



2016 Northern Marianas College

Academic Advising Handbook



Prepared for NMC faculty advisors

April 01, 2016

ACKNOWLEDGEMENTS

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DISCLAIMER

The 2016 NMC Academic Advising Handbook is a work in progress and is being provided to the public for informational purposes. Because it is a work in progress, there are parts that are either missing or will be revised, and the page numbers and content will change. Permission to cite any part of this work must be obtained by the Dean of Student Services. This publication is intended as a guide and nothing herein shall constitute or be considered to be a limitation to the role of instructional faculty in delivering advising services to NMC students.

2016 – 2017 ACADEMIC ADVISING COMMITTEE

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Academic Advising Program Profile

Values Statement

The academic advising program at the Northern Marianas College aims to advance and develop an advising partnership where academic advisors act as guides to support student development.

Vision Statement

The academic advising program at Northern Marianas College aspires to be an integral part of improving a quality and meaningful postsecondary and adult educational opportunities for the purpose of improving the quality of life. The college shall be responsible to set the standards for academic advising within the college to support each student's journey to academic success.

Mission Statement

The mission of the academic advising program is to foster meaningful and collaborative relationships between students, faculty, and staff centered on developing and achieving academic, career, and life goals.

Student Learning Outcomes

The Student Learning Outcomes presented here are a representative sample of learning outcomes proposed by the National Academic Advising Association (NACADA):

1. Students will craft a coherent educational plan based on assessment of abilities, aspirations, interests, and values
2. Students will use complex information from various sources to set goals, reach decisions, and achieve those goals
3. Students will assume responsibility for meeting academic program requirements
4. Students will articulate the meaning of higher education and the intent of the institution's curriculum
5. Students will cultivate the intellectual habits that lead to a lifetime of learning
6. Students will behave as citizens who engage in the wider world around them

Council for the Advancement of Standards in Higher Education. (2012) CAS Professional Standards for Higher Education (8th ed.). Washington, DC: Author.

Academic Advising Committee (AAC)

Working with academic advisors is highlighted by NMC as a key aspect of college life so that students are fully prepared to excel not only as learners but also as leaders in the CNMI and other global communities. Seeing one's academic advisor is not only a required part of our enrollment process for degree-seeking students, but also a crucial step towards independence, preparation, and achievement.

The Academic Advising Committee aims to:

- Assist students in the development of meaningful academic plans that are consistent with their educational and life goals.
- Coordinate advising services among all other faculty advisors across campus-sites and facilitate opportunities for training and professional development that are compatible with student learning and development.

Services to faculty advisors include, but are not limited to:

- bi-annual training for all new and ongoing advisors.
- quarterly in-service workshops.
- provision of current and accurate advising information.

Advisor Responsibilities

The following statements of responsibility in employment contracts for instructional faculty form the basis for faculty roles and responsibilities with regard to advising:

Teaching faculty members have seven major responsibilities: teaching, **advising**, preparation of course material, evaluation, institutional committee work, personal professional development and course and program review and assessment.

A faculty member is expected to:

1. Inform students about College course requirements, evaluation procedures and the attendance policy.
2. Assist students with study problems and in evaluating their potentialities for successful achievement in fields familiar to the instructor, especially those in his/her occupational and avocational areas.
3. Assist students in long-range program planning and provide information on career goals and opportunities in fields familiar to the instructor, especially those in his/her occupational areas.
4. Participate in the College advising system as assigned by the Department Chair.
5. Assume and share in the responsibility for sponsoring and advising College-recognized clubs or groups, as assigned by the Dean.
6. Perform specifically assigned duties during registration.

A faculty member is in an excellent position to help students with their academic and personal adjustments and should take every opportunity to do so. This may include advising about career opportunities, follow-up on students known to need additional guidance or making contact with the advisor, counselor, or others who might assist.

Faculty members employed under Instructional Contracts shall be allowed, and will be responsible for maintaining, a sufficient number of hours each week for providing student consultation and advising, class preparation and student work evaluation, and College committee work.

Academic advisors are also expected to:

- Assist students with course selection and registration processes.
- Review students' academic records and grades and evaluate students' progress toward completing academic goals and degree plans.
- Assist students in identifying options for managing barriers that may affect academic progress.
- Communicate the importance of maintaining good academic standing and timely completion of degree requirements.
- Assist first-year students develop skills to navigate and transition effectively into the college environment.
- Advise students who intend to transfer to a four-year college or university and assist student with transfer admission processes.
- Implement retention and intervention strategies as well as collaborate with other faculty members in identifying and assisting students who are struggling academically.
- Initiate referrals to college and community resources in support of student needs.

Academic Advisor Assignment

Students are assigned an academic advisor upon admission to NMC. Degree-seeking students are assigned initially to the head of the degree program indicated on a student's admission application. At any time during enrollment, students may declare, add, or make changes to their major by completing 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 assigned to a student's primary major is the advisor of record with the Office of Admissions and Records. All students in the English Language Institute program are assigned to the International Student Advisor for their first year of study. All F-1 visa/status students must receive approval from the International Student Advisor prior to initiating a program/advisor change.

Advising for Early Admission Students

The Early Admissions Counselor helps facilitate early admission to the college for high school students who are eligible to enroll in college-level courses. The Early Admissions Counselor is assigned to advise all students enrolled under the Early Admissions Program. Students seeking admission to the college while concurrently enrolled in high school must meet Early Admission Program requirements as outlined in the College's 4000.1 Admissions Procedure (<http://www.marianas.edu/NMCPProcedures//Procedure%20No.%204002%201%20-%20Admissions.pdf>)

Academic Calendars

Spring 2016 Semester Calendar

REGULAR SESSION

Nov. 2 - Dec. 2, 2015	Academic Advising Period
Nov. 2 – Jan. 15, 2015	Registration (Via Proa Portal)
December 5, 2015	Spring 2016 Admission Application Deadline for International Students
January 7-8, 2016	Student Orientation for New and Readmitted Students
January 4, 2016	Student Orientation for International Students
January 4, 2016	Faculty Return for Spring 2016 Semester
January 11-15, 2016	Late Registration/Advising Period
January 18, 2016	HOLIDAY – Martin Luther King Day
January 19, 2016	First Day of Classes
January 19 -22, 2016	Add/Drop (100% Refund) and Welcome Week
February 15, 2016	HOLIDAY – Presidents' Day
March 4, 2015	Last Day to Withdraw (W) from Course(s)
March 24, 2016	HOLIDAY – Commonwealth Covenant Day

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March 21-25, 2016	SPRING BREAK
March 26, 2016	HOLIDAY – Good Friday
May 7, 2016	Last Day of Classes
May 9-14, 2016	Final Exam Week
May 14, 2016	Grades Due for Graduation Candidates
May 16, 2016	Grades Due for All Other Students
May 17-18, 2016	Professional Development Days
May 21, 2016	Commencement Exercise
SESSION I (8 weeks)	
Nov. 2 – Jan. 15, 2015	Registration (Via Proa Portal)
January 19, 2016	First Day of Classes
January 19 -22, 2016	Add/Drop (100% Refund) and Welcome Week
February 5, 2016	Last Day to Withdraw (W) from Course(s)
March 12, 2016	Last Day of Classes
SESSION II (8 weeks)	
Nov. 2 – Jan. 15, 2015	Registration (Via Proa Portal)
March 14, 2016	First Day of Classes
March 14-18, 2016	Add/Drop (100% Refund) and Welcome Week
April 1, 2016	Last Day to Withdraw from Course(s)
May 7, 2016	Last Day of Classes

Summer 2016 Semester Calendar

Regular (9 week)

April 4 - May 6, 2016	Academic Advising & Registration Period
May 13, 2016	Summer 2016 Admission Application Deadline
June 7 - 10, 2016	Registration (New & Readmitted Students)
June 13, 2016	First Day of Classes
June 13-15, 2016	Add/Drop (100% Refund) and Welcome Week (No refund after this week)
June 27, 2016	UW (Unofficial Withdrawal) Reporting
July 4, 2016	HOLIDAY - Independence Day
July 8, 2016	Last Day to Withdraw (W) from Course(s) (No Refund)
August 12, 2016	Last Day of Classes
August 15, 2016	Final Exam
August 19, 2016	Final Grades Due

Summer Session I (6 week)

June 13, 2016	First Day of Classes
June 13-15, 2016	Add/Drop (100% Refund) and Welcome Week (No refund after this week)
June 20, 2016	UW (Unofficial Withdrawal) Reporting
July 1, 2016	Last Day to Withdraw (W) from Course(s) (No Refund)
July 4, 2016	HOLIDAY - Independence Day
July 22, 2016	Last Day of Classes
July 25, 2016	Final Exam
July 28, 2016	Final Grades Due

Fall 2016 Semester Calendar

REGULAR SESSION

April 4 - May 6, 2016	Academic Advising Period
April 4 – August 19, 2016	Registration (Via Proa Portal)
July 1, 2016	Fall 2016 Admission Application Due: International Students
August 3, 2016	Student Orientation for New and Readmitted Students

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August 8, 2016	Faculty Return for Fall 2016 Semester
August 9 - 10, 2016	Professional Development Days
August 10-11, 2016	Student Orientation for New and Readmitted Students
August 10, 2016	Registration and Add/Drop Course(s) Day for DSS Students
August 12, 2016	Student Orientation for International Students
August 15-19, 2016	Late Registration/Advising Period
August 24, 2016	Petition for Spring 2017 Graduation Begins
August 22, 2016	First Day of Classes
August 22-26, 2016	Add/Drop (100% Refund) and Welcome Week
September 5, 2016	HOLIDAY – Labor Day
September 9, 2016	“UW” (Unofficial Withdrawal) Reporting
October 7, 2016	Last Day to Withdraw (W) from Course(s)
October 10, 2016	HOLIDAY – Commonwealth Cultural Day
November 4, 2016	HOLIDAY – Citizenship Day
November 11, 2016	HOLIDAY – Veterans Day
November 24-26, 2016	HOLIDAY – Thanksgiving Day
December 3, 2016	Last Day of Classes
December 5-10, 2016	Final Exam Week
December 8, 2016	HOLIDAY – Constitution Day
December 12, 2016	Final Grades Due
Dec. 25 – Jan. 2, 2017	NMC Winter Break – (Offices will be Closed)

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Fall 2016 ACCELERATED
SESSION I (8 weeks)

April 4 – August 19, 2016	Registration (Via Proa Portal)
August 22, 2016	First Day of Classes
August 22-26, 2016	Add/Drop (100% Refund) and Welcome Week
September 2, 2016	“UW” (Unofficial Withdrawal) Reporting Last Day to Withdraw from Course(s)
September 5, 2016	HOLIDAY – Labor Day
October 10, 2016	HOLIDAY – Commonwealth Cultural Day
October 15, 2016	Last Day of Classes for Accelerated Session I

