

## STUDENT SERVICES

### ***LIBRARY SERVICES***

The mission of the Library Services and Programs at the Northern Marianas College is “to provide both resources and an environment that enhances and encourages the college’s academic and community-based programs.”

The Library supports instructional curriculum and academic research for students in their courses of study. The primary goal of the library is to offer a wide range of services to both NMC students and faculty by maintaining a collection comprised of texts, audiovisual (AV) materials and electronic resources that reflect the needs of instructional programs, NMC’s diverse student population and its faculty. The Library also promotes information literacy through ongoing instruction and outreach, and strives to continually offer increased access to online resources and other electronic databases.

At present, Library Services and Programs houses four distinct collections all located in Building O on the Saipan Campus.. The libraries on the Saipan Campus are the Olympio T. Borja Memorial Library, the Pacific Collection, the Commonwealth of the Northern Mariana Islands (CNMI) Archives, and the Curriculum Resource Center (CRC), an education library held in concert with the School of Education.

### ***OLYMPIO T. BORJA MEMORIAL LIBRARY***

Campus Location: Building O

Phone: 237-6799

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.

#### Library Key services:

- Reference Services
- Collection lending
- Access to regional archival material
- Electronic access to scholarly material
- E-book lending
- Information Literacy Instruction

***THE PACIFIC COLLECTION***

The Pacific Collection is a special collection with a regional focus on Micronesia and the Pacific that consists of approximately 7,500 monographs, a digitized photograph collection, over 350 serial holdings, academic journals with a Pacific regional focus, as well as local and regional newspapers both in print and microform, and an expansive video collection.

It also contains valuable artifacts from the pre-European Contact, Spanish, German, Japanese, World War II, and Trust Territory periods of the Northern Mariana Islands. In addition, it also contains cartographic materials of both current and antiquarian interest, and memorabilia.

As a valuable resource, the Pacific collection is largest, most comprehensive collection of its kind in the CNMI. The collection serves NMC students and faculty as well as local and international Pacific cultures enthusiasts and academic researchers.

This is a closed stack collection. Materials may only be used onsite unless otherwise authorized by the Library Director and under special circumstances only, due to the unique and priceless contents of this collection.

***CNMI ARCHIVES***

Campus Location: Building O

Phone: 237-6796

The CNMI Archives is dedicated to promoting the archival mission of preserving historical, political and cultural records, texts, AV materials and artifacts of enduring value for the people of the Commonwealth of the Northern Mariana Islands and the Micronesia region.

It is mandated through Public Law Nos. 8-18, *Postsecondary Education Act* and 8-41, *Open Government Act*, to “maintain publications funded by the CNMI Government, or by regional association or agency receiving local or federal funds for the region, minutes of all meetings held by Commonwealth boards, commissions or agencies, official actions of the legislature, any other official record of the Commonwealth deemed by the archivist to have permanent historical, legal or political significance, any other materials relating to the CNMI or region that have research or historical value.” Today, there are over 500 reels of microfilm pertaining to the CNMI Constitution, the Covenant Negotiations, and Public Laws from the CNMI Legislature from 1978 – 2007.

The archival collection also includes 3,000 reels of microfilm from the former Trust Territory of the Pacific Islands Government, records of the Spanish Colonial Government of the Mariana Islands from 1678 – 1899 and over 139 reels of microfilm courtesy of the Australian Archives on the Military Administration of the German New Guinea Possessions from 1914 – 1923.

Housed at Northern Marianas College in Saipan, the CNMI Archives provides an invaluable resource to NMC students and faculty supporting instructional programs and research. It also serves as the most comprehensive archival repository of CNMI government records.

***CURRICULUM RESOURCE CENTER (CRC)***

Campus Location: Building O

Phone: 237-6798

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 library's collection.

