



Student Services

Student Checklist

Find out about NMC.

- Explore the opportunities for study at NMC – review the NMC catalog or log onto www.nmc.edu, visit the Welcome Center in the Health & Science Building, or call (231) 995-1135.
- Call the Welcome Center to schedule a tour, (231) 995-1135.

Complete the Application for Admissions.

- Obtain the application for admission from the catalog; schedule of classes; at our website, www.nmc.edu/admissions; or visit the NMC Admissions Office on the main floor of the Tanis Building, (231) 995-1054.
- Complete the application, mail it in or deliver it, along with the \$15 application fee, to the NMC Admissions Office.
- Request your high school transcript or GED scores, ACT scores, AP scores and college transcripts, where applicable, be sent to the Admissions Office.
- If you are interested in residing on campus, request campus housing on your application for admissions.

Apply for the financial assistance you need.

- To be considered for Financial Assistance, complete and submit your Free Application for Federal Student Aid (FAFSA) to the Federal processing center in the envelope provided with the form or online at www.fafsa.ed.gov. For more information, visit the Financial Aid office on the main floor of the Tanis Building, call (231) 995-1035, or visit www.nmc.edu/financialaid.
- Check with your academic office to find out more about divisional scholarships at NMC.

Complete Placement Testing and Attend Orientation.

- Take your placement tests to make sure you're placed in the right courses so you get the education you need. Call (231) 995-1041. Testing is available Monday - Friday.
- Upon admittance to NMC, you will receive information about upcoming orientation sessions – all new students are required to attend.
- Meet with a counselor or an advisor to schedule your classes at orientation session.

Register and pay for classes.

- Register early for best selection and pay according to the dates published in the schedule of classes.
- Register and pay at Orientation; on the web at www.nmc.edu – just click on Quick links, Online Web Registration; or in the Records and Registration Office.
- Stop by the Bookstore and purchase your books.

Reach for Success.

- Visit the Center for Learning, Osterlin Library, Writing Center, and a computer lab.
- Find out about academic skills workshops, tutoring, and disability support services – just stop by the Center for Learning in the Library, visit www.nmc.edu/centerforlearning, or call (231) 995-2134.
- Visit the Counseling Office located on the main floor of the Biederman building, call (231) 995-1040, or email: czaremba@nmc.edu.
- Need career guidance? Visit Career Services in the library, call (231) 995-1041 or email: bgraf@nmc.edu.

Engage in campus life.

- Take up the challenge to make the most of your NMC experience. To find out more about campus activities, organizations and programs call (231) 995-1408 or email: cmuma@nmc.edu.
- Meet new people – attend the Student Opening Conference, offered each year by the Student Government Association.
- Participate in new activities – such as WNMC radio station, White Pine Press.
- Get involved – try intramural sports, Campus Greens or Student Government.

Explore and Enroll

Welcome Center

The Welcome Center, located in the main lobby of the Health and Science building, is available to answer questions, provide tours, schedule orientation sessions and placement testing, issue parking stickers and provide general information about the college. The Welcome Center, (231) 995-1135, is staffed 8 a.m. - 5 p.m. Monday through Friday.

Admissions

Northwestern Michigan College is an “open-door” comprehensive community college which means we admit most students who have graduated from high school, completed a competency exam, or have the potential to succeed in higher education.

OBTAINING PERSONAL ASSISTANCE

Northwestern Michigan College is pleased to provide you assistance in applying for admission.

Welcome Center

- Visit the Welcome Center in the lobby of the Health and Science Building to obtain information or to schedule a campus tour. You may also contact the Welcome Center at (231) 995-1135 or via e-mail: welcome@nmc.edu

Admissions Office

- Visit the Admissions Office in the Biederman/Tanis Building. The Financial Aid and Records/Registration offices are located across the hall for your convenience. Please call (231) 995-1034 or e-mail: jbensley@nmc.edu

GENERAL INFORMATION

When you decide to apply for admission at NMC, you file an “Application for Admission.” Application forms are available from the college’s Office of Admissions, at high schools, inside the back cover of this catalog, and on the web: www.nmc.edu.