Fall 2016 ACCELERATED
SESSION II (8 weeks)

April 4 – August 19, 2016	Registration (Via Proa Portal)
October 17, 2016	First Day of Classes
October 17-21, 2016	Add/Drop (100% Refund) and Welcome Week
October 28, 2016	“UW” (Unofficial Withdrawal) Reporting Last Day to Withdraw (W) from Course(s)
October 28, 2016	Last Day to Withdraw (W) from Course(s)
November 4, 2016	HOLIDAY – Citizenship Day
November 11, 2016	HOLIDAY – Veteran’s Day
November 24-26, 2016	HOLIDAY – Thanksgiving Day
December 8, 2016	HOLIDAY – Constitution Day

December 10, 2016 Last Day of Classes for Accelerated Session II

Spring 2017 Semester Calendar

REGULAR SESSION

Sept. 6- Oct. 11, 2016	Academic Advising Period
Sept. 6, 2016 – Jan. 13, 2017	Registration (Via Proa Portal)
December 5, 2016	Spring 2017 Admission Application Deadline for International Students
December 28-29, 2016	Student Orientation for New and Readmitted Students
January 6, 2017	Student Orientation for International Students
January 3, 2017	Faculty Return for Spring 2017 Semester
January 5-6, 2017	Student Orientation for New and Returning Students
January 6, 2017	Registration and Add/Drop Course(s) Day for DSS Students
January 9-13, 2017	Late Registration/Advising Period
January 16, 2017	HOLIDAY – Martin Luther King Day
January 17, 2017	First Day of Classes
January 17-20, 2017	Add/Drop (100% Refund) and Welcome Week
February 20, 2017	HOLIDAY – Presidents' Day
March 3, 2017	Last Day to Withdraw (W) from Course(s)
March 24, 2017	HOLIDAY – Commonwealth Covenant Day
April 10-15, 2017	SPRING BREAK
April 14, 2015	HOLIDAY – Good Friday
May 6, 2017	Last Day of Classes

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May 8-13, 2017	Final Exam Week
May 13, 2017	Grades Due for Graduation Candidates
May 15, 2017	Grades Due for All Other Students
May 16-17, 2017	Professional Development Days
May 20, 2017	Commencement Exercise

SESSION I (8 weeks)

Sept. 6, – Jan. 13, 2017	Registration (Via Proa Portal)
January 17, 2017	First Day of Classes
January 17-20, 2017	Add/Drop (100% Refund) and Welcome Week
February 9, 2017	Last Day to Withdraw (W) from Course(s)
March 11, 2017	Last Day of Classes

SESSION II (8 weeks)

Sept. 6, – Jan. 13, 2017	Registration (Via Proa Portal)
March 13, 2017	First Day of Classes
March 13-17, 2017	Add/Drop (100% Refund) and Welcome Week
March 31, 2017	Last Day to Withdraw from Course(s)
May 6, 2017	Last Day of Classes

Student Academic Records

A student's academic record is established upon admission to the College. Information provided to the College on the Admission Application Form establishes a student's official academic record and includes a student's biographic and demographic data, academic background, health evaluation, residency status, and intended academic major. The Office of Admissions and Records (OAR) is in charge of maintaining this record. The Registrar/Director is the designated college Official who approves changes to and/or modifies this record.

Official Transcripts

A student's complete academic record of the courses taken is called an academic transcript. The official transcript is the most complete and reliable document for certifying an individual's educational background. It produces the individual's educational record at the issuing institution and contains all essential academic data, such as dates of attendance, degrees conferred, courses attempted, grades, credits, and may include information about current academic or administrative status. It contains the signature of the Registrar/Director and official seal of the Northern Marianas College.

A student may request for an [official transcript](#) from the OAR or through the NMC website. Fee for a transcript is \$5.00 and \$2.00 for each additional transcript. Processing may take three to five working days.

Official Transcripts are also available electronically. NMC is a member of ScriptSafe, which allow students to request electronic transcripts at: www.iwantmytranscript.com . The official electronic transcript can be sent to any recipient with a valid email address or an Institution which is a member of ScriptSafe. The fee for electronic transcript is \$8.00. Students must pay the fee upon request with debit/credit card. Processing days takes about a day or two, for the recipient to receive the electronic transcript.

Unofficial Transcripts

A student can access unofficial transcripts via the [PROA Portal](#), which can be printed to aid in advising. NMC advisors use unofficial transcripts when meeting with students to discuss subsequent study or to clarify educational plans. Since unofficial transcript is usually issued to the student, it should be regarded only tentative record for academic information. The unofficial transcript does not contain the signature of the Registrar/Director, nor the official seal of the Northern Marianas College. An academic advisor may choose to issue an unofficial transcript to the advisee for advising purposes.

FERPA-Family Educational Rights & Privacy Act

The College must comply with FERPA, an Act of the U.S. Congress 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.

The College may make public, for any purposes, at its discretion, directory information with regard to student educational records. FERPA defines “directory information” as information contained in an education record of a student which would not generally be harmful, or an invasion of privacy if disclosed.”

This includes, but is not limited to:

Student name, mailing and email 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.

Currently enrolled students may withhold disclosure of directory information under FERPA. To withhold disclosure, written notification must be received by OAR prior to the end of the term’s add/drop/late registration period. Forms requesting the withholding of directory information are available from the OAR. The request to withhold disclosure will remain in effect until the student provides written notification to OAR.

The college assumes the student approves disclosure of directory information until otherwise requested.

Confidentiality of Academic Records

Students:

- Have the right to view and inspect their educational records (excluding financial records of their parents).
- 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:

- 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.

More information with regard to students’ rights with regards to records can be found in NMC Procedure Nos. [4010.1 Student Educational Rights and Privacy](#) and [4009.1 Access to Student Records](#).

Readmission

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

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

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

More information on admission programs and requirements can be found in NMC Procedure No. [4000.1 Admissions procedure](#).

Placement Testing

English Placement Test

NMC uses ACCUPLACER assessments for the English placement test. All tests are untimed, computer-adaptive, and delivered in multiple-choice format with the exception of the WritePlacer®, a written essay assessment. A test for Reading and Listening comprise each of 20 questions. Questions are selected based on your skill level; in other words, your response to one question determines the difficulty level of the following question. The **WritePlacer** test measures your ability to write effectively, which is critical to academic success. You will be asked to write a short essay that will be scored on the basis of how effectively it communicates a whole message to the readers for the stated purpose. Your score is based on your ability to express, organize, and support your opinions and ideas, not the position you take on the essay topic. You may visit the [ACCUPLACER](#) website for sample questions: <http://accuplacer.collegeboard.org/students>

Math Placement Test

NMC uses the ACT Compass® test for the math placement test. It is an untimed, computerized test that helps evaluate your math skills and place you into appropriate math courses. It 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 test offers up to five subject areas: pre-algebra, algebra, college algebra, geometry, and trigonometry. You may visit the ACT Compass® website for more information: <http://www.act.org/compass/test/math.html>

Instructions for Examinee

Step 1: Obtain and complete the Placement Test/PCID Request Form from OAR (Note: One form is sufficient for both the English and Math placement tests.)

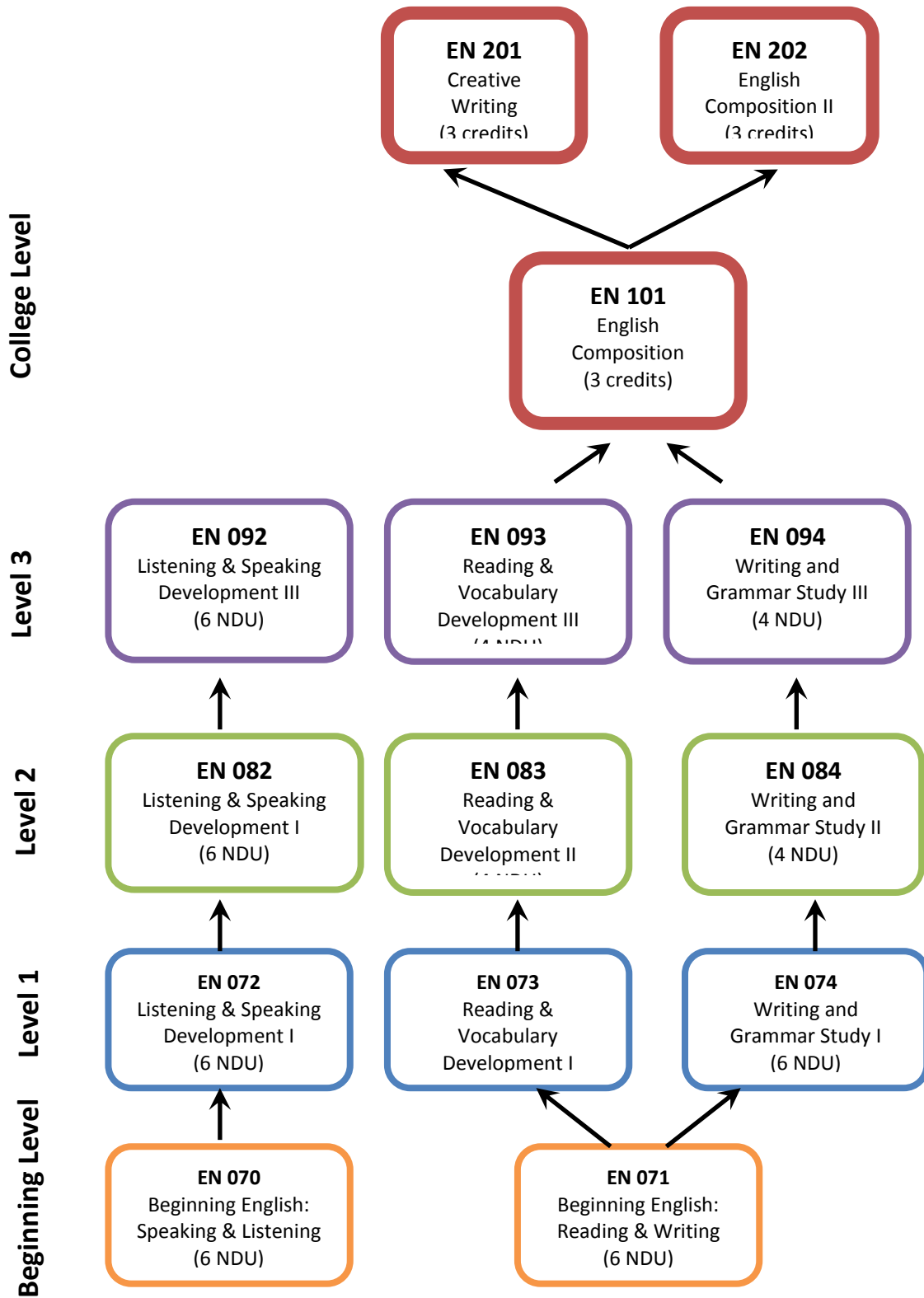
Step 2: After the form is completed, proceed to the Finance Office Cashier and pay the placement test fees, \$25.00/test.

