provides a full-time practice teaching experience for teachers at all levels who already have baccalaureate degrees or higher in areas outside of education, who are already working full-time in a regular classroom, and who need a practicum course for certification or to enhance their teaching abilities, methods, and strategies. Prerequisite: A baccalaureate degree or a

higher degree. English Placement Level: EN 202. (Offered Fall and Spring)

EMERGENCY MEDICAL SERVICES

ES 102 First Responder (3)

This course presents theory and practice related to general and advanced first aid techniques, one-person and two-person CPR, and infant resuscitation. Students who complete this course will have the skills necessary to begin assessing and caring for people at the scene of injury or illness. Prerequisites: None. English Placement Level: EN 101. Math Placement Level: None.

ENGLISH LANGUAGE INSTITUTE (ELI)

Note: ELI courses are preparatory and do not earn degree credits. NDU = Non-degree units.

EN 070 Beginning English: Speaking and Listening (6 NDU)

This is an intensive, beginning-level English as a Second Language (ESL) course for students with very limited proficiency in English listening and speaking. Supplemental laboratory work in the English Learning Lab is required and is assigned by the instructor. Prerequisites: None. English Placement: Below 38 on the Listening Section (Section 1) of the NMC English Placement Test. It is recommended that students with aggregate scores below 380 on the NMC English Placement Test take this course along with EN 071. Students who do not take the English Placement Test must take EN 070 and EN 071. (Offered Fall and Spring)

EN 071 Beginning English: Reading and Writing (6 NDU)

This is an intensive, beginning-level ESL course for students with very limited proficiency in English reading and writing. Supplemental laboratory work in the English Learning Lab is required and is assigned by the instructor. Prerequisites: None. English Placement: Below 38 on the Reading Section (Section 3) of the NMC English Placement Test. It is recommended that students whose aggregate scores on the NMC English Placement Test fall below 380 take this course along with EN 070. Students taking EN 071 usually score below 3 on the NMC English Placement Essay. (Offered Fall and Spring)

EN 072 Speaking and Listening Development I (6 NDU)

This course offers intensive listening and speaking practice for students with high-beginning/low-intermediate level English language skills. It is the first in a three-course listening and speaking sequence. Supplemental laboratory work in the English Learning Lab is required and is assigned by the instructor. Prerequisite: EN 070 or an English Placement Test score of 38 to 43 on Section 1 of the NMC English Placement Test. (Offered Fall and Spring)

EN 073 Reading and Vocabulary Development I (6 NDU)

This is an intensive, low-level ESL reading course designed to improve reading comprehension and to expand and enrich each student's reading vocabulary. Supplemental laboratory work in the English Learning Lab is required and is assigned by the instructor. Prerequisite: EN 071 or a score of 38 to 43 on the Reading Section (Section 3) of the NMC English Placement Test. (Offered Fall and Spring)



EN 074 Writing and Grammar Study I
(6 NDU)

This course provides intensive instruction for ESL learners at a low to intermediate level. Emphasis is on writing grammatical sentences, punctuating properly, and spelling correctly. Supplemental laboratory work in the English Learning Lab is required and is assigned by the instructor. Prerequisite: EN 071 or a score of 38 to 43 on Section 2 (Grammar) of the NMC English Placement Test and 3 to 5 on the NMC English Placement Essay. (Offered Fall and Spring)

EN 082 Speaking and Listening
Development II (4 NDU)

This course offers intensive listening and speaking practice at the intermediate level. It is the second course in the listening and speaking sequence. Supplemental laboratory work in the English Learning Lab is required and is assigned by the instructor. Prerequisite: EN 072 or a score of 44 to 49 on Section 1 of the NMC English Placement Test. (Offered Fall and Spring)

EN 083 Reading and Vocabulary
Development II (4 NDU)

This is an intermediate reading course for second-language learners. It builds on the reading skills introduced in EN 073, and gives students a higher level of difficulty at which to practice those skills. Units on study skills are also part of the course work. Comprehension skills and vocabulary acquisition are emphasized in the context of longer reading selections at a higher reading level than in EN 073. Supplemental laboratory work in the English Learning Lab is required and is assigned by the instructor. Prerequisite: EN 073 or a score of 44 to 49 on Section 3 of the NMC English Placement Test. (Offered Fall and Spring)

EN 084 Writing and Grammar Study II
(4 NDU)

This is an intermediate writing course for second-language learners. It enables students to further develop the grammar and

writing skills introduced in EN 074. Writing skills and grammar acquisition are emphasized in writing assignments of approximately 150 words. Supplemental laboratory work in the English Learning Lab is required and is assigned by the instructor. Prerequisite: EN 074 or a score of 44 to 49 on Section 2 of the NMC English Placement Test and a score of 6-7 on the NMC English Placement Essay. (Offered Fall and Spring)

EN 092 Speaking and Listening
Development III (4 NDU)

This course offers intensive listening and speaking practice for students who have scored from 50 to 54 on the Listening Section of the NMC English Placement Test and for students who wish to improve their listening and speaking skills. This course is the third of a three-part listening and speaking sequence. Supplemental laboratory work in the English Learning Lab is required and is assigned by the instructor. Prerequisite: EN 082 or a score of 50 to 54 on Section 1 of the NMC English Placement Test. (Offered Fall and Spring)

EN 093 Reading and Vocabulary
Development III (4 NDU)

This is an advanced reading course for second-language learners. It is a continuation of EN 083 and focuses on the development of critical academic reading skills and the application of these skills while reading materials from a variety of content areas. Regular vocabulary expansion exercises are also an integral part of the work in this course. Supplemental laboratory work in the English Learning Lab is required and is assigned by the instructor. Prerequisite: EN 083 or a score of 50 to 54 on Section 3 of the NMC English Placement Test. (Offered Fall and Spring)

EN 094 Writing and Grammar Study III
(4 NDU)

This is an advanced writing course for second-language learners. It is a continuation of EN 084. Emphasis is placed on developing an expanded proficiency in the use of the more basic organizational

patterns of expository writing as well as in the use of grammar. This course aims to bridge the gap between guided writing and independent writing. Supplemental laboratory work in the English Learning Lab is required and is assigned by the instructor. Prerequisite: EN 084 or a score of 50 to 54 on Section 2 of the NMC English Placement Test and a score of 8-9 on the NMC English Placement Essay. (Offered Fall and Spring)

COLLEGE ENGLISH

EN 101 English Composition I (3)
This is a core course required for all NMC degrees. This course is the NMC freshman composition course. This course introduces students to the characteristics of formal written discourse and to rhetorical conventions associated with exposition. The objective is to help develop the student's ability to express ideas in short, formal compositions (300 to 500 words) which are unified, coherent, and concise. This course also provides practice in the skills needed to write academic research papers. This course covers methods of generating, supporting, and organizing ideas; of analyzing primary and secondary sources of evidence; and of presenting arguments in convincing, logical prose in a five- to seven-page research paper, with sources properly cited. English Placement Level: EN 101. (Offered Fall and Spring)

EN 111 Report Writing for Law Enforcement (3)
This course emphasizes principles and techniques of law enforcement report writing. This course focuses on the procedures for gathering information efficiently, and for using that information to develop reports that are clear, complete, concise, and understandable to others in law enforcement and criminal justice. New trends in report writing are also discussed, along with updated computer templates. Students increase their proficiency in organization, sentence development, and

clarity of content. Prerequisites: None. English Placement Level: EN 101. (Offered Spring)

EN 202 English Composition II (3)
This course gives students further practice in working with formal written discourse and with the rhetorical conventions associated with exposition. The objective is to help students develop the ability to express ideas in formal academic research essays (300 to 500 words) which are unified, coherent, and concise. This course also provides additional practice with the skills needed for academic research writing, covering methods of generating, supporting, and organizing ideas; of analyzing primary and secondary sources of evidence; and of presenting arguments in convincing, logical prose in a ten- to twelve-page academic research paper. Prerequisite: a "C" grade or higher in EN 101. (Offered Fall and Spring)