While American College Test (ACT) or Scholastic Aptitude Test (SAT) scores are not required for admission to NMC, you are welcome to have your scores sent to us for reviewing your academic achievements and educational plans. In addition, if your ACT score is 18 or above in reading and 19 or above in writing you are **not** required to take those portions of the basic skills assessment test (COMPASS) before commencing study at NMC. The mathematics section of the COMPASS test is still required for all first time college students. If you completed AP tests, please have the scores sent to NMC.

If you have below a 2.0 average on your high school transcript, you may be admitted to NMC on a provisional basis. To help you meet your educational goals, you will be encouraged to seek academic counseling and enroll in a reduced class load. Students interested in completing a GED may do so through the Traverse Bay Area Intermediate School District. To register or obtain more detailed information on how to get started, contact Michigan Works Adult Education at (231) 922-7826.

TYPES OF APPLICATIONS

- **Regular Admission**
Degree or Certificate Admission- For applicants who intend to complete an associate degree, to transfer, or to complete a certificate program in an occupational specialty.
Non-Degree Admission- For applicants who intend to pursue course work in an area of interest to gain skills or for enjoyment.
- **Dual-Enrolled Admission**
For applicants who are enrolled in classes at NMC while still in high school.
- **Special Enrollment Option**
For qualified high school students enrolled in *joint programs* offered by NMC and the TBA/Career Tech Center.
- **Guest Admission**
Applicants currently attending another Michigan college/university may apply as a guest student at NMC. Guest students must submit a completed **Michigan Uniform Undergraduate Guest Application**. This application must be submitted for each semester a student plans to attend for a maximum of two semesters. After two semesters, a student must complete an NMC application for admission if they wish to continue to be enrolled at NMC.

PROCEDURES FOR APPLYING TO THE COLLEGE

- Fill out an NMC admission application form.
- Attach a check or money order for \$15 (payable to NMC). This is a one-time, non-refundable admission fee.
- Mail or bring the completed application to the Admissions Office, NMC, 1701 East Front Street, Traverse City, MI 49686.
- You may also access the NMC Admissions Application on the Web: www.nmc.edu

High School and/or College Transcript Requirements

If you are a Degree/Certificate or a Non-Degree/Certificate applicant, send your transcripts according to these guidelines:

If you are under 21 and have not attended a college or technical school since high school, request that an “official” transcript be forwarded to NMC’s Office of Admissions from your high school.

If you are under 21 and have earned fewer than 20 college* level credits, request “official” transcripts be forwarded to NMC’s Office of Admissions from **both** your high school and the college or technical schools you have attended.

If you are over 21 and have attended a college* or technical school, you do not need to submit a high school transcript. An official transcript of accredited college work is only required if you are:

- seeking admission to a limited enrollment program such as Health Occupations or the Maritime Academy;
- wishing to have previous college work evaluated for credit at NMC;
- applying for college financial aid; and/or
- applying for Veterans Benefits.

*Transferring Credits from Other Colleges

If you have credits from another college or university, request the registrar of that school to send an official transcript to the NMC Admissions Office. Your credits will be evaluated and the evaluation mailed to your permanent address. You will most likely receive credit for those college-level courses in which you received a 2.0/C or higher grade and which are similar to courses at NMC. The total number of credits will be recorded on your transcript. In certain circumstances when applying to specific occupational programs, only the classes that apply to those programs may be evaluated. Please remember that while credits transfer, grades do not.

Home-Schooled Applicants:

NMC welcomes home school and non-traditional school applications. Please follow the procedures for applying to the college as previously outlined. Home school graduates will be admitted under Regular Admission. NMC requires home school transcripts. Home school students who have not graduated will be admitted as a dual-enrolled admission and must reapply each semester until graduated. Written consent from the student’s parent/guardian and approval from the home school provider is required for current home school students. For more information, contact the Admissions Office at (231) 995-1054.

Dual-Enrolled Applicants:

Dual Enrollment at NMC is selective. High school students must qualify for dual-enrollment and admission to NMC. To be considered for academic classes (*ie. government, history, English, math and science, psychology, business, geography etc.*) prospective dual-enrolled students must either:

1. Submit ACT scores to the NMC Admissions Office for review, or
2. Take NMC’s COMPASS placement test.
Call (231) 995-1041 for information on testing.