Student Learning Outcomes/Administrative Unit Outcomes for Library Programs & Services

- To provide professional and student-friendly services to library patrons. (AUO)
- Provide online access to more library materials. (AUO)
- Increase the availability and use of technology in the library. (AUO)
- Main Library, CRC and Archives collections all searchable online through the web OPAC. (AUO)
- Develop partnerships with various local and regional entities such as CAALM, Council of Humanities, JKPL, PIALA, and MANGO. (AUO)
- Increase CNMI Archives holdings of archival quality material. (AUO)
- Based on a research topic, students will be able to locate and retrieve a variety of print resources from the library. (Gen Ed SLO 4.1)
- Students will become familiarized with the library and its resources and services. (SLO)
- Students will demonstrate effective use of the Library of Congress System of Classification. (SLO)
- Students will display the information literacy skill of accurately evaluating an information source. (SLO)
- Students will be able to access the Online Public Access Catalog (OPAC). (SLO)
- Students will be able to effectively search the online databases. (SLO)

## ***COUNSELING PROGRAMS & SERVICES***

Campus Location: Building I

Phone: 237-6782

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** The mission of the Disability Support Services is to provide a rewarding learning experience for students with disabilities at the Northern Marianas College (NMC). Disability Support Services (DSS) Program functions as the focal point for coordination of services and auxiliary aids for students with disabilities in compliance with Title II on the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973. DSS works to assist students with permanent or temporary disabilities to receive “reasonable accommodations” in academic and non-academic programs that provide them with an equal opportunity to fully participate and enjoy all aspects of student life at NMC.

Counseling also undertakes efforts to increase awareness among NMC staff, faculty, and students of disability related issues. The Disability Services Coordinator, who also functions as a Counselor and Academic Advisor, assists students in identifying and achieving educational goals; assesses students for Assistive Technology needs; determines “reasonable accommodations”; and coordinates services (on campus and in the community) for student support. Federal law requires that students with disabilities be considered on a case-by-case basis.

A student must identify himself/herself as an individual with a disability (physical, emotional, mental or sensory) and provide appropriate documentation from an appropriate professional which is licensed to diagnose their disability in order to receive services. Students who have an appropriately documented disability which “substantially limits one or more major life activities (including walking, seeing, hearing, speaking, breathing, learning and working is eligible for services from DSS which may include but are not limited to: assistive technology and/or devices (magnifiers, tape recorders, closed captioning, alternative keyboards, etc.); alternative testing services (quiet testing location, additional time, use of computers, scribes, and/or other testing modifications); classroom relocations; accessible chairs/tables; instructional materials in alternative print format (audio, enlarged print, etc.); early/priority registration; sign language interpreters; note-taking; readers; and tutors.

Prospective and current students who have a documented and verifiable disability and are interested in receiving more information regarding services for students with disabilities are encouraged to contact Disability Support Services at 237-6782, located in Building I adjacent to the NMC Snack Bar. Students with disabilities are encouraged to contact Disability Support Services upon or prior to enrollment to ensure that they receive “reasonable accommodations” in a timely manner.

**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
- Feeling Down? We Can Help!
- Time Management – Have Time For It All!
- Managing Stress for Success!
- Choosing a Major and Career
- Transfer Admissions Planning

### ***CAREER SERVICES***

Campus Location: Building I

Phone: 237-6759

Career Services staff and staff assistants assist ongoing and potential students in understanding and linking their educational and career goals. Career Staff Assistants also support students find prospective employment by providing them with working tools and resources and on-site training experiences. Services and programs provided by Career Services are designed to complement the College's academic programs by helping meet student career development and employment needs before and after graduation. Career Services provides opportunities for students to explore and pursue their career goals by offering the following services:

- Career counseling and guidance,
- Career Assessment, Career and Education Planning, Career Development: Kuder Journey
- Workshops and events: Resume and cover letter writing, Interview Preparation, Career Fair, Mock Interviews, and more!
- Endless Career Resources,
- Student Employment and Internship Programs,
- Outreach and awareness,
- And so much more!