GEOGRAPHY

GE 201 World Regional Geography (3)
This course is a survey of the major populated geographic regions of the world. Emphasis is placed on how globalization affects the unique nature of regions, the interrelationships of cultures and the landscapes they occupy, and contemporary patterns and problems of economic and social development, environmental issues, and political and religious conflicts. English Placement Level: EN 101. Math Placement Level: None. (Offered Fall and Spring)

HEALTH

HE 150 Personal Health (3)
This course introduces the fundamental aspects of human health issues, such as nutrition, alcohol abuse, health-related physical fitness, stress management, and self-esteem maintenance, through



classroom discussion and health related projects. This course provides information and practical suggestions for achieving a suitable level of health. English Placement Level: EN 093/094. Math Placement Level: None. (Offered Fall and Spring)

HE 200 Health and Wellness (3)

This course introduces students to the concepts of physical fitness and wellness and to the lifetime benefits provided through participation in an individualized program. It provides an in-depth understanding of health fitness as well as information that can help students make healthful adjustments to their current lifestyles. Students also participate in an individualized exercise program with a choice of activities. Pre- and post-testing are carried out to determine improvement in the areas of cardiovascular fitness, muscular strength, muscular endurance, flexibility, and body composition. English Placement Level: EN 101. Math Placement Level: None.

HE 230 Nutrition and Health (3)

This course covers the basic elements and principles of nutrition including nutrients, food sources of nutrients, and the essentials of a balanced diet. Applied nutrition is emphasized, as is the study of nutritional problems in health. English Placement Level: EN 101. Math Placement Level: None. (Offered Fall and Spring)

HISTORY

HI 101 The American Nation I (3)

This course provides an introductory survey in American history from the American Indian civilizations before the arrival of Christopher Columbus to the end of the Civil War. This course emphasizes the political, economic, and social developments and changes from the European migrations

to North America in the 16th, 17th, and 18th centuries, the rise of the United States as an American nation in the first half of the 19th century, the birth of Manifest Destiny (the westward movement to the Pacific), and the Civil War. This course correlates with and complements PS 110 Principles of Democratic Institutions (U.S. Government). Prerequisites: None. English Placement Level: EN 093/094. Math Placement Level: None. (Offered Fall)

HI 102 The American Nation II (3)

This is an introductory survey course in American history from the post-Civil War Reconstruction era to the present. Emphasis is on the political, economic, and social developments and changes in the United States and the role the United States has played in major world events since the late 19th century, with special reference to Pacific and Asian issues in American foreign affairs and national development. Prerequisites: None. English Placement Level: EN 093/094. Math Placement Level: None. (Offered Spring)

HI 121 History of World Civilizations I (3)

This course is the first half of a comprehensive two-course sequence. This course provides students with a general overview of world history from the Paleolithic Period (the Old Stone Age) and the origins of civilizations (agriculture and the first cities) in the Neolithic Period (the New Stone Age) to the Renaissance, the Protestant Reformation in the 16th century, and the age of European exploration and colonization in the 15th, 16th, and 17th centuries. This course seeks to contribute to a well-rounded education by tracing changes in technologies, social and governmental structures, and ideologies and religions. Prerequisite: None. English Placement Level: EN 101. Math Placement Level: None. (Offered Fall)

HI 122 History of World Civilizations II (3)

This course is the second half of a comprehensive two-semester sequence. This course presents a survey of the history of world civilizations from about 1650 to the present. Among the topics discussed in this course are the age of absolute monarchies in Europe in the 16th, 17th, and 18th centuries, the Scientific and Industrial Revolutions in Europe, European nationalism and imperialism in the 19th century, the rise of modern Japan, rebellions and revolutions in China, World War I, World War II, the Cold War, the emergence of independent nations in the Third World, and the collapse of the Soviet Union and communism in Europe at the end of the Cold War. Prerequisites: None. English Placement Level: EN 101. Math Placement Level: None. (Offered Spring)

HI 255 History of the Northern Mariana Islands (3)

This course offers an overview of Northern Marianas history in its global context from prehistoric times up to the Covenant and the Constitution establishing the CNMI. Prerequisites: None. English Placement Level: EN 093/094. Math Placement Level: None. (Offered Fall and Spring)

LANGUAGES

CA 101 Elementary Carolinian I (4)

This beginning-level course is designed to help students develop basic competence in speaking, understanding, reading, and writing Carolinian. Students learn and reinforce their language skills through drills, dialogues, and group work. Carolinian orthography is introduced and practiced. English Placement Level: EN 083/084. Math Placement Level: None. (Offered as needed)

CA 102 Elementary Carolinian II (4)

This course is the second course of a two-course sequence. Students extend their

study of Carolinian grammar, vocabulary, and idioms as they increase their conversational and reading/writing skills. Prerequisite: CA 101 or instructor's permission. English Placement Level: EN 083/084. Math Placement Level: None. (Offered as needed)

CM 101 Elementary Chamorro I (4)

This is a beginning course with emphasis on oral-aural competency in the Chamorro language. Basic grammatical structures are introduced as students learn how to use the language correctly in everyday conversational contexts. Spelling, pronunciation, and reading and writing simple sentences in Chamorro are also covered. English Placement Level: EN 083/084. Math Placement Level: None. (Offered Fall and Spring)

CM 102 Elementary Chamorro II (4)

This course is the second course of a two-course sequence, with primary emphasis on reading and writing competency and secondary emphasis on oral/aural proficiency. Students extend their study of Chamorro grammar, vocabulary, and idiomatic expressions as they develop skills in conversation and oral discourse, and in reading and writing for personal and professional purposes. Prerequisite: CM 101 or instructor's permission. English Placement Level: EN 083/084. Math Placement Level: None. (Offered as needed)

JA 100 Conversational Japanese (3)

This is a fundamental course in conversational Japanese. This course is designed to be practical and functional in preparing students to converse in Japanese. Students participate in regular conversational Japanese drills to enhance their ability to speak and understand spoken Japanese. English Placement Level: EN 083/084. Math Placement Level: None. (Offered Fall and Spring)



JA 101 Elementary Japanese I (4)

This course is designed for students who want to learn basic Japanese. This course emphasizes the spoken Japanese language. Listening, speaking, reading, and writing skills are developed with emphasis on active use of these skills. Hiragana, Katakana, and basic Kanji are introduced. English Placement Level: EN 083/084. Math Placement Level: None. (Offered Fall and Spring)

JA 102 Elementary Japanese II (4)

This course is designed to expand the communicative use of Japanese and to increase the students' awareness of Japanese culture. The practice of reading and writing Hiragana, Katakana, and Kanji are continued and expanded. Prerequisite: JA 101. English Placement Level: EN 083/084. Math Placement Level: None. (Offered Fall and Spring)

JA 201 Intermediate Japanese I (4)

This course is a continuation of JA 102 and provides further development of grammar, vocabulary, listening and speaking comprehension, and reading and writing skills. Kanji is continued and expanded. Prerequisite: JA 102 or instructor's permission. English Placement Level: EN 083/084. Math Placement Level: None. (Offered as needed)

SL 101 Beginning Sign Language I (4)

This initial American Sign Language course is designed to teach students beginning conversational skills in the language of deaf adults in the United States, Canada, and the U.S. territories, including the CNMI. Students learn over 500 signs used for both expressive and receptive vocabulary, the manual alphabet and numbers, beginning grammar and syntax rules for American Sign Language, and an introduction to deaf culture. The focus of the course is to provide fundamental ability to communicate with deaf and hard of hearing adults, children, and other signers. English Placement Level: EN 083/084. Math

Placement Level: None. (Offered Fall and Spring)