Students will then receive a letter from NMC defining their eligibility to take classes at NMC and outlining steps for admission.

Students considering classes such as *studio art or music classes or physical education classes* do not need to submit test scores to qualify for admission. Students would simply follow these three steps:

1. Submit a separate dual enrollment application to the NMC Admissions Office. It must be signed by your high school principal or counselor or home school representative and include the non-refundable \$15 application fee.
2. Register for your classes in the NMC Records Office.
3. Pay for your classes or present paperwork from your school if they are covering the tuition.

Questions concerning whether testing is needed or not? Call the Counseling Center at (231) 995-1040.

Special Enrollment Option:

- Program Offerings: Visual Communications, Welding
- Classes are held at the Traverse Bay Area Intermediate School District Career Tech Center (TBA/ISD/CTC).
- The student must apply during the first week of their TBA/CTC course by submitting the Special Enrollment Application to the NMC Admissions Office each semester and pay a special enrollment fee of \$75.00 per class.
- To receive NMC credit, the student must satisfy NMC standards for assignments, quizzes, tests, exams, and grading procedures.

Admission to Limited Enrollment Programs

Health Occupations have special admissions requirements as outlined under the specific program in this catalog.

The Great Lakes Maritime Academy (GLMA) also has special admission requirements. GLMA application packets are available from the Office of Admissions at the Academy, West Bay Campus, Front Street, (231) 995-1200.

Right to Appeal

In the event you are denied admission to an occupational program that has special admission requirements, you may appeal such matters to the Director of Admissions and subsequently to an admissions review committee for consideration.

Admission of Out-of-State Students

Northwestern Michigan College welcomes out-of-state student admission applications. Available space will determine admission to some programs of study.

Admission of International Students

Northwestern Michigan College is authorized under federal law to enroll non-immigrant students. We welcome applicants from around the world. Potential students will be asked to demonstrate English language proficiency either through testing or other indicators. A minimum score of 550 (paper) or 213 (computer) on the TOEFL test is required. You will also need the equivalent of a U.S. high school education with an approximate grade point average of 2.5. Since the college does not have financial aid available for international students, you must clearly demonstrate your ability to finance your education in the U.S. by completing a financial statement. All international students are required to carry an approved medical insurance program to cover major medical expenses. If you are not covered by medical insurance, you will be required to enroll in the student insurance program available through Northwestern Michigan College, at a cost of approximately \$430 per year. Deadline for Fall admission is July 15; deadline for Spring admission is November 15. Please write to the Office of Admissions-International, NMC, 1701 East Front Street, Traverse City, Michigan 49686, or call (231) 995-1034, for complete application procedures.

International Student Services

NMC has two International Student Advisors. Lisa Blackford, (231) 995-1043, is located in the Counseling Center and Jim Bensley, (231) 995-1034, is located in the Admissions Office. International students are encouraged to use these services to support their academic and social success. The following services are provided:

- With advance notice, an NMC representative will arrange for pick up from the Cherry Capital Airport for students arriving for the first time.
- Approval for on-campus employment
- Community and cultural orientation
- Immigration assistance
- International Club activities
- Liaison to other college support services
- Liaison to community groups

Northwestern Michigan College recognizes the importance of global awareness and currently offers study-abroad opportunities for NMC students in Germany. For more information, contact Karen Howie, (231) 995-1170.

RESIDENCY

Where you live affects how much tuition you pay at NMC. Grand Traverse County property owners are considered “in-district” and pay lower tuition because county property taxes support the college. To qualify for in-district tuition, non-property owners must reside at a permanent address in Grand Traverse county for a minimum of six months as a non-student immediately prior to registration. For residency purposes, a non-student is someone not attending or taking fewer than six credits. A student under the age of 25 may be required to complete a Certification of Independent Student Status if their permanent address is different from their parents’ address. Residents of other Michigan counties are considered “out-of-district.”

Legal residence for students is verified on a continuing basis. NMC sends letters to enrolled students each semester (Fall, Spring, and Summer) with a “Forward and Address Correction Requested” label on the envelope. When discrepancies are found, a change is made in the student’s address. Each semester all addresses and residency codes are compared/verified for accuracy and updated where appropriate.