#### **Kuder**

Career Services administers the Kuder Career Planning System, a web-based tool, that students have access to throughout their enrollment and beyond graduation. The lifelong Kuder Career Portfolio allows individuals to take research-based assessments, explore education and careers, lay out a school specific education plan, and plan for career success. The portfolio takes individuals step by step through the career development process starting with learning interests to choosing an educational institution, and finding a job that's right for you.

For College Students and Adults: Kuder Journey is a one-of-a-kind solution to help you plan for the right career! Based on your specific needs, Journey provides reliable tools to assess

your interests, suggest education and career options, prepare you for the job search, and connect you to today's jobs. [www.kuderjourney.com]

For Middle and High School Students: Starting to build a career plan? Looking for colleges? Ready to show case your portfolio? Navigator makes planning for the future fun while providing the reliable college and career guidance you can count on. [www.kudernavigator.com]

## ***TESTING SERVICES***

Campus Location: Building I

Phone: 237-6774

Fax: 235-9542

The Colleges Testing Center is a licensed authorized testing center for nationally and internationally recognized tests and assessments. These include the Educational Testing Services (PRAXIS, SAT, GRE, TEOFL), the Law School Admission Council (LSAT), the Professional Assessment Network (PAN-Testing), and the American College Testing (ACT, COMPASS). The Test Center also offers other assessments and exams for professional certification or licensure on request.

### **Placement Tests**

The Test Center is also the College's Placement Testing Center. Certificate and degree seeking students are required to take the English and the Math Placement Test before registering for courses. NMC placement testing is designed to help prospective students build a sound academic foundation for career education at the college level. Placement tests are used to determine appropriate English and math levels for students to enroll in. 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. 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 and are given on a seat-available basis. Reservations are required. There is no "passing level" on the placement tests and the results 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 valid Id and proof of payment. (Note: Only the English Placement \$25 fee is applicable to the NMC application fee for all students.)

### **English Placement Test**

The English Placement Test has four main parts. The first three are done via computer on a program called Accuplacer. The three components of test via computer are the Listening, the Grammar, and the Language test. The final component of the English placement is the Essay portion which is handwritten. In the Essay portion of the test, you are asked to write an essay on one topic from a list of six pre-approved topics. Essays are evaluated by a faculty member prior to final English course placement levels are determined.

### **Math Placement Test**

The Math Placement Test is a multiple-choice test that evaluates students' ability levels in terms of basic skills such as performing a sequence of basic operations, application skills such as applying sequences of basic operations to novel settings or in complex ways, and analysis skills such as demonstrating conceptual understanding of principles and relationships for mathematical operations. The Math Placement Test offers up to four subject areas:

- Pre-Algebra
- Algebra
- College Algebra
- Trigonometry

Students may use calculators that comply with ACT specifications when taking the COMPASS math tests.

To ensure fairness for all test takers, avoid disturbances in the testing room, and protect the security of the testing materials and process, the following types of calculators are not permitted:

- Texas Instruments: All model numbers that begin with TI-89 or TI-92 and the TI-Nspire CAS—Note: The TI-Nspire (non-CAS) is permitted.
- Hewlett-Packard: HP 48GII and all model numbers that begin with HP 40G, HP 49G, or HP 50G
- Casio: Algebra fx 2.0, ClassPad 300 and ClassPad 330, and all model numbers that begin with CFX-9970G
- handheld, tablet, or laptop computers, including PDAs
- electronic writing pads or pen-input devices—Note: The Sharp EL 9600 is permitted.
- calculators built into cell phones or any other electronic communication devices
- calculators with a typewriter keypad (letter keys in QWERTY format)—

The following types of calculators are permitted, but only after they are modified as noted:

- calculators with paper tape—Remove the tape.
- calculators that make noise—Turn off the sound.
- calculators with an infrared data port—Completely cover the infrared data port with heavy opaque material such as duct tape or electrician's tape (includes Hewlett-Packard HP 38G series, HP 39G series, and HP 48G).
- calculators that have power cords—Remove all power/electrical cords.