Step 3: After payment is made, proceed back to OAR to submit the original copy of the form and obtain the yellow copy.

Step 4: Schedule an appointment with Testing Services by phone, email, or in person.

Information for Examinees

- Bring a valid, government-issued, photo ID and the Placement Test/PCID Request Form on your scheduled test appointment.
- Be on time. If not able to make your appointment, call Testing Services to notify the Testing Coordinator.
- Placement tests are administered at Testing Services in building I.
- The English and math placement tests are computer-delivered tests.
- Calculator is permitted during math placement test. Testing Service will provide scratch paper & pencils.



New & Readmitted Student Orientation

Student orientation is required for all new and re-admitted students. A flag/hold is indicated on all new and re-admitted students' Power Campus record for not attending student orientation prior to registering. Student orientation helps prepare students for the institution. They learn about the educational environment, support programs and services, and the institution's culture and diversity. The newest addition to the student orientation agenda is group advising, which will take place after the face-to-face presentations. Student orientation dates are scheduled by the Office of Student Activities and Leadership (OSAL) and are published in registration bulletins as well as the Academic Calendar.

New and Readmitted students who are unable to attend face to face student orientation may view the video orientation. Video student orientation is only available during registration week and is by appointment only. You may contact the OSAL for more information.

Contact Information

Quenna Sablan
Student Activities Manager
Tel: (670) 237-6774
Fax: (670) 234-1270
Email: quenna.sablan@marianas.edu

Course Registration Procedures

All registering students must:

1. Take placement tests. All students are generally required to take both an English placement and math placement test prior to registering.
2. Provide English and math placements slips. Students must pick up placement slips from the Testing Center.

Self Service Online Registration

1. **Students meet with their Advisor.** *Their advisor will help them go over courses they plan to register for the semester.*
2. **Students log on to the NMC Portal at www.marianas.edu/ProaPortal**
Username: Powercampus/NMC student ID number. Students need to be sure to include all preceding zeros. (Powercampus ID number is also printed on their student ID card)
Password: is their birthdate without preceding zeros and first initial of their last name (capitalized). For

example, Joe Camacho was born on January 2nd 1987. His password will be 121987C. Once they are logged in, students are required to change their password on the My Profile tab.

3. **Students can add the courses they wish to enroll into.**

*Be sure to select the semester Registration Period. They may **add or drop** courses anytime during add and drop period.*

4. **Review and Complete Registration.**

i. Be sure to review all the courses in their cart for possible conflicts or errors

ii. Click on [Next] to proceed in completing registration

iii. Print class schedule

5. **MUST FINALIZE REGISTRATION by visiting:**

*a. **Financial Aid.** Proceed to Financial Aid Office (Bldg. N-1) for financial aid award adjustment, if applicable.*

*b. **Payment.** Proceed to NMC Finance Office (Bldg. N-4) for payment, if applicable.*

Course Schedule Changes

Add/Drop/Withdrawal

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

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 OAR. Students may also contact the relevant department for more information on the restrictions.

No course dropped during Add/Drop period will appear on the student's permanent academic record. Courses officially dropped after Add/Drop period and before the end of the Withdrawal period will appear on the student's permanent academic record with a "W" (Withdraw). 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 for 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 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 Self Service Online Registration procedures described above.

Complete Withdrawal

Students who wish to withdraw completely from the College must do so by the withdrawal deadline as posted on the academic calendar.

A specific complete withdrawal deadline is announced in each term's *Schedule of Courses*. A student who choose and initiates a withdrawal within 40% of the term will receive a "W" in place of a grade for enrolled courses. Students must complete the following procedures when initiating a complete withdrawal from College:

1. Obtain a Complete Withdrawal Form from your advisors or from OAR and obtain your advisors signature.
2. Proceed to the Counseling Programs and Services Office for an informational interview.
3. Proceed to OAR to have your Complete Withdrawal Form processed.
4. Proceed to the Financial Aid Office for financial aid award adjustment, if applicable.
5. Proceed to Finance Office 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 medical withdrawal. The Request for Medical Withdrawal form must be signed by the student's doctor and approved by the student's advisor and 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 course for that reason are assured of the following:

1. A "W" will appear on their academic transcript for course(s) from which they 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 awarded in the term of withdrawal.

For approval of complete withdrawal from courses under these circumstances, the students must obtain, complete, sign, and submit a Complete Withdrawal Form to OAR, along with a copy of his/her military confirmation of return to active duty status.

Impact on Federal Financial Aid

Final eligibility for federal financial aid will be based on the number of credits for which a student is enrolled on the first class day after the Add/Drop period. Students who receive a financial aid payment based on more credits than those remaining after the Add/Drop period week may be responsible for repaying a portion of any financial aid received. Dropping classes may affect your eligibility for future aid. You should consult the Satisfactory Academic Progress Policy (Policy Page 49, 2008-2009) to determine if dropping classes will affect your eligibility for aid.

Students who officially or unofficially withdraw from all courses for which they are enrolled for the term and who have received federal financial aid may be obligated to return both used and unused funds.

The return of Title IV funds (federal financial aid, excluding federal work-study) for all charges including tuition and special fees will be prorated on period basis based on the calendar days in the term up to and including the 60% point in the semester. After the 60% point, the student is deemed to have earned 100% of the Title IV funds.

In the event that the funds must be returned, the College will reimburse the Title IV programs via the tuition revenue account. As a result, any tuition refunds due to the student will first be returned to reimburse the Title IV programs. Students will be billed for any unpaid institutional charges that result from the return of funds to the Title IV programs. Moreover, the students may be required to directly repay a portion of the Title IV funds that were received.

In such cases, the Finance Office will send the student a repayment promissory note which details the amount that must be repaid, the federal aid program that must be repaid, and the date the repayment is due. Any repayment outstanding or unpaid will be referred to the U.S. Department of Education for collection and legal disposition. Furthermore, a financial obligation will be placed on the student's account by the College, which will prohibit the student from registering in the future terms, receiving academic transcripts, or receiving any additional federal aid funds.

In some cases, a student may be eligible to receive a "post-withdrawal" disbursement after the student completely withdraws from school when the amount of the aid earned is less than the amount of aid disbursed. In such cases, the Finance Office will notify the student of the "post-withdrawal" disbursement via an award letter.

Academic Sanctions

The purpose of academic sanctions 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 Student Services 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.

For purposes of this policy, a student is not making satisfactory academic progress if he/she is placed on:

- Academic Warning
- Academic Probation
- Academic Suspension
- Academic Dismissal

Academic Warning

A student shall be placed on Academic Warning for the following term if, during the term, the student fails to earn a term or cumulative GPA of 2.0 or higher, or fails to complete at least 67% of the total credits for that term.

A student on Academic Warning shall be restored to good academic standing the following term if, during the term the student is on Academic Warning, he/she earns a term or cumulative GPA of 2.0 or higher.

If the student fails to earn a term or cumulative GPA of 2.0 or higher, or fails to complete at least 67% of the total credits for that term, the student will be placed on Academic Probation.

Academic Probation

A student shall be placed on Academic Probation if, during the term the student is on Academic Warning, the student fails to earn a term or cumulative GPA of 2.0 or higher, or fails to complete at least 67% of the total credits from that term.

A student on Academic Probation shall be restored to good academic standing the following term if, during the term the student is on Academic Probation, he/she earns a term or cumulative GPA of 2.0 or higher.

A student shall remain on Academic Probation if either, but not both, term or cumulative PA is below 2.0.

A student on Academic Probation will be required to meet with a counselor to discuss and secure approval for courses to be taken that semester. As a general rule, a student on probation may not register or add/drop courses until he/she meets with a counselor.

A student on Academic Probation is prohibited from taking more than 13 credits during the term he/she is on Academic Probation. If the student has pre-registered for more than 13 credits, the student will be required to drop the excess credits. A student on Academic Probation is also ineligible for campus employment for that term.

Academic Suspension

A student will be placed on Academic Suspension the following regular academic term if, during the term the student is on Academic Probation, the student fails to earn a term or cumulative GPA of 2.0 or higher, or fails to complete at least 67% of the total credits for that term.

A student who has been suspended is prohibited from enrolling in any credit courses offered for one regular term and any intervening intersession and summer term(s). If the student has pre-registered for an upcoming term, he/she will automatically be de-registered from their Northern Marianas College classes. The student will receive a 100% refund of tuition and fees.

The student may reapply for admission after the suspension period and will be readmitted on Academic Probation status. If, however, during the probationary term, the student fails to earn a term or cumulative GPA of 2.0 or higher, or fails to complete at least 67% of the total credits for that term, the student will be placed on Academic Dismissal.

Academic Dismissal

A student readmitted to the college on Academic Probation following an Academic Suspension shall be placed on Academic Dismissal if the student fails to earn a term or cumulative GPA of 2.0 or higher, or fails to complete at least 67% of the total credits for that term.

A student placed on dismissal is prohibited from enrollment in any credit courses offered by the College for two regular terms and any intervening winter and summer term(s). If the student has pre-registered for an upcoming term, he/she will automatically be de-registered from their Northern Marianas College classes. The student will receive a 100% refund of tuition and fees.

The student may reapply for admission after the dismissal period and will be readmitted on Academic Probation status.

The college shall inform, in writing any student who is not making satisfactory academic progress as soon as practicable after term grades have been reviewed and the appropriate action has been taken.

When a student has been placed on Academic Probation, Academic Suspension, or Academic Dismissal, such action shall be permanently indicated on the student's academic (transcript) record.

A student placed on Academic Warning, Academic Probation, Academic Suspension, or Academic Dismissal status may appeal such action by filing a written appeal with the Dean of Student Services or designee no later than 20 working days after the date of the written notice.

The appeal shall include a brief outline of the reasons why the appeal should be granted. The decision of the Dean of Student Services or designee on the appeal shall be final.

When an “I” (incomplete) grade is assigned to a student at the end of the semester deadline, the “contingency” grade submitted by the instructor will be used to calculate GPA.

In computing GPA’s for purposes of this policy, the College’s grading system shall be observed. Courses for which “NP” grades are received shall be considered as failing.

Term or cumulative GPA’s will be calculated after repeated courses have been noted on a student’s academic record. The most recent repeated course grade will be used in calculating a student’s term or cumulative GPA.