Residency Classifications

A person may be admitted in one of these classifications:

1. In-District—legal resident of Grand Traverse County.
2. In-State—legal resident of Michigan outside of Grand Traverse County.
3. Out-of-State—legal resident of a state other than Michigan.
4. International—legal resident of a country other than the U.S.

To be admitted as an “In-district” resident, students must submit documentation proving their residency. Contact the Admissions Office for required documentation.

Changes in Residency Classification

To change residency status, a “Residency Change Petition” form must be completed and submitted to the Records and Registration Office with copies of supporting documentation. Contact the Records Office at (231) 995-1053 for specific requirements or to obtain a form. This petition must be submitted prior to the close of final registration day for the semester of the change. The petition may be obtained at: www.nmc.edu/records/policies/residency.html



Tuition, Billing and Fees

TUITION*

In-District	\$64.60 per contact hour (Grand Traverse County Residents)
In-State	\$112.60 per contact hour (Residents of other Michigan Counties)
Out-of-State	\$140.50 per contact hour
Great Lakes Maritime Academy courses only:	
In-State	\$112.60 per contact hour
Out-of-State	\$140.50 per contact hour

Please check the NMC website for current information: www.nmc.edu/tuition

BILLING*

Tuition charges are based on contact hours with the instructor (shown in the column after “credit hours” in the Schedule of Classes). The tuition charge is the contact hour multiplied by your tuition rate plus any applicable fees as shown below.

FEES*

Application Fee:\$15
One-time, non-refundable fee for processing Application for Admission to NMC.

Class Fees:*See course schedule*
Fees are charged for specific courses involving additional materials, laboratory supplies and/or network services provided by instructors or private studio lessons (Music Dept.). See course schedule (column “Class Fees”) for these special charges. For aviation flight fees, contact the Aviation Department.

General Fee\$9.70/contact hour
This fee provides partial support for the cost of registration, Orientation, COMPASS, career testing, Student Government Association, and other student services and activities. This fee contributes to the availability and maintenance of technology for classroom and student use. This fee also contributes to the maintenance of campus sidewalks and roadways.

Health Fee.....\$16.00/transcript
For anyone taking 6 or more credits at the Traverse City campus.

Graduation Fee\$5.00
The fee helps cover the cost of the certificate/degree. (See “Applying for Graduation” on page 30.)

Transcript Fee\$2.00/transcript
This fee covers processing and mailing costs. Options are available for additional costs. (See “Transcripts” on page 48.)

**Tuition and fees are established and reviewed by the Board of Trustees on an annual basis and are subject to change without notice.*

Note: There may be a deposit and/or late fee accessed beginning Fall 2004.

BILLING PROCEDURE

It is the responsibility of the student to pay any charges by due dates. We will attempt to bill you for tuition and fee charges prior to due dates; however, if you register late in the registration process, this may not be possible. In case of errors or questions about your bill, contact the Cashier’s Office as soon as possible. If errors are not resolved immediately, please put your concerns in writing within 60 days and mail to the Cashier’s Office. Any collection costs incurred by NMC as a result of non-payment of any charges will be added to the outstanding balance and will become the student’s responsibility. Cashier’s Office: (231) 995-1085

FINANCIAL AND OTHER OBLIGATIONS

Tuition and fee payment may be deferred until applicable due dates as shown in the course schedule. You may pay any amount at any time prior to the due date, but the final balance must be paid by 4:30 p.m. on the due date or your enrollment may be cancelled. (You may then re-register pending course availability and pay in full.) If you register after the due date, full payment is expected at the point of registration or within twenty-four hours.

You are responsible for officially dropping your classes if you decide not to attend those classes. Otherwise, you will be responsible for any charges incurred and will receive a grade at the end of the semester.

All tuition and fees in excess of your anticipated financial aid must be paid by the due dates. All third-party authorizations must be received by the Cashier’s office with payment for amounts not covered. Students applying late for aid may need to put a deposit down to hold classes.

VISA, MasterCard and Discover are accepted for tuition, fees, and books. You may pay in person (in the Cashier’s Office), by mail or use the drop box (located in the Tanis Building outside the Cashier’s Office). You may also pay with your credit card at the web registration site www.nmc.edu/webregistration.