SL 102 Beginning Sign Language II (4)

This second-semester American Sign Language course is a continuation of SL 101. Students in this course learn over 500 new signs for both expressive and receptive vocabulary. They increase their practice of the manual alphabet and number systems used for daily life activities, learn additional grammar and syntax rules for American Sign Language, and gain increased exposure to deaf culture and empowerment issues. This course provides students increased comfort and fluency in communicating with deaf and hard of hearing adults, children, and other signers. Students develop beginning skills in storytelling. Prerequisite: SL 101 or instructor's permission. English Placement Level: EN 083/084. Math Placement Level: None. (Offered as needed)

SP 101 Elementary Spanish I (4)

This is an elementary course in Spanish conversational, reading, and writing skills. This course is designed to help students develop a reasonable level of competence in understanding and using Spanish in everyday situations. Spanish is learned and reinforced through drills, dialogues, and group and class work. English Placement Level: EN 083/084. Math Placement Level: None. (Offered Fall and Spring)

SP 102 Elementary Spanish II (4)

This is the second course in a two-course sequence. Students expand their knowledge of Spanish grammar, vocabulary, and idioms as they continue to develop their conversational and reading and writing skills. Prerequisite: SP 101 or instructor's permission. English Placement Level: EN 083/084. Math Placement Level: None. (Offered as needed)

LAW

LW 110 Personal Law and Finance (3)

This course provides a basic knowledge of legal principles, rights, and responsibilities that affect the average person's everyday life. Topics covered include the criminal justice system, family law, employee rights and obligations, consumer rights and obligations, civil wrongs (torts), contracts, landlord-tenant issues, and the CNMI legal system and its cultural implications. This course replaces LW 106 Personal Law. English Placement Level: EN 093/094. Math Placement Level: None. (Offered Fall and Spring)

LITERATURE

LI 150 Introduction to Literature (3)

This introductory course examines the characteristics of the major literary forms: the novel, short story, poetry, and drama. Emphasis is on comparing literary forms as a means to enhance understanding and appreciation of literature. English Placement Level: EN 101. Math Placement Level: None. (Offered Fall and Spring)

LI 250 Literature of the Pacific (3)
This course familiarizes the students with the oral and written literary expressions of Pacific Island cultures. Emphasis is on understanding how the literature of the major Pacific cultural areas reflects the values, history, and geography of each area. This course also surveys both historical and contemporary writers, indigenous and Western, of the Pacific. Students read, analyze, and write a variety of literary forms. English Placement Level: EN 101. Math Placement Level: None. (Offered Fall and Spring)

LI 260 Folklore and Mythology (3)

This course is designed to familiarize the student with oral, written, and dramatic expressions of universal story patterns found in myths, folk tales, and legends of world cultures. Readings, visual representations, and discussions demonstrate how cultures from various historical time periods have expressed these universal story patterns in fairy tales, folk tales, hero myths, urban legends, and movies. Students will read, analyze, research, and write about various mythic and folkloric traditions. Prerequisites: None. English Placement Level: EN 101. Math Placement Level: None. (Offered Fall and Spring)

MANAGEMENT

MG 206 Business Communication (3)

This course emphasizes the development of both oral and written skills for effective business communication. This course covers intercultural communication; workplace ethics and etiquette; planning, writing, and editing business messages; email etiquette; and delivering speeches and oral presentations. This course also covers practical skills when communicating in teams; dealing with supervisors, peers, and subordinates in an office environment; resume writing; and interviewing skills. Prerequisites: CS 103 and MG 231. English Placement Level: EN 101. Math Placement Level: None. (Offered Fall and Spring)

MG 220 Applied Math in Business (3)

This course provides students with basic mathematical and statistical skills useful in business applications and decision making. This course covers calculation principles in fractions, decimals, and percentages as well as the operational factors of a business such as purchasing, pricing, payroll, and insurance. The students are introduced to the mathematical and statistical concepts of accounting and finance, such as inventory, depreciation, annuities, perpetuities, present



value, and the evaluation of financial statements. The students also learn about calculation of mortgages. English Placement Level: EN 093/094. Math Placement Level: MA 132. (Offered Fall and Spring)

MG 231 Introduction to Business (3)
This course introduces the fundamentals of business organizations, their natures, and opportunities. Case analysis and reviews of current international and local business issues provide an understanding of and appreciation for the “real” world of business. English Placement Level: EN 093/094. Math Placement Level: None. (Offered Fall and Spring)

MG 232 Introduction to Marketing (3)
This course covers the principles, practices, and concepts involved in the performance of business activities which direct the transfer of goods and the acquisition of services from producer to consumer or user, including the study of marketing functions and institutions, activities having to do with effecting change in ownership and possession of goods and services, and the study of applied economics relating to the creation of time, place, and possession utility. Prerequisite: MG 231. English Placement Level: EN 093/094. Math Placement Level: None. (Offered Spring)

MG 234 Introduction to Management (3)
This course is an overview of management theory that introduces students to various management styles, models, and concepts, and helps them to understand the roles and duties of managers in today’s businesses. Contemporary concepts of streamlined organizations, teamwork, and employee empowerment are emphasized, as well as more traditional hierarchical management methods and organizations. Prerequisite: MG 231. English Placement Level: EN 101. Math Placement Level: None. (Offered Fall and Spring)

MG 238 Business Law (3)
This is an introductory course covering contract law, sales, warranties, negotiable instruments, real estate, and business organizations. Emphasis is placed on practical and legal aspects of doing business in the CNMI and the U.S. English Placement Level: EN 202. Math Placement Level: None. (Offered Spring)

MG 239 Principles of Customer Service (3)
This course covers the principles and practices of customer service utilized by successful organizations. The central theme of the course is how to focus the efforts and energies of an organization toward creating greater customer value. The course also details how students can implement an effective, long-term program in a business or a government agency. Prerequisite: MG 231. English Placement Level: EN 093/094. Math Placement Level: None. (Offered Fall)

MG 240 Personnel/Human Resource Management (3)
This course is intended to provide students with the skills needed to manage people in the workplace. It includes a review of management theories, interpersonal skills needed for those that are or will be in management positions, and laws and policies that are part of the contemporary workplace. Prerequisite: MG 231. English Placement Level: EN 093/094. Math Placement Level: None. (Offered Fall)

MG 250 Small Business Management (3)
This is a practical course covering planning, record keeping, financial analysis, staffing, and control in operating a small business. The course provides an opportunity for students to understand and apply concepts, develop business skills, and evaluate their potential for success in small business. Prerequisites: MG 234 and AC 221. English Placement Level: EN 101. Math Placement Level: 132. (Offered Spring)



MATHEMATICS

NOTE: MA 087, MA 089 and MA 091 are preparatory courses in mathematics and do not carry college degree credits. (These are Non-degree Units (NDU) courses.)