**Refer to Northern Marianas College Procedure No.4012.1*

Early Intervention Program (EIP)

NMC Early Intervention counselor 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 will reach out to students referred by instructors and academic advisors to engage students with information, insight and available options to assist with overcoming their individual issues.

The Early intervention counselor also works closely with students on probation or suspension to review options for continued enrollment and identify resources to support future academic success.

Any NMC staff member can refer a student to a counselor for additional help. A referral form is available at the Counseling Center or online at www.marianas.edu.

The students referred to this program will have the opportunity to participate in various mini workshops, presentations, and focus groups to assist in successfully reaching their academic and/or personal goals.

EIP is also responsible for statistics regarding at-risk behavior, and is actively engaged in data collection to help give NMC a better sense of how they can assist a diverse population.

For more information, you may contact Joan Torres @ (670) 237-6785/82 or stop by the Counseling Office.

Advising Special Student Populations

Graduating Students

Academic advisors will use the following guidelines to evaluate potential graduates.

In addition to the general degree requirements listed immediately below, 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 at NMC. Degree programs include course work in the following areas: core course requirements, General Education requirements, program requirements, and electives.

- **A minimum cumulative GPA** of 2.0 is required in order to be considered for graduation. Courses below the 100 levels will not meet graduation requirements. Non-payment of financial obligations may cause diplomas and/or certificates to be withheld.
- **Minimum Grade Point Average:** Associate degree candidates must have a minimum grade point average of 2.0 on a 4.0 scale.
- **Required Core Courses:** Degree candidates must complete the following core courses with a “C” grade or better:
 - English Composition (EN 101)
 - Mathematics (MA 132 or higher)
 - Fundamentals of Speech Communication (CO 210)
 - Health (HE 150 or higher)
 - Current Issues in the CNMI (SO 297)

Filing for Graduation: Candidates for certificates or degrees must file a Petition to Graduate with OAR. The deadline to petition to graduate and to participate in the Spring Commencement Exercises is the last workday of the previous December. Graduation Clearance Candidates must obtain clearances through PROA portal 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.

Purchasing of Caps and Gowns: In order to purchase caps and gowns, students must submit a graduation petition form to the NMC bookstore, located in Building *E*, three months prior to the graduation date.

Graduation Honors and Awards

Honors are awarded to graduating students in a degree program with cumulative GPA as follows:

Cum Laude 3.50 - 3.74

Magna Cum Laude 3.75 - 3.95

Summa Cum Laude 3.96 - 4.00

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.

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.

Career Preparatory Plan

Checklist for Grads Entering into the Workforce:

- Create or updated Kuder Journey Profile.
- Tailor resume and cover letter to each employer.
- Research on the agency and position to which the student is applying to, for knowledge is key.
- Contact Career Center for a Student Employment Verification, if once a work study.
- Network with those you already know.
- Recommendation letters
- References
- Know your resources
- Advisors and Counselors
- NMC Alumni

Transfer Students

Advisor helping transfer students may encounter many challenges. Most students can find transferrable courses that will match the general education requirement at most four-year colleges, but students need to know which college they will be transferring to if they are going to make every credit count. Students looking at transferring

to a four-year college need to know the basic core requirements that the college they are looking at requires. Most of the core requirements for the first two years of college are similar amongst many US Colleges and Universities, but advisors need to work with students to determine if the courses they are taking here at NMC are transferrable to the four-year college they plan to transfer to.

Students who plan to transfer to another institution should do research on the College/University of their choice, and find out what the core requirements are, and what courses are transferrable between NMC and the institution.

Looking Up Transfer Policies

Every College has policies on admissions and transfer of credits. Students are encouraged to have a plan of what they want to do before they actually enter into college. This helps a student avoid wasting much precious time and money. Advisors have access to a catalog or a transfer brochure from many four-year colleges. These resources can be helpful tools in finding answers to the following questions:

- GPA Requirements
- What grades you will need for a course to transfer
- The amount of hours that students may need to take before you can be admitted as a transfer student
- A minimum number of hours that a student can transfer

Transfer Admissions 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 works closely with the various academic departments to develop transfer articulation agreements with these schools and a system for tracking transferable courses. Interested students can visit a counselor at the Counseling Office located in Bldg. I.

For more information, please contact the following staff/counselors assigned to provide transfer planning services:

Joan Torres @ 237-6785 or Velma Deleon Guerrero @ 237-6740

Students with Disabilities

The Disability Support Services (DSS) helps to ensure that students with disabilities have equal access to all college programs and activities. Policies and procedures have been developed to encourage students to be as independent as possible, to preserve confidentiality and to provide students who have disabilities with the same opportunities that are available to all NMC students.

As a program under Counseling, (DSS) works to assist students with permanent or temporary disabilities to receive reasonable accommodations in academic and non-academic programs. A counselor works with each

student to identify educational goals, provide accommodations as determined by documented need, connects students to various campus and/or community resources and coordinates services for student support.

This program ensures that advising is tailored to the individual needs of students with disabilities and to assist all students with disabilities who need reasonable accommodation in order to participate in any college programs.

The program also ensures that students are made fully aware of qualifications, skills and the personal qualities required for successful completion of academic program and for success in related careers.

Accommodations that are provided for students with a documented disability:

- Priority Registration
- Academic Advising
- Tote takers
- Test Accommodations
- Tutorial Services
- Information and Referral to local community services
- Coordinate Assistive Technology Needs
- Student Advocacy

How can a student request for accommodations for a documented disability? Students can contact DSS to schedule an appointment with a Counselor.

Student must provide disability documentation from an appropriate professional licensed to diagnose the condition. For further information contact the DSS Coordinator/Counselor, Theresa Worswick @ 237-6874.

International Student Services (ISS)

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

ISS offers a wide variety of services to international Students at NMC, such as Admission Assistance, Advising and Tutorial Service. The ISS staff also provides information to international students about the campus and community and also provides support and assistance concerning visa and related immigration issues.

Once awarded F-1 visa status in the U.S., an international student must be careful to maintain status. The primary ways a student can fall out of status are fail to enroll in a full-time course load in each subsequent semester and to work illegally. The F-1 student should maintain regular contact with International Student Services in order to insure he or she communicates any change of address, change in course registration, travel plans, campus employment, and other such issues.

I-20 Certificate of Eligibility

Issued by NMC, this document allows student to apply for an F-1 visa if the student is outside the U.S, apply for F-1 status within the U.S., enter and reenter the U.S. in

F-1 status, and prove the student' eligibility for various F-1 benefits. The I-20 indicates the institution in which the student is permitted to study, the program of study, and the dates of eligibility. The I-20 must remain valid at all times. Request an I-20 extension prior to its expiration date. Allowing the I-20 to expire before the student complete the academic program is a violation of F-1 status. The I-20 is a printout from SEVIS (Student Exchange Visitor Information System) record. SEVIS is an internet-based database that allows schools and federal immigration agencies to exchange data on the status of international students.

Reduced Course Load

There are some valid reasons why a student may need to take a reduced course load, such as medical reasons, unfamiliarity with English or the US education system, or last semester. With a letter from the student's academic adviser or doctor, the Designated School Official (DSO) can authorize a reduced course load in SEVIS. Usually this is permitted only for one semester, and a limited number of authorizations are permitted. The student and his/her academic adviser should consider this a one-time possibility under special circumstances only. Economic problems are not considered valid reasons for a reduced course load, so students cannot skip a semester in order to work.

Reinstatement

If an F-1 student falls out of status, he or she may be eligible for reinstatement to F-1 status. The student must apply to USCIS for reinstatement, and abide by the adjudication result. Reinstatements must be done within five months of falling out of status, and the student must explain the reason(s) why he or she let his/her status lapse.

Visa Renewal

An F-1 student has a notation of D/S on his or her I-94, indicating he/she can remain in the U.S for the duration of status. The date on the student's visa sticker may be subject to reciprocal agreements between his/her country and the U.S. Even if the visa sticker expires, the student remains in status as long as he or she is enrolled full-time and does not work illegally. However, if the student leaves the U.S., he/she will not be able to re-enter on an expired visa.

Extensions

If a student needs to extend the program end date on his or her I-20, the DSO can make the change electronically in SEVIS and print out a new I-20. We recommend that the student apply to extend the I-20 up three months before it expires.

F-1 Employment Options

“Employment” is work performed in exchange for compensation. Compensation can include money, room and board, or other significant benefits. The off-campus employment opportunities generally require students to have completed one academic year to be eligible to apply. Consult your international Student Adviser with any questions related to F-1 status and employment.

F-1 status allows the following five categories of employment:

- On-campus Employment
- Curricular Practical Training (CPT)
- Optional Practical Training (OPT)
- Severe Economic Hardship
- International Organization

Contact Information:

Mr. Leo Pangelinan
Dean of Student Services
(670) 237-6767
leo.pangelinan@marianas.edu

International Student Services aims to support international student enrollment and academic success through program completion or transfer by providing for their identified needs in support of the Northern Marianas College Mission.

International Student Admission Requirements

The deadlines and procedures for submission of the Application for Admission and I-20 Application as an international student are as follows:

- Fall Semester - July 01
- Spring Semester – December 01

Requirements:

In order for NMC to issue the Form I-20 applications, International Student applicants are required to submit the following:

Northern Marianas College
2016 Academic Advising Handbook

- A completed NMC Admissions Application form must be submitted to the Office of Admissions and Records (OAR).
- A \$50 United States Currency non-refundable Application fee made payable to NMC.
- Official academic record (Transcript) from high school or last college/university, in English translation, must be sent to NMC at this address:

Northern Marianas College
Admissions & Records
P. O Box 501250
Saipan, MP 96950

1. A completely filled and notarized International Student Declaration of Finance Form; Students must identify funds obligated to their cost of attendance for a minimum of 1 year. Additionally, students must pay the tuition in full each semester/term at the time of registration.
2. A current official copy of Financial Guarantee or bank statement (be sure to provide the original bank statement with the date account was opened, average and current balance, not more than six (6) months prior to the term you will enroll at NMC).
3. Copy of Valid Passport and signature page.
4. Health Form that includes information on: Proof of Measles, Mumps, Rubella, current PPD/Skin test or Chest X-ray, tetanus vaccine, Hepatitis B 1,2,3 and Chest X-ray vaccination from a valid health care provider.
5. Directory Information Form (Authorization to Release Information - FERPA).
6. Completed Form I-20 Application
7. Complete I-134 Form
8. If there is a sponsor, please provide a copy of the sponsor(s) valid passport ID NMC will issue an admissions acceptance letter and the Form I-20 to students only upon submission of these requirements.

All forms can be retrieved online at www.marianas.edu or paper forms are available for pick at the International Student Services Center. For additional information please contact the International Coordinator / Advisor at NMC Building I at (670) 237-6778 or Fax: (670) 234-0759.