All college debts and holds must be cleared to register. Transcripts and other records will be withheld for any student who has not met all financial and other obligations (library, housing, etc.) to NMC.

REFUNDS

Students who officially drop all or part of their classes before the start date of the session that their course(s) is in will receive a 100 percent refund of tuition and related fees.

Once the session that the course(s) is in has started, refunds for classes officially dropped are as follows:

- 100% refund if dropped during the first seven calendar days of the session.
- No refund if dropped after the first seven calendar days of the session; see the Schedule of Classes for other session dates.

Refunds for non-standard-length classes vary according to the length of the session. The refund schedule for these classes is available in the Records and Registration Office or web site at: www.nmc.edu/records/dates.

Refund percentage is determined by the date the withdrawal or drop form is received and processed in the Records and Registration Office.

Refund checks will be mailed to the student's permanent address unless the student requests the check be mailed elsewhere. It is the student's responsibility to update this information if it changes.

Financial Aid

Northwestern Michigan College is committed to working with you to acquire the maximum financial aid for which you are eligible. To do so, you need to follow financial aid guidelines in a timely manner. While NMC maintains a large number of scholarships, state and federal financial aid programs are also available to assist with the costs of your college education.

FINANCIAL AID PHILOSOPHY

Paying for college is a shared responsibility among the student, the family, and the college financial aid programs.

Scholarships, grants, employment, and loans are available through the Financial Aid Office. Any or all of these may be combined in a "financial aid package" to help with educational costs. Scholarships and grants are forms of financial aid which do not have to be repaid. Loans must be repaid. NMC scholarship and grant eligibility criteria are primarily determined by the donor and/or NMC Scholarship Committee and based on financial need, scholastic ability, and/or other specific stipulations.

APPLICATION PROCEDURES FOR FINANCIAL AID

When you apply for financial aid, you are considered for the following programs: Federal Pell Grant, Federal Supplemental Educational Opportunity Grant, Federal Work-Study, Occupational Programs Grant, NMC scholarships and grants, Michigan Competitive Scholarship, Michigan Educational Opportunity Grant, and Michigan Work-Study. Additional applications are required for the following programs: SGA Child Care Grant, Adult Part-Time Grant, Division Scholarship, Presidential Scholarship, Federal Stafford Loan, and Federal Parent Loan for Undergraduate Student. Application materials are available from the Financial Aid Office, Tanis Building, Room 142, or by calling (231) 995-1035, Option 1.

A student's application for aid will be considered complete when:

1. The applicant is accepted for admission in an aid eligible program of study leading to a degree or certificate at NMC and is making Satisfactory Academic Progress while attending NMC, and
2. The Financial Aid Office has on file the following for the aid applicant:
 - a) Institutional Student Information Report (ISIR). This report is electronically transmitted to NMC as a result of the student listing NMC as a recipient on the Free Application for Federal Student Aid (FAFSA);

- b) Official Academic Transcripts from all previous colleges.
- c) Complete IRS Tax Returns (including schedules), W2's, and all other required verification documents at the request of the federal government and/or NMC.

Complete and accurate applications received prior to April 1st may be given first priority for the next academic year. The deadline date for Spring and Summer Semesters is the Final Registration Day of the preceding semester. Applications received after these dates will be considered if funds become available.

Selection Criteria

Financial aid at NMC is awarded on the basis of financial need and/or academic merit. Generally, awards will be made on a first-come, first-served basis in compliance with respective program guidelines until existing funds have been exhausted. Eligible applicants who apply by the deadline date will have the best opportunity for assistance. Students who demonstrate the most need and/or highest academic achievement will be considered accordingly. All financial aid is awarded without regard to age, color, disability, handicap, height, marital status, national origin, citizenship, political affiliation, race, religion, gender, sexual orientation, veteran's status or weight.

Determination of Kind and Amount of Aid

Complete and accurate financial aid applications will be reviewed for funding through all Federal, State, and institutional programs awarding gift-aid first (scholarships and grants) with self-help (loans and employment) second. Depending on availability, every effort will be made to award sufficient funds to cover direct educational expenses (tuition, fees, books and required supplies.) Generally, gift-aid will not exceed one-half of the cost of attendance.