MA 087 Fundamentals of Mathematics (3 NDU)

This course covers basic concepts of arithmetic, including integers, fractions, decimals, and exponents. This course is designed to assist students who need to upgrade their basic math skills so that they can be successful in subsequent mathematics courses. This course replaces MA 088 Basic Mathematics. Prerequisite: BE 110 or BE 111 with a “C” or higher, or concurrent enrollment in BE 111. English Placement Level: EN 093/094. Math Placement Level: MA 087 (40% and lower on the MA 089 Placement Test). (Offered Fall, Spring, and Summer)

MA 089 Pre-Algebra (3 NDU)

This course covers variables and expressions with variables; monomials, binomials, and polynomials; exponents; first-degree equations with one variable and with two variables; the metric system and the U.S. system of measurement; ratios, rates, proportions, and percents; and basic geometry. This course is designed to assist those students who need to upgrade their basic math skills so that they can be successful in subsequent mathematics courses. A TI-83, or higher, graphing calculator is recommended. Prerequisite: BE 110 or BE 111 with a “C” or higher, or concurrent enrollment in BE 111. English Placement Level: EN 093/094. Math Placement Level: MA 089. (Offered Fall, Spring, and Summer)

MA 091 Beginning Algebra (4 NDU)

This course further develops the fundamental math and basic algebraic concepts covered in MA 087 and MA 089. This course introduces students to the general concepts of algebra, including

solving equations in one and two variables, problem solving, graphing linear equations and inequalities, and solving real-life problems using algebra. A TI-83, or higher, graphing calculator is required. Prerequisite: BE 110 or BE 111 with a “C” or higher, or concurrent enrollment in BE 111. English Placement Level: EN 093/094. Math Placement Level: MA 091. (Offered Fall, Spring, and Summer)

MA 132 Intermediate Algebra (4)

This course is designed to enable students to develop proficiency in algebra and to show students how algebra may be used as a model for solving real-life problems. Topics covered include the concepts of elementary algebra, equations, graphs, and algebraic functions. A graphic approach to problem solving is emphasized throughout. A TI-83, or higher, graphing calculator is required. English Placement Level: EN 093/094. Math Placement Level: MA 132. (Offered Fall and Spring)

MA 141 Contemporary Mathematics (4)

This course is designed to help develop mathematical modeling and critical thinking skills for students who are pursuing degrees in elementary education, liberal arts, or the life sciences. Students will be engaged in logic, reasoning, mathematical modeling, and critical thinking, and will learn how and why mathematical models are the tool of choice for solving many complex problems in contemporary society. This course includes elements of mathematics-related topics such as networking and circuits, planning and scheduling, linear programming, producing and exploring data, game theory, probability and statistics, apportionment and voting systems, growth and form, symmetry and patterns, consumer finance, and economics of resources. A TI-83, or higher, graphing calculator is required. Prerequisite: MA 132 with a “C” or higher. English Placement Level: EN 101. Math Placement Level: MA 161. (Offered Fall and Spring)



MA 151 Introduction to Statistics (3)

This course is designed to introduce the students to the basic principles of descriptive and inferential statistics, as well as the basic probability theory needed for an understanding of statistical distributions, estimation, hypothesis testing, and linear regression. This course provides the students with the basic skills necessary to succeed in further courses in applied statistics, as well as an appreciation of the critical interpretation of statistical data, the ranges of application of statistics, and an introduction to the use of technology in the effective processing and analysis of information. A TI-83, or higher, graphing calculator is required. English Placement Level: EN 101. Math Placement Level: MA 161. (Offered as needed)

MA 161 College Algebra (4)

This course focuses on the theories and applications of algebraic, exponential, and logarithmic functions. Numerical, algebraic, and graphing techniques are emphasized throughout, both in the presentation of concepts and in solving problems. A TI-83, or higher, graphing calculator is required. English Placement Level: EN 093/094. Math Placement Level: MA 161. (Offered Fall and Spring)

MA 162 College Trigonometry (4)

This course is designed to extend student proficiency to the full range of elementary mathematical functions and their applications. Topics covered include complex numbers, polar coordinates, and the graphs and inverses of trigonometric functions. Problem solving and the use of new technologies for the discovery of mathematical relationships are emphasized throughout. This course, in conjunction with MA 161, is intended to provide a solid basis for those who wish to continue into higher mathematics. A TI-83, or higher, graphing calculator is required. Prerequisite: MA 161 with a “C” or higher. English Placement Level: EN 093/094. Math Placement Level: MA 162. (Offered as needed)

MA 192 Mathematics/Science Tutoring (3)

This course provides students with training in one-on-one and small group tutoring in math, primarily for students in MA 087, MA 089, MA 091, and MA 132. Strategies of applying the scientific method will also be explored. Required fieldwork consists of math tutoring service in the community and/or at NMC. Prerequisites: EN 101, MA 161 with an “A” grade, completion of one science course with an “A” grade, and instructor’s permission. English Placement Level: EN 202 and a score of 55 or above on Section 1 (Listening) of the NMC English Placement Test. Math Placement Level: MA 162. (Offered Fall and Spring)

MA 203 Basic Calculus (5)

This course introduces students to the basic theory and applications of calculus. Topics covered include a review of pre-calculus, limits, infinity, continuity, differentiation, and integration, and the application of these concepts to the mathematical analysis of space and time. Problem solving and the use of a graphics calculator are emphasized throughout. A TI-83, or higher, graphing calculator is required. Prerequisites: MA 161 and MA 162. English Placement Level: EN 101. Math Placement Level: MA 203. (Offered as needed)

MUSIC

MU 106 Introduction to Music (3)

This is an introductory course in music appreciation. Emphasis is on general music history and theory, perceptive listening to music by various composers and performers, and styles of Western music from ancient Greece to the present day. English Placement Level: EN 093/094. Math Placement Level: None. (Offered Fall and Spring)

NATURAL RESOURCES MANAGEMENT

NR 150 Introduction to Natural Resources Management (4)

This course introduces students to the basic ecological and scientific principles required to understand natural resource and environmental issues. Natural resources are discussed with respect to their value to humans and other species, their use and degradation, restoration, and sustainable management. Field trips are required. English Placement Level: EN 093/094. Math Placement Level: MA 091.

NR 153 Environmental Conservation (4)

This course continues the study of human impact on the use, degradation, restoration, and long-term sustainable management of land, sea, water, and air. Topics include assessment, methodology for conservation, sustainable management, public health and sanitation, solid waste, water and air pollution, farmlands and rangelands, and alternative technology. Field trips are required. Prerequisite: NR 150. English Placement Level: EN 093/094. Math Placement Level: MA 091.

NR 253 Species and Ecosystem Management (4)

This course examines the species and ecosystems of coral reefs, forests, savannas, and wetlands. Topics include relationships between organisms, between organisms and their environment, endangered species, and the wise use of resources. Global and regional aspects are stressed. Laboratory work and field trips are required. Prerequisite: NR 153. English Placement Level: EN 101. Math Placement Level: MA 132.

NR 255 Conservation Politics and Economics (4)

This course examines the role of government in resource management, valuing in the absence of prices, and economic externalities. Topics include

politics and economic development, cost/benefit analysis, public goods and externalities, land use planning and zoning, and federal and international environmental laws. Laboratory work and field trips are required. Prerequisite: NR 253. English Placement Level: EN 101. Math Placement Level: MA 132.

NR 290 Special Topics in Natural Resources Management (1-4)

This course provides specialized, directed study in a topic to be chosen by the student and the instructor. Course content will be varied. The course may be repeated once provided that a different topic is studied. English Placement Level: EN 101. Math Placement Level: MA 161.

NR 295 Natural Resources Management Seminar (1)

This course presents seminar presentations of topics in the agricultural, environmental, and natural resources sciences by faculty, enrolled students, and invited speakers. NR 295 is a required course for majors designed to familiarize the students with topics of research, special interest, or current relevance in the discipline. Prerequisite: NR 150. English Placement Level: EN 101.

NR 298 Natural Resources Management Internship (4)

This is a required course for majors designed to provide the students with integration and application of academic knowledge and critical thinking skills, emphasizing professional development. The students are placed with a cooperating governmental agency or private employer in the agriculture, environmental, or natural resources sciences. Successful completion of the internship is required for completion of the degree program. Course entry is by instructor or coordinator's permission.