Multi-lingual Speakers

On campus there are NMC Faculty and Staff who are multi-lingual speakers and would be able to provide assistance should interpretations and translation be needed for academic advisement. Below is a list of Faculty and Staff for ready reference.

Name	Department	Language Spoken
Roland Merar	School of Education	Palau
Johnny Aldan	Nursing Department	Pohnpean
Ivyanne Ealy	Finance Office	Sign Language
Emiling Lisua	Human Resources	Carolinian
Dr. Jang Ho Kim	Cooperative Research Extension Education Services	Korean
Christine Inos	Counseling Office	Chamorro
Dr. Alfredo De Torres	Natural Resource Management	Filipino

Distance Learning (Online) Students

Distance Learning Education (DLE) offers students the opportunity to earn college credits through alternative, technology-based methods of instruction and learning. Students are provided with the same high-quality instruction in the Distance Learning courses as they would receive in the physical classroom.

NMC Online Courses: Online courses include interactivity and content delivered through NMC Online. Students must attend the first day of class in person or contact their instructor prior to this meeting. Required, arranged/ proctored exams are allowed. Optional meetings allowed if content can also be obtained online. These courses hold the same high standard of expectations for quality, integrity and effectiveness, as do all NMC courses.

NMC Hybrid Courses: Hybrid courses are a combination of online interactivity and on-campus instruction; hybrid students meet regularly on-campus for at least 50% of the required contact hours with the remaining being taught through NMC Online. These courses hold the same high standard of expectations for quality, integrity and effectiveness, as do all NMC courses.

NMC Web-Enhanced: Web-enhanced courses are traditional face-to-face classes that are augmented with NMC Online. However, unlike hybrid courses, web-enhanced classes continue to hold all of their meetings for

the full required contact hours traditionally on-campus. These courses hold the same high standard of expectations for quality, integrity and effectiveness, as do all NMC courses.

A 3 credit (3 hour per week) face to face course requires 3 hours of classroom time per week, so should an online course (this does not include the time an instructor grades papers, designs quizzes, designs assignments etc.) and this is where the 6 – 9 hours comes in per class.

Classroom time would include: Discussion Forums, PowerPoint lectures, Podcast, Video, Interactive Lectures etc. (a good rule of thumb is 1-3 minutes per PowerPoint slide and 15-30minutes for each discussion forum response). This class interaction and should follow Table 1 below.

NMC Online focuses on three main types of interaction towards the Online Classroom time:

- **Student-to-Content** interaction with the course content, students can achieve understanding of the subject. The interaction allows learners to construct new knowledge by processing incoming information into previously-stored knowledge structures. Content can be in a multimedia format, such as paper-based text, audio or video, and Internet communication tools.
- **Student-to-Instructor** interaction is highly desirable and necessary. Interactions involve motivation, feedback, and dialogue between the student and instructor. The instructor should then provide feedback about the students' progress and also encourage or motivate the students regarding the future activities of the course. Interaction with the instructor helps the student take advantage of a more individualized type of instruction in which the instructor can respond to each of the different learners in a particular way. Instructors assist in interacting with the subject matter of the course, motivating the student to learn, and organizing the testing and evaluation of the course.
- **Student-to-Student** interaction is the exchange of information, ideas, and dialogue among students. The purpose is to share information and ideas for problem solving as a group. Whenever more than two learners interact, group interaction occurs.

In-Class Orientation (First week of classes)

All DLE students must attend an online orientation for each course (which normally occurs on the 1st day of class as posted on the schedule). The instructor is responsible for course introduction, instructor contact information, and orienting the students to the syllabus. Other parts of the orientation will be provided by the DLE Department, who will be in attendance, in regards to student logging in, helpdesk, and technical questions, etc. (a student orientation course has been created and ALL students must complete during the first week of instruction or they could be unenrolled from online courses).

Adult Learners

Credits for Prior Learning

Credits for Prior Learning is a way that college credits is awarded for knowledge gained through training employment, and life-experiences, as self-assessed and documented in a portfolio. The Portfolio will be developed in the Prior Learning Assessment (PLA) Portfolio Development Course (BE-200), which is a 3-credit course at NMC. The course will help students develop a portfolio that includes a written analysis of what they learned and how they applied this knowledge in the workplace at a level that merits college credit consideration. Upon admission to NMC, student will be allowed to register for courses. Student must meet first with an academic advisor who will assist them in completing the registration process. Please contact the counseling office for further information.

Climb Higher Initiative

The Climb Higher Initiative is catered to nontraditional students or workforce individuals in both the public and private sector to apply to NMC to earn a college degree. Studies show that individuals who have a college degree are more likely to earn a higher salary, have better job prospects, get job promotions, have marketable job skills, have higher job satisfaction, and be more self-fulfilled. For helpful contact information visit the Counseling Office or call 237-6782.

Western Interstate Commission for Higher Education (WICHE)

In an effort to help residents of the CNMI have access to affordable college tuition. WICHE provides CNMI residents with the opportunity to go abroad to complete their studies and be able to avail of a discounted tuition rate. We recently became a member of the Western Interstate Commission for Higher Education, also known as WICHE. WICHE also helps to promote innovation, cooperation, and resource sharing among member states. WICHE has a total of 16 members, 15 of which are U.S. states and the CNMI being the only U.S. territory and also the newest member in 25 years. CNMI membership became effective on April 1, 2013. The fifteen member states are as listed: Alaska, Arizona, California, Colorado, Hawai'i, Idaho, Montana, Nevada, New Mexico, north Dakota, Oregon, South Dakota, Utah, Washington, and Wyoming.

The CNMI is currently participating in 2 of the many programs under WICHE. These are the Western Undergraduate Exchange program (WUE) and the Western Regional Graduate Program (WRGP).

The WUE program is for students who are interested in obtaining a two or four year degree. If a student chooses to enroll in a WUE participating institution in one of the 15 member states, they are eligible to avail of a cheaper, discounted tuition rate, at no more than 150% of the regular resident tuition rate. Currently, there are over 150 participating institutions throughout the Western United States.

On the other hand, the WRGP is a program for those people who are interested in obtaining a Master's degree, a PhD, or a graduate certificate in various areas. There are over 500 degree programs available under the WRGP, some of which can be completed through full online classes. The WRGP allows students from the CNMI to avail of the regular resident tuition rate.

The student must be a resident of the Commonwealth of the Northern Mariana Islands to avail of this program, however, eligibility requirements may vary depending on the institution. Some institutions may require a student to show proof that he/she is a CNMI resident. If a student needs to have his/her residency certified, please contact the CNMI WICHE Certifying Officer, Christine Inos, at the Counseling Programs and Services office by calling 237-6878, or email her at Christine.inos@marianas.edu. You can also visit the website at <http://www.wiche.edu/wue>.

Federal Financial Aid

The FAFSA (Free Application for Federal Student Aid) is the application for federal, state, and most college-based financial aid which can include grants, work-study, and student loans.

Begin the process by having students complete the Free Application for Federal Student Aid (FAFSA). The paper FAFSA is available at the Financial Aid Office. The electronic FAFSA is available on the website at www.fafsa.ed.gov. Students must submit to the Financial Aid Office any additional required documentation to complete their FAFSA application.

Teacher Education Assistance for College & Higher Education (TEACH) GRANT Program

Through the College Cost Reduction and Access Act of 2007, Congress created the Teacher Education Assistance for College and Higher Education (TEACH) Grant Program that provides grants of up to \$4,000 per year to students who intend to teach in a public or private elementary or secondary school that serves students from low-income families. For more information contact the Financial Aid office in building *N*.

Federal Supplemental Educational Opportunity Grant (FSEOG)

The 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 and usually range between \$200 and \$400 per year. For more information contact the Financial Aid office in building *N*.

Federal College Work Study (FCWS)

This program is 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 Finance and Administrative Services Department.

Military Educational benefits Veterans Educational Benefits Program (i.e. GI Bill)

The college is approved for veteran's 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. Veterans must comply with established policies from the Office of Admissions and Records and the Financial Aid Office in order to receive benefits, and must meet established standards of academic progress. For more information on how to apply, contact the Financial Aid Office at (670) 234-5498 ext. 1527, or you may visit the official website at www.gibill.va.gov.

CNMI & Municipal Scholarship Programs

CNMI Scholarship Office Programs

There are two types of financial assistance administered by this office:

The Honors Scholarship Program

Under the Honors Scholarship Program, every year, new high school graduates are given the opportunity to compete for a slot under this program. There are a total of 15 slots open each year. 8 slots are open for new high school graduates from Saipan, 2 from Tinian and 2 from Rota. Students are ranked according to their cumulative grade point average taken from 9-12 grade and their SAT/ACT scores. Students with the highest scholastic standing among their peers will be eligible for up to \$15,000.00 for the next 5 years. All recipients of such scholarships are required to return to the CNMI no later than 3 months after the completion of their degree program. If they fail to complete his/her education degree program, they will be required to repay the amount of scholarship awarded.

Application Deadline

Fall Term- June 30th: Applications and ALL supporting documents

Spring Term- February 28th: Applications and ALL supporting documents

Guidelines:

- Honors Scholarship Application
- CNMI Scholarship Application
- Official Transcript (most recent)
- Acceptance Letter from Colleges/Universities

- SAT/ACT Scores
- Passport/ Birth Certificate
- Proof of Residency (11th & 12th grade plus and 4 years)
- Extra-Curricular Activity
- 2 Letters of Recommendation

Off-island applicants must submit proof of parents' 8 years of continued residency in the Commonwealth prior to applications and a minimum GPA of 4.0.

Educational Assistance Program

The Educational Assistance Program was established for the purpose of assisting all eligible CNMI residents who have the desire to pursue post-secondary education. About 90% of recipients are receiving assistance under this program. This program provides funding for those wishing to pursue their certificate, associates or bachelors' degree. Funding is derived from the scholarship funds appropriated by the legislature on a fiscal basis. The level of funding is based on the balance of funds available after all statutory scholarship programs have been paid. Circumstances vary from year to year, so an EAP award one year is no assurance of the same assistance in subsequent years. Thus, there may be a variation in the amount of assistance offered to students from one year to the next year because of the changes in availability of funds appropriated by the legislature or amount of statutory scholarship awards.