Satisfactory Academic Progress Policy

Generally, financial aid recipients will have their Satisfactory Academic Progress (SAP) measured each semester.

• Minimum grade point average (GPA) requirements:

All financial aid students must have a minimum 2.0 semester GPA to be eligible for financial aid for the following semester; **and**

• **Minimum completion factor required:** All financial aid students must complete a minimum of 67% of courses registered for at the time aid is finalized. Financial aid will be finalized at the end of the 2nd week of the semester. When calculating completion factor the following designations will be considered as noncompletion of the class: Incompletes (I), audits (AU), withdrawals (WP/WF), failures-to-attend (FA), unsatisfactory (U), not-qualified (NQ), in-progress (IP), zeros (0.0) and repeats; **and**

• Maximum time a student has to complete his/her

Associate Degree (150% Rule): Six (6) semesters as a full-time student (12 credits or more); nine (9) semesters as a three-quarter-time student (9-11.5 credits); twelve (12) semesters as a half-time student (6-8.5 credits); or fifteen (15) semesters as a less-than-half-time student (1-5.5 credits.) Aid eligibility concludes after this time frame, pending mitigating circumstances.

If a student does not achieve Satisfactory Academic Progress they will be placed on financial aid probation for the next semester of attendance. If, after that semester, they are unable to maintain SAP requirements their aid will be cancelled. A student will be removed from financial aid probation upon maintaining a cumulative 2.0 GPA and at least 67% course work completion for the semester.

Reestablishing Financial Aid Eligibility

Students whose aid eligibility has been cancelled due to lack of Satisfactory Academic Progress may become aid eligible the semester after they enroll for a minimum of six (6) credits in one semester (pay for them with resources other than financial aid) and complete a minimum of 67% of the credits enrolled for with a minimum 2.0 semester GPA.

Financial Aid Adjustments/Enrollment Changes

- Student financial aid recipients who withdraw from all classes during any semester may receive a portion of their financial aid based on the Federal Return to Title IV Funds Policy (sample calculations may be obtained in the Financial Aid Office). The appropriate amount of financial aid will be credited against charges incurred for that semester, i.e., tuition and fees, and/or books and supplies, and/or on-campus room and board, and/or short-term loans. If the charges incurred for the period of that semester exceed the adjusted financial aid for the same period, the student is responsible for the balance. If the adjusted financial aid exceeds the charges incurred for that semester, the student will receive the remaining portion of the financial aid. Any unused portion of the financial aid awarded for that semester will be restored to the respective financial aid program.

Order of Refund Distribution:

1. Federal Unsubsidized Stafford Loan
2. Federal Subsidized Stafford Loan
3. Federal PLUS Loan
4. Federal Pell Grant
5. Federal SEOG Grant
6. Other Title IV aid

- The student aid recipient who withdraws from all classes after aid has been finalized for the semester will be placed on financial aid probation as outlined in the NMC Satisfactory Academic Progress policy. If that student is currently on financial aid probation at the time of withdrawal, he/she will be ineligible to receive further aid until Satisfactory Academic Progress can be demonstrated, pending mitigating circumstances.
- Dropping or failure to attend classes may result in a financial aid adjustment for the semester and could also affect the student's Satisfactory Academic Progress. (A student's credit load is established at the time aid is finalized, 2 weeks into the semester.)

Repeating a Course

- For Financial Aid recipients, a repeat is allowed only to improve the grade. Most courses can be taken for credit a maximum of three times. For financial aid purposes, classes that are repeated may not be counted in total number of credits taken for the semester if the prior class can be counted toward graduation.

FINANCIAL AID SOURCES

Qualified students may be eligible for Federal, State and local grants, scholarships, loans, and employment. Most of the scholarships listed on the following pages have been made possible by Federal and State legislation or donations to Northwestern Michigan College by Grand Traverse area individuals, organizations, and business firms.

Scholarships and Grants

SCHOLARSHIPS AND GRANTS

Government Sponsored

Federal Pell Grant-Provides grants up to \$4,050 per year (pending Federal funding levels.) Full-time, three-quarter time, half-time, and less than half-time awards are based on student need, which is prorated accordingly.

Federal Supplemental Educational Opportunity Grant- Provides grants up to \$4,000 per year to those in exceptional need. Minimum half-time enrollment is required.