NURSING

NU 105 Basic Nursing Concepts and Skills (9)

This course focuses both on identifying the basic needs of the person who is experiencing illness, and on assisting clients who require minimal adaptation to meet those needs. This course introduces students to nursing history and nursing roles, utilizing the nursing process and basic nursing skills with an assessment of cultural and bio-psychosocial needs and therapeutic communication techniques. Once these skills are demonstrated satisfactorily in the lab, the student will be able to apply these skills in a clinical setting. Prerequisites: A “C” grade or higher in BI 101, BI 225, BI 251, BI 252, CH 124, EN 101, MA 132, and PY 101. Concurrent enrollment: NU 124, or approval of the Nursing Department Chair. English Placement Level: EN 202. Math Placement Level: MA 161. (Offered Fall)

NU 107 Medical-Surgical Nursing I (8)

This course introduces the theory and clinical concepts of caring for the client throughout the lifespan. This course utilizes the nursing process to assist medical-surgical clients requiring maximal adaptation to meet basic physiological and psychosocial needs. This course provides a brief review of basic client care skills and explores more complex skills. Once these skills are demonstrated satisfactorily in the laboratory, the student will be able to apply these skills in a clinical setting. Prerequisites: A “C” grade or higher in NU 105 and NU 124, or approval of the Nursing Department Chair. English Placement Level: EN 202. Math Placement Level: MA 161. (Offered Spring)

NU 124 Pharmacology for Nurses and Clinical Math (4)

This course outlines the concepts used in administering medications and in monitoring

clients for the effects of medication administration. This course includes the study of drug classifications, types, actions, contraindications, precautions, side effects, dosages, and nursing implications. This course also covers dosage calculations and measurement systems, reading medication labels, using syringes, IV fluid calculations, and calculations in specialty units. Prerequisites: A “C” grade or higher in BI 101, BI 225, BI 251, BI 252, CH 124, EN 101, MA 132, and PY 101. Concurrent enrollment: NU 105, or approval of the Nursing Department Chair. English Placement Level: EN 202. Math Placement Level: MA 161. (Offered Fall)

NU 203 Maternal and Child Health Nursing (8)

This course prepares the students to provide basic nursing care to maternity and pediatric clients and their families in both hospital and clinic settings. This course covers concepts of growth and development of newborns, infants, children, adolescents, and the childbearing woman. Family development and care are included, as are health education and promotion. Prerequisites: A “C” grade or higher in NU 105, NU 107, and NU 124, or approval of the Nursing Department Chair. English Placement Level: EN 202. Math Placement Level: MA 161. (Offered Summer only)

NU 207 Medical-Surgical Nursing II (8)

This course deals with the use of the nursing process to meet the physical and psychosocial needs of medical-surgical and psychiatric clients. The students obtain foundation knowledge and skills necessary to provide psychiatric nursing care to clients experiencing mental health problems. In addition, the students further develop the knowledge and skills necessary to provide nursing care to the medical-surgical client. After the students have satisfactorily demonstrated clinical skills in the laboratory, they will apply the knowledge in the clinical setting, both in the hospital and in the community. Prerequisites: A “C” grade or higher in NU 105, NU 107, NU

124, and NU 203, or approval of the Nursing Department Chair. English Placement Level: EN 202. Math Placement Level: MA 161. (Offered Fall)

NU 209 Nursing Issues and Trends (2)
This course explores legal and ethical issues, decision-making processes, trends in nursing practice, professional development, careers in nursing, and preparation for the job market. This course also explores the leadership and research roles of the nurse in the health care team. Prerequisite: A “C” grade or higher in NU 203 and NU 207, or approval of the Nursing Department Chair. Concurrent enrollment: NU 212. English Placement Level: EN 202. Math Placement Level: MA 161. (Offered Spring)

NU 212 Medical-Surgical Nursing III (8)
This course is the final nursing course for the Associate in Science degree in Nursing (ASN). While the course theory content focuses on advanced nursing skills and concepts required in caring for the medical-surgical client, the clinical component requires the demonstration of cumulative nursing skills from all the nursing courses. This course utilizes the nursing process, with emphasis on the management and teaching of the complex medical-surgical client. In addition, leadership skills are developed to assist the students in transition from a student role to that of a graduate nurse. This course covers laboratory practice of advanced nursing/critical care skills. After satisfactory demonstration of those skills, the students will be able to apply them in the clinical setting. Prerequisite: A “C” grade or higher in NU 203 and NU 207, or approval of the Nursing Department Chair. Concurrent enrollment: NU 209. English Placement Level: EN 202. Math Placement Level: MA 161. (Offered Spring)

PHILOSOPHY

PI 201 Introduction to Philosophy (3)
This course provides an introduction to world philosophy, studying the works of great thinkers. Readings and discussions show how globally and historically people are looking for answers to the same philosophical questions: Who am I? Where did the world come from? Is there a God? How do I know what truth is? What is the right thing to do? English Placement Level: EN 101. Math Placement Level: None. (Offered Fall and Spring)

PHYSICAL EDUCATION

PE 102 Beginning Golf (1)
This course introduces students to the basic skills, rules, and strategies of golf, including the fundamentals of putting, chipping, and driving, and course etiquette, through drills and competition. The students are tested on rules and the various techniques taught. English Placement Level: EN 073/074.

PE 107 Beginning Tennis (1)
This course introduces students to the rules and strategies of tennis, including fundamentals of forehand and backhand strokes, serves, volley, basic strategy, footwork, and court etiquette, through drills and competition. The students are tested on rules and the various skills taught. The students participate in singles and doubles tournaments. English Placement Level: EN 073/074.

PE 111 Tae Kwon Do (1)
This course introduces students to the philosophy of the martial arts and the basic techniques of Tae Kwon Do. Proper physical and mental conditioning is taught in conjunction with learning the self-defense techniques of Tae Kwon Do. English Placement Level: EN 073/074.



PE 115 Tai Chi (1)

Tai Chi is an Ancient Chinese martial art that consists of working through a series of structured positions. Its practice consists of slow, deliberate, sequential choreographed movements called forms. By practicing these forms, students develop agility, balance, and flexibility. Mental focus and concentration are needed to work through a form in precise order. Anecdotal evidence regarding martial arts pilot programs in schools suggests that students develop better attitudes toward school and learning as reflected by improved grades and decreased absenteeism. Moreover, students take the positive skills learned in Tai Chi and apply them in a constructive manner when dealing with peers. Students will come away with a greater feeling of self-worth and confidence because of their participation in an activity emphasizing commitment to disciplined growth and a healthy lifestyle. English Placement Level: EN 073/074. (Offered Fall and Spring)

PE 125 Beginning Basketball (1)

This course introduces students to the rules and strategies of basketball, including fundamental skills learned through drills and competition. The students are tested on the rules and the various skills taught. The students participate in free-throw contests, and in 3-on-3 half-court and 5-on-5 full-court tournaments. English Placement Level: EN 073/074. (Offered Fall)

PE 126 Beginning Volleyball (1)

This course introduces students to the fundamental strategies and skills of volleyball, including setting, passing, spiking, blocking, and serving. The students take part in team and tournament play. The students participate in 6-on-6 and 4-on-4 tournaments. English Placement Level: EN 073/074. (Offered Fall)

PE 128 Baseball/Softball Skills (1)

This course introduces students to baseball and softball basic skills, rules and regulations, fundamentals and strategies, batting and fielding and stretching for softball and baseball. The students also participate in and practice all related drills, lead-up games, and field/diamond type situations. English Placement Level: EN 073/074.

PE 129 Indoor Soccer (1)

This course is designed to teach basic soccer skills. The course content includes instruction in passing, dribbling, trapping, kicking, defending, heading, and offensive teamwork. English Placement Level: EN 073/074.