Application Deadline

Fall Term- July 1st

Deadline for application only

Remaining documents may be submitted at the same time, but no later than September 30th

Spring Term- December 15th

Deadline for application only

Remaining documents may be submitted at the same time, but no later than February 28th

Guidelines:

New Applicants

- CNMI Scholarship Application
- Acceptance Letter/Full Time Employment Verification
- Official Transcript (Most Recent)
- Class Schedule showing 6-11 credits
- Copy of Passport/ Birth Certificate
- Proof of CNMI residency for 2014 and 2015

Ongoing Applicants:

- CNMI Scholarship Application
- Acceptance Letter/ Full Time Employment Verification
- Official Transcript (Most Recent & Terms Awarded)
- Class Schedule showing 6-11 credits
- Proof of CNMI residency for 2015 and 2016

**CNMI 1040, Employment Verification, Official Transcript, Voter's Certification, etc...*

For more information on how to apply, contact the CNMI Scholarship Office at (670) 664-4750 or you may visit their website at www.cnmischolarship.com

Saipan Higher Education Financial Assistance (SHEFA) Program

This scholarship is a local financial assistance offered by the Municipality of Saipan, Office of the Mayor. SHEFA is available to qualified residents of Saipan (inclusive of the Northern Islands) through a supplementary financial assistance, upon availability funds.

Application Deadlines:

Fall Term – July 1st

Winter/Spring Term – December 1st

A renewal application must be submitted every Fall term of each year.

Guidelines:

- Complete SHEFA On-line Application
- Letter of Admission (Initial Entry or Transfer Student)
- Copy of Passport
- Proof of Continuing Residency (current voter registration and income tax return of at least one year filed on Saipan)
- Most Recent Official & Sealed Transcript
- Current Class Registration & Schedule
- Individual Degree Plan (IDP) Signed & Endorsed by Program/Academic Advisor
- Updated Resume
- Career Assessment Profile (half-a-page to one-page statement on how your intended major relates to your career interest and plan)
- Proof of Vote Cast at the Last General or Mid-Term Election. Off-island must apply for absentee ballot.
- Promissory Note/Memorandum of Agreement (MOA)

For more information on how to apply, contact the SHEFA office at (670)-233-5995 or you may visit their website at www.saipanshefa.com.

Institutional Scholarships

Institutional Scholarships can be obtained from a variety of sources, including private businesses and corporations. If students are interested in scholarships, they may contact the Financial Aid Office.

Private Scholarship Programs

Tan Sui Lin Foundation Scholarship

The Tan Siu Lin Foundation aims to promote higher education by providing financial assistance for college students in their pursuit of professional careers, most especially in the hospitality management industry, to help alleviate the critical current and future shortage of skilled and trained workforce for the CNMI, and to provide current public and private sector employees with opportunities to improve their knowledge and skills, and enhance their career and professional development.

Guidelines:

The Tan Siu Lin Foundation awards a \$1,000 scholarship to ten deserving full time NMC students. Of the ten awards 5 will be awarded to students who are pursuing a degree in AAS in Hospitality Management. The other scholarships will be awarded to students who are pursuing other degrees (including education, business, nursing, natural science management, business administration, criminal justice, or liberal arts). The scholarship will be awarded based on financial need, merit eligibility, content of each student's written essay, and interview process (if necessary).

To be eligible for this scholarship, a student must:

1. Be a U.S. citizen, or a green card holder
2. Be accepted and enrolled as a full time student at NMC
3. Have a high school or college cumulative GPA of 3.0 or better
4. Be seeking an NMC degree as specified in the guidelines above in the academic semester in which the scholarship is being awarded

Awardees will be selected based on:

1. Financial need
2. Community service or extra-curricular involvement (list service & number of hours);
3. Two (2) letters of recommendation
4. Written essay by the applicant;
5. An interview may be required

Applicants may obtain an application form from the Tan Siu Lin Office at the TSL Plaza, NMC Financial Aid Office building *N-1*, or by downloading it from the NMC website at www.marianas.edu

Saipan Chamber of Commerce Scholarship

The Saipan Chamber of Commerce Educational Scholarship Fund provides one-time monetary awards to four eligible high school seniors (4), one college student (1), and one (1) NMTI applicant who demonstrates academic and personal excellence, and who will be attending or is already attending a two-year or four-year college or vocational school. One of the Chamber's goals is to promote and enable postsecondary education and to publicly acknowledge and reward the academic and extracurricular accomplishments of deserving students.

The scholarship application and eligibility requirements can be downloaded at www.saipanchamber.com.

For more information, please call 234-7150.

Financial Aid for OVR Clients

The Office of Vocational Rehabilitation (OVR) is an agency created under a federal and state partnership to provide and facilitate direct services to people with disabilities, in order to promote independent living, skills development, and eventually employment. Title I, Basic Support Program, and Title VI-B, Supported Employment Program (for individuals with most significant disabilities) are primarily for employment.

The Office of Vocational Rehabilitation counselors, using individualized processes, works closely with consumers as partners to:

- Identify vocational interests and aptitudes.
- Determine a vocational goal.
- Develop an action plan, including securing necessary recourses.
- Minimize barriers.
- Secure appropriate employment.
- Follow-up to ensure employment success.

Most services provided are directly related to the attainment of vocational goals leading toward employment. All Authorized services must be approved by the VR Director.

Individuals with disabilities who want to get employed must first complete an OVR application form to determine eligibility. Some medical, educational, personal, and/or employment information may be required to support the application. After the completed application is received, the OVR counselor will determine if an applicant is eligible for Vocational Rehabilitation services. If the applicant is eligible for VR services, the consumer will meet with a Vocational Rehabilitation Counselor to develop an Individualized Plan for

Employment. If the consumer requires training, such as going to college or trade school, and is part of the IPE, comparable benefits such as Federal Assistance or local grant/scholarship must be sought first. If the consumer does not qualify for any Federal Assistance or grant/scholarship, OVR can assist to pay for the consumer's educational training, provided that the consumer attain a vocational goal leading toward employment. It is important that the consumer meets with a VR Counselor if he/she needs to continue training, and to amend his/her IPE, if necessary.

Asian American & Native American Pacific Islander Serving Institution (AANAPISI) Scholarship

APIASF AANAPISI Scholarship Program

The APIASF AANAPISI Scholarship Program is in collaboration with AANAPISIs and the communities they serve to provide scholarships, expand institutional capacity, and mobilize local resources to help foster economic development. This program contributes to increased persistence and degree attainment for traditionally underserved students. Since 2010, 83% of AANAPISI Scholars have graduated or are still enrolled in their college programs, 25% have received associate degrees and 29% have transferred from 2-year to 4-year institutions.

AANAPISI Scholarship Partnership Activities

- AANAPISI Scholarship Program campus partners are making a difference by providing scholars with academic services, participating in research, and hosting welcoming events to connect Scholars with campus leadership.
- APIASF offers a select number of travel grants to Scholars to attend the annual APIASF Higher Education Summit in Washington D.C. This event highlights the unique educational experiences of AAPI students and gives Scholars a voice in the national education dialogue to positively change their communities.

Eligibility Requirements:

- Be of Asian and/or Pacific Islander ethnicity as defined by The U.S. Census (<http://www.census.gov/topics/population/race/about.html>)
- Be a citizen, national or legal permanent resident of the U.S. or a citizen of the U.S. or a citizen of the U.S. Freely Associated States.
- Be enrolled as a full-time student in a degree-seeking program at the Northern Marianas College during the 2016 spring semester.
- Applied for federal financial aid using the free application for federal student aid (FAFSA). Applicants do not necessarily need to be recipients of federal financial aid to be eligible for a scholarship from APIASF. Go to <http://www.fafsa.gov> for more information.

Additional Notes:

- Full-time enrollment and degree seeking status are defined by the guidelines set by the institution's registrar's office.
- Students who already have a Bachelor's degree are not eligible to apply
- When you apply, you can be a part-time student; however, you must be enrolled full-time upon receipt of funding.
- Solely online students are not eligible to apply. If you are enrolled in online and onsite courses no more than ½ of your course can be online.

For more information please contact Daisy Manglona-Propst at (670) 237-6792 or visit website at www.aspiasf.org.

Campus Resources

Counseling Programs & Services

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. Among the services provided are:

- Early Admission Advising
- Early Intervention
- Disability Support Services
- Transfer Planning
- Student Success Series

Career Services

The Career Services staff assists students in understanding their career interests and skills, and locate training possibilities for specific academic vocational interests.

The Career Services 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.

The Career Center staff organizes career fairs and similar events to connect students with career opportunities in the CNMI.

Kuder Career Portfolio

The lifelong Kuder Career Portfolio allows individuals to take research-based assessments, explore education and careers, lay 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 getting a job. Individuals can continue to access their portfolio throughout their lifetime for on-going career development.

Student Employment Program

The Student Employment Program provides assistance to students in meeting their part time employment needs. The Career Center provides job postings and online application services to the campus and local community.

Determine student eligibility:

Student Employment

- Completed 15 college credits,
- Enrolled with 12 credits during Fall and Spring semesters, and show intention to attend the Fall during Summer semesters,
- Have a minimum cumulative GPA of 2.5 or higher as required by department. For Academic Tutors, an accumulative GPA of 3.5, completion of EN101 and MA132 is required.
- Complete the Kuder career assessments,
- Submit a current resume.

Submit all completed applications to the hiring department.

Federal Student Employment

- Must be Pell eligible and maintain satisfactory academic progress as verified by the Financial Aid Office.
- Meet all Student Employment requirements. See above.

Testing Services

The college is a licensed and authorized testing center for numerous national testing services. These tests include PRAXIS Series Test, the scholastic Assessment Test (SAT I and SAT II), the Test of English as a foreign Language (TOEFL), the Graduate Record Examination (GRE Subjects Test only), the secondary School Admission Test (SSAT), and Law School Admission Test (LSAT), and other examinations leading to professional certification or licensure.

The Testing Center has 14 computers that run on a separate network with dedicated 6MB internet speed. Testing dates are scheduled each academic year. A schedule of times, places, requirements, and registration forms are available at the Testing Center. You can schedule an appointment with Isabel Matsunaga, the Testing Coordinator, by visiting the Testing Center or by phone @ 237-6774, or email isabel.matsunaga@marianas.edu.

Office of Admissions and Records (OAR)

OAR is the point of entry for prospective students, the office for current students to monitor their progress, and for former students to request information on their NMC academic history. OAR administers all enrollment services including admissions applications, transfer, transcript requests, registration, graduation petitions, student data, and other information.

OAR manages all inquiries regarding regular, transfer, early and international admissions, residency status, and NMC course articulation with other institutions.

Financial Aid Office

Financial Aid Office helps students understand how to obtain as much financial assistance as necessary to enable them to continue attending NMC, which could lead to them earning a Certificate of Achievement, Certificate of Completion, an Associate's Degree, and/or a Bachelor's Degree.

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

- Federal Pell Grant
- Academic Competitiveness Grant (ACG)
- Federal Supplemental Educational Opportunity Grant (FSEOG)
- Federal College Work study (FCWS)
- U.S. Army Reserve Tuition Assistance
- Veterans Educational Assistance Benefits Program (i.e. GI Bill)

Library Services

The mission of the Library Programs & Services at the Northern Marianas College (NMC) 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 and 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 has three physical branches on the Saipan Campus at the Olympio T. Borja Memorial Library: The Pacific Collection, the Commonwealth of the Northern Marianas (CNMI) Archives, and the Curriculum Resource Center (CRC), an educational library held in concert with the School of Education.