### **Steps to Taking the Placement Tests**

**Step 1:** Go to the Office of Admission & Records (OAR); get a Placement/PC ID Request Form.

**Step 2:** Fill out the information request on the form. (Note: One form should be sufficient for both Math and English Placement, please mark appropriately)

**Step 3:** After form is filled out, proceed to cashier window for payment.

**Step 4:** After payment is made, proceed back to OAR and submit the form and retain your yellow copy.

**Step 5:** Report to the Testing Center with your yellow copy of the placement/pc id request form and a valid Id on scheduled test date and time.

### ***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 Student Center in building J.

Students must obtain an enrollment validation sticker from the NMC Student Center in building J 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

### ***COLLEGE ACCESS CHALLENGE GRANT***

Campus Location: Building I  
Phone: 670.234.5498, ext. 1346

The mission of the CNMI College Access Challenge Grant (CACG) 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. CACG 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. CACG 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 and Peer Mentoring;
- College Exposure Tours;
- Need-based Financial Aid;
- Outreach activities for at-risk students;
- Enrichment courses in Math, English, and others;
- Annual Summer Academy for High School Students



## ***INTERNATIONAL STUDENT SERVICES***

Campus Location: Building I  
Phone: 670.234.5498, ext. 1311

### **Mission Statement**

The mission of the International Student Service is to support international students enrollment and academic success through program completion or transfer by providing for their identified needs in support of the College Mission.

### **International Student Orientation**

The International Student Service introduce immigration regulations and policies, academic requirement, student service, registration process, and work study opportunities to the new international students. The orientation is designed to guide students to know their responsibilities and duties of a student as well as additional responsibilities and duties concurring to their immigration regulation.

### **Early Intervention**

International Student Advisor works collaboratively with NMC instructional faculty to insure the success of the international student. The early intervention assists to deter students from doing poorly in academics. Early intervention identifies the assistance that is needed for each individual. The International Student Advisor reach out to students referred by the instructors, and assist them with all information, data, resource, and services available to succeed in the coursework. International Student Advisor closely monitors the attendance of the international students to deter possible violation of immigration regulation that may negatively affect the immigration status of the student.

### **Bilingual Tutoring**

International Student Services provides unique bilingual tutoring service on NMC campus. This service is recommended for students who are new to the English Language or have difficult time understanding the theories and principles of a coursework. The bilingual tutoring service insures students to have lucid understanding of friendly and productive environment where students can also share cultural values throughout the learning.

### **Immigration Advising**

International Student Service provide immigration consulting for international students who will be traveling , transferring, or changing their field of studies. The International Student Advisor acts as a liaison for the international students when contacting federal government agencies such

as Office of Homeland Security, United States Citizenship and Immigration Services, and US Immigration and Customs Enforcement.

### **International Student Advising**

The International Student Advisor consults international students on various aspects of academics, financial, and personal issues. Most academic advising is done for new international students who are in need of special guidance with registration process, who especially are new to the system, Some international student faces financial difficulties due to a devastating, traumatic, or personal issues that arises around them or their family members who are supporting them financially. In time like this, the International Student Advisor consults the students of some options the student may take and allow the student to continue their educational career despite their financial difficulties and personal issues.

### **Curricular Practical Training and Optional Practical Training**

The International Student Advisor assists students who apply for Curricular Practical Training and Optimal Practical Training. Curricular Practical Training is a temporary employment authorization for F-1 visa students who are required to take academic courses that require internship. Optional Practical Training is an temporary employment authorization for F-1 Visa students who wants to work in the United States after graduating in an undergraduate program or graduate degree. The International Student Advisor can assist students with information, procedures, and guidance when applying for the Curricular Practical Training and Optional Practical Training.

## ***Academic Advising Resources***

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

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 in the Liberal Arts program have an initial advisor upon entering into the program, specifically the Liberal Arts Program Coordinator. The Program Coordinator will then assign students to their respective advisor. Transferring 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, with advice from the Director of Counseling Programs and Services and 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, student handbook, and College and department announcements for updated information. Students are encouraged to 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.