PE 133 Beginning SCUBA Diving (3)

This course introduces students to the theory, methods, and applications of the major field of SCUBA recreational diving. This course incorporates instructional materials from the National Association of Underwater Instructors (NAUI) USA, and covers the knowledge and skills a SCUBA diver needs to participate in skin and SCUBA diving. On successful completion of this course, students are considered competent to engage in open water activities approximating those in which they were trained. English Placement Level: EN 073/074. (Offered Fall and Spring)

PE 134 Advanced SCUBA Diving (3)

This course expands on the theory, methods, and applications of SCUBA diving introduced in PE 133. Prerequisite: PE 133 or instructor's permission. English Placement Level: EN 073/074. (Offered Fall and Spring)

PE 140 Physical Fitness (1)

The course content emphasizes physical fitness development, especially cardiovascular fitness, flexibility, body mass composition, and muscular strength and

endurance. Information on proper nutritional habits is also presented. Students are introduced to basic principles of beginning weight training, stretching, and aerobic fitness activities. Individual needs and fitness programming are evaluated by a physical fitness test at the beginning and the end of the course. English Placement Level: EN 073/074. (Offered Fall and Spring)

PE 142 Aerobic Dance (2)

This course allows students to develop the fundamental techniques of dance and exercise to music to increase cardiovascular efficiency, flexibility, and coordination. English Placement Level: EN 073/074.

PE 143 High-Intensity Aerobic Dance (2)

This course allows students to develop the fundamental techniques of dance and exercise to music so as to increase cardiovascular efficiency, flexibility, and coordination. English Placement Level: EN 073/074.

PE 146 Beginning Weight Training (1)

The course content emphasizes physical fitness with special emphasis on muscular strength and endurance. Students are introduced to the basic principles of beginning weight training. Evaluation of individual needs and fitness programming is included. English Placement Level: EN 073/074.

PE 149 Walk-Jog-Run (1)

This course introduces students to the concepts and benefits of walking, jogging, and/or running. Pre- and post-testing is administered to determine improvement in the areas of cardiovascular fitness, distance covered, work-out duration and intensity, flexibility, and body mass composition. English Placement Level: EN 073/074. (Offered Fall and Spring)

PE 160 Outrigger Canoeing (1)

This course instructs students in the sport and culture of outrigger canoeing. This course includes extensive participation and

physical training as well as development of nautical skills, swim/drown proofing, canoe safety, racing techniques, and a historic overview of the development of the outrigger canoe in the Pacific region. This course enhances students' physical development and provides motivation through the application and understanding of this indigenous sport. English Placement Level: EN 073/074. (Offered Fall and Spring)

PE 203 Intermediate Golf (1)

This course introduces students to intermediate skills, and rules and strategies of golf, including the fundamentals of pitching, sand shots, and trouble shots. This course also teaches course etiquette through drills and competition. The students are tested on rules and the various techniques taught. Prerequisite: PE 102 or instructor's permission. English Placement Level: EN 073/074.

PE 207 Intermediate Tennis (1)

This course introduces students to the strategies and strokes of intermediate-level tennis, including the fundamentals of net play, the lob, overhead smash, spin serves, footwork, and court coverage, through drills and competition. The students participate in singles and doubles tournaments. Prerequisite: PE 107 or instructor's permission. English Placement Level: EN 073/074.

PE 225 Intermediate Basketball (1)

This course gives intermediate basketball students the opportunity to improve their basketball skills. Rules, strategies, and skill practice in passing, dribbling, shooting, defending, and teamwork are included. The students are introduced to basic offensive and defensive systems of play. The students participate in 3-on-3 and 5-on-5 tournaments. English Placement Level: EN 073/074. (Offered Spring)

PE 226 Intermediate Volleyball (1)

This course is designed to give intermediate volleyball students the opportunity to



improve their volleyball skills. Rules, strategies, and skill practicing in passing, setting, hitting, serving, and blocking are included. The students are introduced to basic offensive and defensive systems of play. The students participate in 6-on-6 and 4-on-4 tournaments. English Placement Level: EN 073/074. (Offered Spring)

PE 228 Basketball Level 1 Coaching (2)

This course is designed to ensure a consistency of standards of coaches being accredited to fit within the standards set by the Oceania Basketball Confederation and the Federation of International Basketball Association (FIBA). Proper basic individual skills, team skills, and strategies are taught. The objective is to improve the coaching knowledge within the sport and therefore bring us to a higher level of playing standard in the future. English Placement Level: EN 093/094. (Offered Fall and Spring)

PHYSICAL SCIENCES

CH 124 General Chemistry (4)

This is a rigorous introductory course covering the principles of chemistry and the application of these principles to technological society. Included are the principles of inorganic chemistry, with emphasis on nomenclature, stoichiometry, mathematical calculations, and solution chemistry. A weekly laboratory is required. CH 124 is a required course in the Nursing degree program. English Placement Level: EN 101. Math Placement level: MA 132. (Offered Fall and Spring)

CH 141 Survey of Organic and Biochemistry (4)

This course is an introduction to organic and biological chemistry, nomenclature, common functional groups, their chemical properties and reactions, with an emphasis on understanding the basic molecules that make up cells and the biochemical reactions that allow cells to function. A weekly

laboratory is required. Prerequisite: CH 124. English Placement Level: EN 101. Math Placement Level: MA 132.

NS 101 Introduction to Physical Science (4)

This is a survey course covering the fundamental concepts and methods of physical science, such as the scientific method, measurement, motion, force, energy, heat, waves, electricity and magnetism, chemistry, geology, and astronomy. Laboratory work and field trips are required. A TI-83/89, or equivalent, graphics calculator is required. English Placement Level: EN 093/094. Math Placement Level: MA 132. (Offered Fall and Spring)

NS 140 Earth and Environmental Science (3)

This course is designed to be an introductory tour of the Earth, its physical environment, and its place in the Universe. This course will cover the foundations of geology, geophysics, oceanography, planetary science, and meteorology. This course will investigate the origins, physical properties, and dynamics of the Earth as an integrated system. The students will participate in class discussions and conduct hands-on investigations in the laboratory. This course replaces NS 100 Earth Science. Prerequisite: MA 132 with a "C" or higher, or concurrent enrollment. English Placement Level: EN 101. Math Placement Level: MA 132. (Offered Fall and Spring)

POLITICAL SCIENCE

PS 110 Principles of Democratic Institutions (3)

This is an introductory course designed to familiarize students with the principles and processes of democratic government as developed and practiced in the United States. Emphasis is on the concepts and procedures relating to the development of public policy. Attention is given to current issues at the national, state,

and local government levels in the U.S. as well as to issues of specific concern to the CNMI. Prerequisite: CO 210 with a “C” or higher, or concurrent enrollment. English Placement Level: EN 101. Math Placement Level: MA 091. (Offered Fall and Spring)

PSYCHOLOGY

PY 101 General Psychology (3)

This introductory course provides an overview of the field of psychology and of its fundamental concepts, theories, methods, history, and scope of study. This course covers introductory behavioral research methods; basic brain anatomy, brain chemistry, and the interrelationships of the human brain, the human body, and behavior; learning principles; memory; personality and theories of personality; abnormal behavior, personality disorders, and addictions; and standard treatments for common psychological and neurological disorders. English Placement Level: EN 101. Math Placement Level: None. (Offered Fall and Spring)

PY 201 Human Growth and Development (3)

This course is an introduction to normal human development over the life span. Concepts, issues, and theories of human growth and development are explored within the context of a multi-disciplinary systems approach. The focus is on the interrelation of physical, cognitive, and socio-emotional changes in the individual over the life span. Prerequisite: PY 101 with a “C” or higher. English Placement Level: EN 093/094. Math Placement Level: None. (Offered Spring)

REHABILITATION AND HUMAN SERVICES

RH 200 Disability and Society (3)

This course provides the foundation for students to understand the history, movements, trends, and contemporary issues

relating to disability and the societal inequities experienced by persons with disabilities. This course covers the reforms that resulted from enactment of legislation and public policy to recognize and protect the civil rights of individuals with disabilities for full integration and inclusion in all aspects of community and society. Prerequisite(s): None. English Placement Level: EN 101. Math Placement Level: None.