The Pacific Collection

The Pacific Collection is a special collection focused on Micronesia and the Pacific region. It consists of approximately 7,500 monographs, a digitized photograph collection, over 350 serials holdings, academic journals with a Pacific focus, as well as local and regional newspapers in print, digital, and microform, and an extensive video collection.

The Pacific Collection also contains valuable artifacts and maps from the pre-European Contact period as well as the Spanish, German, Japanese, World War II, and Trust Territory periods of the Northern Mariana Islands.

A valuable resource, the Pacific Collection is the largest, most comprehensive collection of its kind in the CNMI. The collection serves NMC students and faculty, as well as local and international 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.

Phone: 237-6796

CNMI Archives

The mission of the CNMI Archives is to preserve the historical, political, and cultural records of the Commonwealth of the Northern Mariana Islands and Micronesian region. The Archives also houses historically

significant material from Spanish, German, and Japanese, and United Nations Trust Territory administrations of the CNMI.

The collection comprises over 500 reels of microfilm pertaining to the CNMI Constitution, the Covenant Negotiations, and Public Laws from the CNMI Legislature from 1978 – to the present, 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 the Northern Marianas College on Saipan, the CNMI Archives provides an invaluable resource to NMC students and faculty by supporting instructional programs and research. It also serves as the most comprehensive archival repository of CNMI government records.

Responsibilities of the CNMI Archives as stated in the Commonwealth Code

3 CMC § 1305. *Northern Marianas College: Mission, Purposes, and Functions.*

(b)(5) ...maintaining Commonwealth archives, United States, South Pacific Commission and Commonwealth government documents which shall include at least three copies of all publications funded in whole or in part by the Commonwealth government, or by any regional association or agency receiving local or federal funds to provide services to the region, minutes of all meetings held by Commonwealth boards, commissions or agencies, the official actions of the Commonwealth Legislature, and any other official record of the Commonwealth deemed by the Archivist to have permanent historical, legal or political significance, and acquiring any other materials relating to the Commonwealth or region that has research or historical value.

Access

Researchers on Saipan can access the collection during posted business hours. Requests for digital reproductions can be made by contacting the Archives through the Northern Marianas College website. The CNMI Archives is a closed-stack collection. Some archival services require a fee as indicated in the publicly-posted fee schedule. A per-semester Archival Services credit of \$25 will be extended to enrolled NMC students taking online courses in Tinian, Rota, or outside of the CNMI.

Campus Location: Building “O” Phone: 237-6796

Curriculum Resource Center (CRC)

The Curriculum Resource Center’s primary role is to support NMC’s Bachelor of Arts program under the School of Education by providing resources such as books, curriculum materials, print and electronic journals, and a dedicated study space.

Campus Location: Building “V” Phone: 237-6798

English Language Lab

The Educational Enrichment Center provides academic services to students who are registered in any of the ELI or Developmental English classes. Among the services provided will include tutorial services, Instructional Support, and Equipment usage.

Associated Students of the Northern Marianas College (ASNMC)

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.

Student Clubs and Organizations

Student organizations give students the opportunity to make new friends, explore interests, develop leadership skills, or complement student's academic studies. At present, we have nine registered student organizations at Northern Marianas College.

Phi Theta Kappa
Environmental & Natural Resource Organization Club (ENRO)
NMC Psychology Club
Nursing Club
Anime Club
Pilipino Society
NMC Athletes Club
Till the Day Mission Pacific
Saipan Gospel Fellowship

Academic Tutoring Services

Academic tutoring and College mentoring services can be offered at the Counseling Office Building I through the College Access Challenge Grant program. Other tutoring services can be provided through The Educational Enrichment Center. Services include tutorial services, instructional support, and equipment usage that can be accessed at the Counseling Office.

International Student Tutoring Services

The International Student Services offers academic advising and tutoring services to International Students.

Academic Workshops

Student Success Series

The Counseling Office staff offers educational workshops for students throughout the year to enhance learning and address student needs and issues.

Student Lingo

Student Lingo is a series of interactive, on-demand video workshops, action plans, and valuable resources focused on helping students achieve their academic, personal and career goals. To learn more about Student Lingo video workshops, please contact the Counseling Office at 237-6785/82

Disability Support Services

The Disability Support Services (DSS) program 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 in all aspects of student life at NMC. The Counseling office also undertakes efforts to increase awareness among NMC staff, faculty, and students of disability-related issues.

For students with documented disabilities, accommodations are provided to give equal access to education. Accommodations vary based on an individual's needs. For more information regarding DSS, please contact Theresa Worswick @ (670) 237-6874 or stop by the Counseling office located in Building I adjacent to the NMC Snack Bar. TTY users please call (670)234-3697.

Veterans Services

Floyd Masga, Director of University Centers for Excellence in Developmental Disabilities

Community Development Institute Office, Building P
(670) 237-6808/6810 | email: floyd.masga@marianas.edu

- Coordinates classrooms and offices for instructors for NMC/U.S. Army-SROTC/University of Guam Program;
- Attend meetings with Cadets and NMC staff when needed;
- Coordinates travel arrangements, collection of NMC fees & storing SROTC supplies and equipment;
- Assists with application and course registration processes when needed;
- Assigned Service Member Colleges (SOC) counselor;
- Point of Contact for Concurrent Admissions Program (ConAP) for Army Enlistees;
- Point of Contact for the US Army Recruiting Station for NMC;
- Makes referrals to appropriate NMC personnel or other services on and off campus.

Catherine Villagomez, Accountant

Finance Office, Building N, Room N-4
(670) 237-6816 | email: catherine.villagomez@marianas.edu

- Assesses tuition and fees and complete course registration process;

- Answers questions related to tuition, fees, payments and refunds;
- Tuition Assistance Program - processes financial assistance for voluntary off-duty education programs in support of a Soldier's (Active Duty, USAR, and ARNG Soldiers) professional and personal self-development goals;
- Makes referrals to appropriate NMC personnel or other services on and off campus.

Daisy Manglona-Propst, Director of Financial Aid

Building N-1

(670) 237-6792 | email: daisy.propst@marianas.edu

- Assists with the GI Bill application process, as well as other financial aid applications;
- Certifies enrollment each semester as required by GI Bill;
- Refers issues concerning GI Bill applicants to NMC's Education Liaison Representative;
- Provides information on the Tuition Assistance Program (USAR);
- Makes referrals to appropriate NMC personnel or other services on and off campus.

NMC Bookstore

The Northern Marianas College Bookstore provides educational materials (primarily textbooks) and other retail items such as school supplies and school memorabilia for sale to students, faculty, staff and the CNMI community. While the merchandise mix has expanded and changed over the past several years, the focus has always been classroom textbooks.

Hours of Operation: 8:30AM to 4:30PM, Monday to Friday.

Phone: 670-237-6837/38

Email: nmcbookstore1981@gmail.com.

Refund & Exchange Policy

- Receipt required for all returns/exchanges
- The Bookstore reserves the right to assess the condition and to decide if an item can be refunded or exchanged
- Textbooks – Conditions of returns or exchanges are only eligible on items purchased during the current semester.

Textbook Refund Policy

- Textbooks are returnable within 7 working days from the date of purchase.
- Restocking fee of 30% of the purchasing price may apply to refunded or exchanged books

- Full refunds will be given for textbooks that meet the following conditions below. *These are exemptions to the 7-day requirement. Written and signed documentation is required.*
 - *Student was enrolled in the wrong class*
 - *Student does not need to take the class*
 - *Class was full*
 - *Class was canceled*
- All books sold with media (CD or disk) or a workbook must have these when returned, whether the textbook is used or new.
- Textbooks must be in original packaging and condition.

Textbook Exchange Policy

- Exchanges can be made for textbooks if the two are of similar to identical condition. If the book being exchanged is not of the same condition, the 30% restocking fee will apply.
- Exchanges will be made for defective books if books are currently being used in class.

School & Office Supplies Exchange Policy

- Supplies and clothing are exchangeable only within 1 workday from the purchase date
 - Only packaged (sealed covering or wrapped) supplies are exchangeable, but must be in original packaging at the time of the exchange.
- School supplies, special orders, catalogs, seasonal and clearance merchandise, lotions, sprays, jewelry/accessories, and clothing are non-returnable items.

Using Your Financial Aid at the Bookstore

1. Complete and make a copy of all registration documents and submit them to the Bookstore.
 - a. Registration form
 - b. General Student Statement (tuition and fees)
 - c. Schedule
 - d. Valid ID
2. See a Bookstore employee to create a student ledger (charge) form
3. Maximum credit limit is \$1,000
4. Class ADD and DROPS need to be reported to the Bookstore staff and copies of the forms must be submitted to the Bookstore

Students with outstanding balances will not be allowed to charge until full payment is received. Present or future financial aid will not be used to cover past balances.

The usual schedule for creating and using your student ledgers is registration week and the 1st 3 weeks of class. This is subject to change. The last day is determined by the Bookstore Manager.

Textbook Buy-Back

- Only textbooks needed for the next semester will be bought back. The list is usually advertised in the Bookstore page in the NMC website: www.marianas.edu
- Bookstore employees determine the condition of the textbook. Conditions and how much a student receives (% x retail price) are based on the following:
 - Excellent- 60%
 - Good- 45%
 - Fair- 30%- used books are automatic 30%

Textbooks with any markings (pen and pencil, highlights, stains, etc.) are not accepted. Buy-backs are usually scheduled after the current semester.

Community Resources

Special Supplemental Nutrition Program for Women, Infants, and Children (WIC)

WIC is a nutrition program that helps pregnant women, new mothers, and young children eat well, learn about nutrition, and stay healthy. Nutrition education and counseling, nutritious foods, can help accessing health care provided to low-income women, infants, and children through the Special Supplemental Nutrition Program, popularly known is as WIC.

Department of Public Health
Special Supplemental Nutrition Program for Women, Infants, and Children (WIC)
PO Box 500409CK
Saipan, MP 96950
Phone: (670) 236-9750 Fax: (670) 664-4069

Medical Assistance for the Needy Program (MAN)

The MAN program, commonly known as the Medicaid program, is for assisting low-income persons and their families with their medical needs under the Waiver Plan as authorized by the Social Security Act and Section 4116 of Public Law 100-203.