RH 215 Introduction to Human Services (3)

This course introduces students to human services as a profession and the generalist human services professional. This course illustrates a variety of consumers (clients) and the interaction between helper and consumer (client), and emphasizes the history of helping, the human services movement, current influences on human services (i.e., technology, managed care), models of service delivery, and ethical considerations. Prerequisite(s): RH 200 with a “C” grade or higher or concurrent enrollment. English Placement Level: EN 101. Math Placement Level: None.

RH 320 Community Resources (3)

This course familiarizes students with common social services agencies and the typical services provided by them. This course also provides an overview of assistive technology: the impact of legislation, recent trends in the field, and low/high-tech devices. Prerequisites: RH 200, RH 215, and RH 225 with a “C” grade or higher. Additionally, students must be at Advanced Candidacy status before taking this course. English Placement Level: EN 202. Math Placement Level: MA 161.

RH 400 Case Management (3)

This course provides students with the knowledge and skills needed to perform each step of the case management process, from intake through termination. This



course emphasizes case management techniques, ethical decision-making, consultation strategies, and the expansion of counseling skills. Prerequisites: RH 310, RH 320, and RH 330 with a “C” grade or higher. Additionally, students must be at Advanced Candidacy status before taking this course. English Placement Level: EN 202. Math Placement Level: MA 161.

RH 410 Cultural Diversity in Rehabilitation and Human Services (3)
This course is designed to assist students in developing an understanding of race/ethnicity, gender, disability, age, and sexual orientation as they relate to human services. This course emphasizes the recognition of cultural myths and stereotypes. Case studies and illustrations for helping persons from culturally diverse backgrounds are presented. Prerequisites: RH 310, RH 320, and RH 330 with a “C” or higher. Additionally, students must be at Advanced Candidacy status before taking this course. English Placement Level: EN 202. Math Placement Level: MA 161.

RH 430 Medical and Psychosocial Aspects of Disability (3)
This course provides students with a working knowledge of the medical and psychosocial aspects of disability and chronic illness, and provides them with the knowledge and understanding that are necessary to function and serve effectively in a human services setting. Prerequisites: RH 310, RH 320, and RH 330 with a “C” or higher. Additionally, students must be at Advanced Candidacy status before taking this course. English Placement Level: EN 202. Math Placement Level: MA 161.

SOCIOLOGY

SO 101 Introduction to Sociology (3)
This is an introductory course covering the basic concepts, methods, and theories of sociology. This course explores, in local

and global contexts, elements of social life, including history, culture, socialization, various social structural contexts, social stratification variables such as status, prestige, race and ethnicity, gender, education, etc., economic and political institutions, explanations for criminal deviance and other deviant behavior, social control, and social change. English Placement Level: EN 093/094. Math Placement Level: None. (Offered Fall and Spring)

SO 210 Sociology of Love, Marriage, and Family Relationships (3)
This course introduces the sociological study of love relationships, marriages, and family relationships through various analytical sociological methods such as the primary areas of social reality, structural functionalism, and social conflict theory. Primary topics examined include the definition and meaning of love; dating and courtship behavior; behavior in marriage unions; positive and negative interpersonal communication; human sexual behavior in relationships; parenting; stake issues in love relationships and families; economic needs and divisions of labor in love relationships, marriages, and families; divorce; and remarriage. In addition, this course will examine various types of sociological experiences that affect love relationships, marriages, and families such as historical experiences, types of social structures, power implementation in relationships, deviant behavior, social status and prestige issues, health care issues, and access to technology. Prerequisite: SO 101. English Placement Level: EN 093/094. Math Placement Level: None. (Offered Spring)

SO 218 Social Problems (3)
This course utilizes the seven primary areas that define social reality as the central theoretical tool of analysis for understanding the origins and development of both micro and macro social problems in the CNMI and in US mainland society. Students will also learn how governments and human services

professionals analyze and attempt to alleviate social problems through particular legislative remedies based upon specific philosophies, ideologies, and beliefs, and methods of treatment. Prerequisite: SO 101. English Placement Level: EN 093/094. Math Placement Level: None. (Offered Spring)

SO 297 Current Issues in the CNMI (3)
This is a core course required for all NMC degrees. This is a capstone course for all associate degrees, and thus it is to be taken in the last semester or the next to the last semester of a student who is seeking an associate degree. This course is a seminar-format course designed to assist students to become active, competent, and effective citizens of the CNMI. This course familiarizes students with current and future political, economic, social, cultural, and environmental issues and problems in the CNMI, which are then discussed and analyzed and possible solutions are explored. Prerequisite: CO 210 with a “C” or higher, or concurrent enrollment. EN 101 with a “C” or higher. English Placement Level: EN 202. Math Placement Level: MA 091. (Offered Fall and Spring)

SPEECH

CO 210 Fundamentals of Speech Communication (3)
This is a core course required for all NMC degrees. This course is designed to help students develop oral communication skills necessary in personal and professional life. Emphasis is on the principles and skills of effective communication in personal interviews, small-group discussions, and public speeches. English Placement Level: EN 101. Math Placement Level: None. (Offered Fall and Spring)

TOURISM AND HOSPITALITY

NOTE: Tourism and Hospitality courses may be offered depending on the availability of instructors and student need. Students considering a degree program in Hospitality Management should work closely with their advisor in planning a suitable course of study.

TS 101 Introduction to the Travel and Tourism Industry (3)
This course introduces students to the nature, scope, and significance of the travel and tourism industry. This course provides students with an overview of the historical development of travel and tourism; the various components of the industry; the social, cultural, economic, and other forces that impact the industry; the economic importance of tourism to local and international economies; current issues in tourism; the future of tourism; and local, national, regional, and global tourism organizations and associations. Emphasis is placed on the value and importance of the local CNMI tourism industry and its various related components. English Placement Level: EN 083/084. Math Placement Level: None. (Offered Fall and Spring)

TS 103 Introduction to the Hospitality Industry (3)
This course takes a management perspective in introducing students to the organization, structure, and general operation of hotels, restaurants, clubs, cruise ships, and casino hotels. Topics include franchising, management contracts, business ethics, and areas of management responsibility such as human resources, marketing and sales, and advertising. Students are also exposed to various career opportunities in the hospitality industry, and the knowledge and technical skills needed to effectively manage hospitality operations. English Placement: EN 093/094. Math Placement Level: None. (Offered Spring)



TS 182 Courtesy and Guest Relations (3)
This course focuses on the importance of providing exceptional customer service in the tourism industry and places strong emphasis on customer courtesy and developing valuable relationships. This course provides students with an in-depth look at the roles and functions of the guest relations department and concierge. Students will develop and master the necessary hospitality skills and techniques for delivering quality service in multicultural environments. English Placement Level: EN 093/094. Math Placement Level: None.

TS 185 Introduction to Food and Beverage Management (3)
This is an introductory course to the Food Service sector of the tourism industry. This course familiarizes students with basic principles of planning and managing food and beverage operations. Prerequisite: TS 103. English Placement Level: EN 093/094. Math Placement Level: None. (Offered Spring)

TS 288 Internship Training I (3)
This internship course is specifically designed for hospitality management students as the first half of a two-semester capstone course sequence completing their degree program. This course provides students with intensive on-the-job training experiences that are related to the student's career and educational goals. This work experience enhances the student's self-awareness and current employment skills, and it integrates classroom-learned knowledge and skills with a focused hands-on internship program. Students develop and master the necessary workplace skills and techniques for succeeding in multicultural business environments. English Placement Level: EN 101. Math Placement Level: MA 132. (Offered Fall)

TS 298 Internship Training in Tourism and Hospitality (3)
This internship course is the second half of a two-semester training program involving supervised on-site work experience. This course is the final step in the hospitality management degree program. This course provides students with an intensive on-the-job training experience that is related to the student's career and educational goals. This course enhances the student's career self-awareness and current employment skills. This course integrates classroom-learned knowledge and skills with a focused hands-on internship program. Students receive hands-on experience in a specialized department. Students further develop and master the necessary hospitality skills and techniques for delivering quality service in multicultural environments. Prerequisite: TS 288 or CE 250. English Placement Level: EN 202. Math Placement Level: MA 132. (Offered Spring)



NORTHERN MARIANAS COLLEGE WELCOMES YOU

Welcome to the Northern Marianas College!