Medical Assistance for the Needy Program (MAN)
Medicaid Program
Telephone #: 664-4880/4882
Location: Capitol Hill, Pohnpei Wy, Housing Number 1252

Ayuda Network, Inc. - An Alliance of Human and Social Services Providers

Ayuda Network's mission is to help the economically under privileged, socially exploited and oppressed, and educationally and occupationally be prepared. This is a challenge they readily accept as an opportunity to serve

and make a difference in people. The Network is charged to prevent and intervene with the growing cases of juvenile delinquency, drug abuse, family violence, social biases and other social problems. The purpose of the program is to foster communication, coordination, collaboration and support among social/human services providers in the CNMI and to address critical social problems.

Ayuda Network, Inc. Capitol Hill Gov't Bldg. #1253
PO Box 503019
Saipan, MP 96950-3019
Phone: (670)322-7469 Fax: (670)322-7468

Center for Living Independently in the CNMI

The Mission of the program is to ensure the rights of people with disabilities live independently, fully integrated in the community. The programs vision is to provide a comprehensive range of services which makes it possible for people with disabilities to live as independently as they choose within the community.

The types of services/programs that are provided are information and referrals, independent living skills program, peer counseling and advocacy.

Center For Living Independently In The CNMI
PMB 914, P.O. Box 10001
Saipan, MP 96950
Phone: (670)322-4303 Fax: (670)322-2077
Email: ayudanet@ayuda-cnmi.org Email: clicnmi@yahoo.com

PSS Child Care Program- "Caring For Our Children"

The purpose of the PSS Child Care Program is to assist low income families in accessing quality child care for young children while parents work or participate in education or training to promote self-sufficiency.

The types of services/programs that are provided will include subsidized child care and after school and summer programs offered at the public schools.

PSS Child Care Program
2nd Floor, Retirement Bldg, Capitol Hill
P.O Box 501370
Saipan, MP 96950-1370
Phone: (670)237-3007 Fax: (670)664-3795
Email: alupuyoa@pss.cnmi.mp

Karidat

The purpose of the program is to assist people of all economic levels in the community to address problems arising from personal or family problems, external circumstances, or intrapersonal conflicts.

The types of services that are provided are family services, victim hotline, victims of crime advocacy, counseling alcohol information class, youth development programs, & battered Women Shelter.

Karidat Social Service
P.O Box 500745
Saipan, MP 96950-0745
Phone: (670)234-69 81/5248 Fax: (670)234-9192
Email: karidat@pticom.com

Guma' Esperansa (House of Hope)

Founded in 2001, Guma' Esperansa provides sanctuary, counseling, and advocacy to meet the needs of victims of domestic violence and sexual assault. All shelter services are free and confidential and are available to victims and their children regardless of citizenship, ethnicity, or immigration status. The shelter provides a peaceful environment in which victims can start to rebuild their lives. Separate bedrooms, cooking and laundry facilities are available as well as a spacious playroom for the children.

Nutrition Assistance Program

The Nutritional Assistance Program (NAP), otherwise known in the CNMI as the Food Stamp Program, under the Department of Community and Cultural Affairs is a 100% federally funded program that Provides assistance to the needy to supplement their daily nutritional diets. NAP provides low-income families access to food, a healthful diet, and nutrition education. Applicants must be permanently residing in the CNMI in order to apply for assistance.

Nutrition Assistance Program
Department of Community & Cultural Affairs
Commonwealth of the Northern Mariana Islands
P.O Box 501488, As Lito, Saipan, MP 96950
Phone: (670) 664-2800 ext. 2819 Fax: (670)664-2850
Email: dccanap@vzpacific.net

Section 8 Housing - Assistance Program

The Commonwealth of the Northern Marianas Islands (CNMI), through the Housing Corporation and the U.S. Department of Housing and Urban Development (HUD), provides housing assistance to eligible very low, low-to-moderate income families with federally subsidized rental payments through the Section 9 Program authorized by Section 9, Title II of the Housing and Community Developments Act of 1974, NMHC is the Public Housing Authority (PHA) for the Commonwealth.

NMHC's Program and Housing Division (PHD) oversees the operations as well as compliance activities. The Section 8 Housing Programs include the Section 8 New Construction and Housing Choice Voucher (formerly the Certificate and Section 9 Voucher Program) in Saipan, Tinian and Rota.

Program and Housing Division Section 8 Programs

P.O. Box 500514
Saipan, MP 96950
Phone: (670) 234-6866/9447 Fax: (670) 234-9021/233-6870
Rota District Office: (670)532-9410
Tinian District Office: (670)433-9213 Website: <http://www.nmhc.gov>.

Low Income Home Energy Assistance Program (LIHEAP)

The purpose of the program is to help low income families to meet their utility costs by providing electrical payment assistance.

Department of Community & Cultural Affairs
Low Income Home Energy Assistance Program (LIHEAP)
Caller Box 10007
Saipan, MP 96950
Saipan: (670) 664-2800 ext. 2819
Tinian: (670) 433-9330
Rota: (670) 532-5437

Department of Public Health – Health Services

To improve the quality of life through encouraging and empowering the community to achieve its highest possible level of wellness and ensuring the available ability of efficient and quality health care and prevention services.

Department of Public Health
Health Services
P.O. Box 500409
Saipan, MP 96950 Phone: (670) 234-8950 ext. 2001

Workforce Investment Agency (WIA)

The office is mandated to establish programs to prepare youth and adults facing serious barriers to employment for participation in the labor force by providing job training and other services that will result in increased employment and earnings, increased educational and occupational skills, and decreased welfare dependency, thereby improving the quality of the work force and enhancing the productivity and competitiveness of our community.

Workforce Investment Agency (WIA)
P.O. Box 10007
Saipan, MP 96950
Tinian (670) 433-1700
Rota (670) 532-1701 Email: gov.wia@pticom.com

Office of Vocational Rehabilitation (OVR)

The mission of the Office of Vocational Rehabilitation is to increase employment and promote independence among eligible individuals with disabilities throughout the Commonwealth of the Northern Mariana Islands.

To qualify for VR services, an individual must have a physical or mental impairment which constitutes or results in a substantial impediment to employment be able to benefit in terms of an employment outcome from vocational rehabilitation services; and, require vocational rehabilitation services to prepare for, secure, retain, or regain employment.

OVR can provide the following VR services or may refer VR clients to other agencies/programs that also serve individuals with disabilities:

- Assessment, counseling, and vocational guidance
- Medical services
- Dental restorative services
- Employment development & training
- Assistive devices or technology
- Job placement, job coaching, and follow up
- Transportation
- Occupational licenses, tools, and equipment
- Independent living services
- Advocacy

Office of Vocational Rehabilitation (OVR)
P.O. Box 501521
Saipan, MP 96950
Phone: (670) 322 – 6537/8 Fax: (670) 322-6536
TDD: (670) 322 – 6449
Email: Voc.Rehab@saipan.com Website: www.ovr.gov.mp

Assistive Technology Project

The purpose of the program is the enhance the quality of life and opportunities for individuals with disabilities in the Commonwealth to become more independent, productive, integrated and fully included in the community through systems change activities which increase access and utilization of assistive technology devices and services.

CNMI Council on Developmental Disabilities
Bldg. # 1310, Capital Hill
P.O. Box 502565
Saipan, MP 96950
Phone: (670) 664-7041 Fax: (670) 664-7030
Email: p.sablan@cnmicdd.org Website: www.cnmicdd.org

Department of Labor - Division of Employment Services

The purpose of the program is to establish a system of placement services in alleviating the shortage of resident workers; to maintain a system that will reduce the reliance of importing nonresident workers to supplement labor or services.

The type of services/programs that are provided are referral and job placement services to resident workers; entertain and monitor complaints for preference clause violation and nonpayment of wages.

Department of Labor
Division of Employment Services
Caller Box 10007
Saipan, MP 96950
Phone: (670) 236-0924/0933 Fax: (670) 236 – 0994
Email: apangelinan@cnmi-gov.net

Community Guidance Center

The purpose of the programs is to provide access to mental/behavioral health and substance abuse services thus improving the physical, social, emotional, and psychological well-being of the people of the CNMI.

The types of services/programs that are provided are outpatient psychiatric, substance abuse, behavioral and preventive health services for adults, children, and adolescent.

Community Guidance Center
P.O. Box 500409
Saipan, MP 96950-0409
Phone: (670) 323-6560; (670) 323-6561
Fax: (670) 323 – 6580
E-mail: jtsablan@cnmidph.net
Website: www.dphsaipan.com

Commonwealth Office of Transit Authority (COTA)

Call-A-Ride Saipan paratransit provides a shared-accessible transportation service to individuals with disabilities and older adults, ages 55 and above. Riders must call in advance to arrange transport.

CARS provides curb-to-curb service to all riders. All CARS paratransit vehicles are ADA compliant. Qualified individuals are encouraged to call COTA at 664-2690 for an application and to schedule a ride.

Degree and Certificate Programs

*[Individualized Degree Plans](#) for each program are available for download on the NMC website.

Bachelors of Science (BS)

Business Management

Concentration Area:

- Accounting

Education

Concentration Areas:

- Early Childhood Education
- Elementary Education
- Rehabilitation and Human Services
- Special Education

Associate in Arts (AA)

Business

Liberal Arts

Emphasis Areas:

- Education
- Health & Physical Education

Associate in Science (AS)

Nursing

Natural Resources Management

Associate in Applied Science (AAS)

Business Administration

Emphasis Areas:

- Accounting
- Business Management
- Computer Applications
- Hospitality Management
- Criminal Justice

Academic Forms & Materials

Please visit the corresponding web links or offices to access the following forms:

Add/Change of Major or Advisor Form	Hard copy only available at the Office of Admissions & Records.
Application for Admission	http://www.marianas.edu/ProaPortal/Admissions/ApplicationSelectEnabledForm.aspx
Complete Withdrawal Form	Hard copy only available at the Office of Admissions & Records.
Early Intervention Form	http://www.marianas.edu/media/2014/Counseling/Early_Intervention_Form.pdf
FERPA Directory Release Form	http://www.marianas.edu/media/FERPA%20FORM.pdf
International Student Declaration of Finances Form	http://www.marianas.edu/media/international_affidavit_form_updated_05-31-11.pdf
International Student I-20 & Admissions Checklist	http://www.marianas.edu/media/student_services/I-20_application_checklist_updated_29_MAY_2012.pdf
International Student I-20 Application Form	http://www.marianas.edu/media/I-20%20Application%20Form_20130411.pdf
Petition to Graduate	Hard copy only available at the Office of Admissions & Records.
Request for Course Overload	Hard copy only available at the Office of Admissions & Records.
Request for Disability Services and Accommodations Form	Hard copy only available at the Counseling Programs & Services.

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Temporary Authorization Form http://www.marianas.edu/media/student_services/NMC_temporary-authorization_form_updated_07_NOV_2013.pdf

Transcript Request Form <https://iwantmytranscript.com/marianas>

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