I hope you find the NMC 2011-2012 Student Handbook a useful guide to exploring your college. Active participation in your success begins with you and your willingness to navigate effectively through your environment. The Student Handbook features campus facilities, support services, admission, graduation, and financial aid requirements. Whether you choose to look up course descriptions or college policies, use the Student Handbook to make informed decisions and actions throughout your college career.

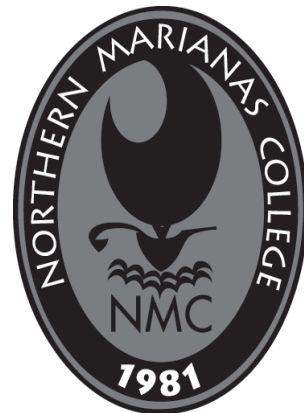
As you plan for the future, write-in goals, events, and deadlines on key dates in the Weekly Planner section. This will serve as a good reminder of your priorities and help you organize your time effectively throughout the year.

Of course, the Student Handbook will not have all the information you will need and the responsibility to be informed will remain with you. I encourage you to talk to your instructors, academic advisor, counselor, and departmental staff to get the information and support you need.

I look forward to hearing of your success and wish you the very best experiences as a student of NMC!

Yours truly,

*Sharon Y. Hart, PhD
President*



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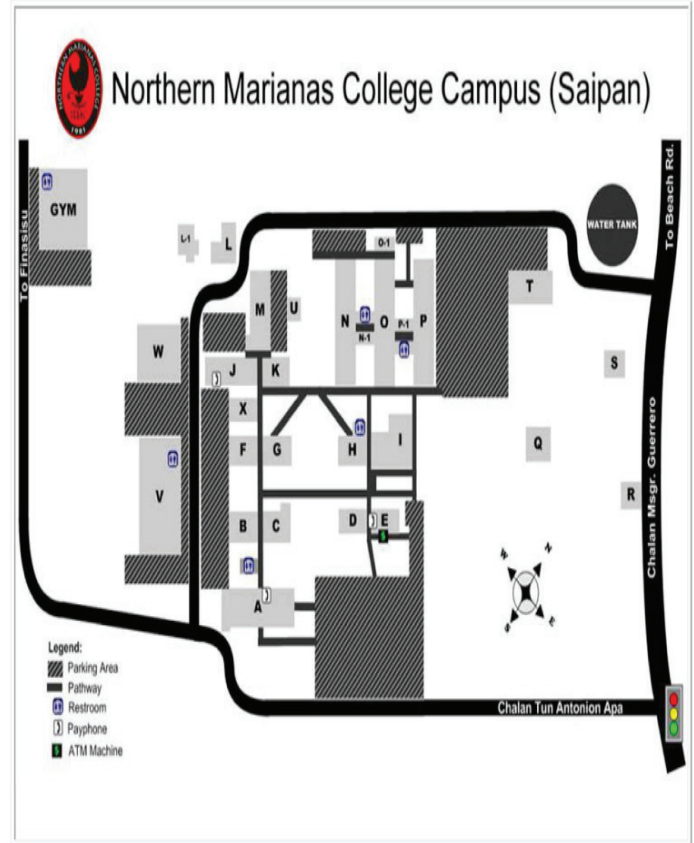
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President



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|---|--|---|--|
| <p>Bldg A</p> <ul style="list-style-type: none"> • Classrooms (1-14) • Restrooms <p>Bldg B</p> <ul style="list-style-type: none"> • Science Classrooms/Laboratories <p>Bldg B1</p> <ul style="list-style-type: none"> • Communication Room • Science Chemical Storage <p>Bldg C</p> <ul style="list-style-type: none"> • Nursing (Offices, Classrooms, Laboratory) • Restrooms <p>Bldg D</p> <ul style="list-style-type: none"> • D-1: Multipurpose Classroom • D-2: CREES Entomology Lab <p>Bldg E</p> <ul style="list-style-type: none"> • Bookstore & Gift Shop <p>Bldg F</p> <ul style="list-style-type: none"> • CREES (Administration, Cooperative Research, Extension and Education Service, Language Faculty Office) • Restrooms <p>Bldg G</p> <ul style="list-style-type: none"> • CREES (Administration, Expanded Food & Nutrition Educational Program (EFNEP), 4-H Club, Environmental Quality Research Lab) • Adult Basic Education (ABE) | <p>Bldg H</p> <ul style="list-style-type: none"> • Snack Bar • Restrooms <p>Bldg I</p> <ul style="list-style-type: none"> • Counseling Programs & Services • Career Center • Student Learning Center • Educational Talent Search (ETS) Program • Educational Opportunity Center <p>Bldg J</p> <ul style="list-style-type: none"> • Student Center • Associated Students of NMC (ASNMC) • Student Support Services (SSS) • Educational Enrichment Center Lab • Upward Bound Program <p>Bldg K</p> <ul style="list-style-type: none"> • ABE Classrooms • Science & Math Department • Social Sciences & Fine Arts Department <p>Bldg L</p> <ul style="list-style-type: none"> • Procurement Office • Facilities Maintenance Department • CREES Plant Facilities <p>Bldg L-1</p> <ul style="list-style-type: none"> • CREES Plant Nursery • CREES Aquaculture <p>Bldg M</p> <ul style="list-style-type: none"> • Language & Humanities (Offices, Classrooms) | <p>Bldg N</p> <ul style="list-style-type: none"> • Information Services (IS) • Financial Aid Office (FAO) • Office of Admissions & Records (OAR) • Finance Office • Dist. Education Classroom (N-5) • Marketing & Public Relations <p>Bldg N-1</p> <ul style="list-style-type: none"> • OAR Data Entry Office • WARS Room • OAR Files Storage <p>Bldg O</p> <ul style="list-style-type: none"> • Olympia T. Boja Memorial Library • Archives and Pacific Collections <p>Bldg O-1</p> <ul style="list-style-type: none"> • Administrative Services (Operations Office, Security, Lost & Found Office) <p>Bldg P</p> <ul style="list-style-type: none"> • Office of the President • Office of the Deans • Office of Institutional Effectiveness (OIE) • Office of Institutional Advancement (OIA) • Rehabilitation & Human Services • Community Development Institute (CDI) • University Centers for Excellence in Developmental Disabilities (UCEDD) • Human Resources Office <p>Bldg P-1</p> <ul style="list-style-type: none"> • Board of Regents' Conference Room • Restrooms | <p>Bldg Q</p> <ul style="list-style-type: none"> • School of Education (SOE) Classrooms <p>Bldg R</p> <ul style="list-style-type: none"> • Arc Classroom <p>Bldg S</p> <ul style="list-style-type: none"> • Curriculum Resource Center <p>Bldg T</p> <ul style="list-style-type: none"> • School of Education (Classrooms, Offices) • Ceramics Classroom <p>Bldg U</p> <ul style="list-style-type: none"> • Generator Building <p>Bldg V</p> <ul style="list-style-type: none"> • Business Department (Offices, Classrooms) • Information Technology Office • Office of Institutional Effectiveness • Educ. Tech. & Media Services • Open Computer Lab • Restrooms <p>Bldg W</p> <ul style="list-style-type: none"> • Computer Lab • Classrooms <p>Bldg X</p> <ul style="list-style-type: none"> • Lang. & Hum. Dept. (Faculty Offices) |
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Direction from the Airport

From the airport, exit north on Chalan Tun Herman Pan Road. Turn left at the traffic light. From there, proceed until the second traffic light. Turn left at the light.