U.S. Maritime Administration Student Incentive Payments of \$3,000 per year for four years are available to a select number of qualifying cadets in each entering class at the Great Lakes Maritime Academy. Details on the program are available through the GLMA Department of Naval Science.

Michigan Competitive Scholarship-provides scholarships up to \$1,300 per year based on ACT scores and financial need.

Michigan Educational Opportunity Grant- Provides grants up to \$1,000 per year to students enrolled on a minimum half-time basis.

Michigan Merit Award Scholarship Program is given to Michigan residents who have qualifying scores through the Michigan Educational Assessment Program (MEAP) High School Test (HST), have graduated from high school or received a GED and have not been convicted of a felony involving an assault, physical injury or death. These grants are up to \$2500. Additional information can be obtained from the Michigan Department of Treasury at 1-888-956-3748.

Michigan Native American Tuition Waiver may cover tuition for certified North American Indians (1/4 blood) who enroll in a public college or university and are a Michigan resident. Contact your tribal association for additional information.

Michigan Adult Part-Time Grant- Provides grants up to \$600 per year to adult students who are enrolled for 3-11 credits each semester. Maximum funding is for 24 months. Apply using separate application available in Financial Aid Office.

Occupational Programs Grants are awarded to students enrolled in an approved occupational program who demonstrate financial need. It may cover up to the cost of tuition, fees, required books/supplies, transportation and/or daycare.

SGA Child Care Grant- The NMC Student Government Association provides funding to assist with the cost of child care while students are attending class. Apply using separate application available in Financial Aid Office.

Tuition Incentive Program (TIP)- Student eligibility is determined before high school graduation. This program will pay 100% of current in-district resident tuition rates up to a maximum of 80 semester credits or upon completion of their Associate degree, whichever comes first. The program will also cover mandatory fees up to \$500 per semester. Students must initiate benefits for enrollment within four years of high school graduation or GED completion. (For students residing in an area not included in a community college district, the out-of-district tuition rate may be authorized. Contact the Financial Aid Office at 995-1035, Option 1 for authorization information.) Students must be enrolled on at least a half-time basis each semester. Additional funding may extend to the university level after transferring from a community college. Contact your high school counselor for an application.

NMC SCHOLARSHIPS

Many NMC scholarships are awarded by the Financial Aid Office and require no additional application forms. Eligibility for scholarships requiring demonstration of financial need is determined by filing the Free Application for Federal Student Aid (FAFSA), available from the Financial Aid Office. All students are encouraged to complete and file this application. Scholarships awarded by other procedures are noted, and some require a special application form.

New scholarships are added continuously as contributions are received. Criteria or availability of scholarship funds are subject to change. Scholarship information is available at: www.nmc.edu/financialaid/scholarships

General Scholarships

NMC Presidential Scholarships are awarded each spring to academically superior seniors from the NMC service area high schools. A 3.5 grade point average is required, along with a recommendation from the school's principal or counselor. The number of scholarships and the funding may vary each year. If a Presidential scholar is eligible for other tuition-restricted awards (i.e. TIP, Michigan Competitive Scholarship, Native American Tuition Waiver, etc.), those awards will be applied first. Presidential scholarship funds may be used for any remaining balance due at NMC for tuition, fees, or required books and supplies. At NMC, Presidential scholars must maintain a 3.25 grade point average as a full-time student (12 or more credits) to remain eligible. Recipients are also required to perform community volunteer service each semester. For applications and more information, contact NMC's Admissions Office.

NMC Divisional Scholarships provide up to \$2,000 per academic year to second-year students. Application and selection are made through each academic area during Spring Semester for an award for the next academic year. If a Divisional scholar is eligible for other tuition-restricted awards (i.e. TIP, Michigan Competitive Scholarship, Native American Tuition Waiver, etc.) those awards will be applied first. Any remaining balance due for tuition and fees or required books and supplies may be covered by the Divisional Scholarship funds. Details of the application process and eligibility requirements are available in each academic area office.

NMC Honors Scholarships are awarded by the Honors Scholarship Committee. Eight scholarships of \$2,000 each are awarded to full-time students (minimum of 12 credit hours) and four scholarships of \$1,000 each are awarded to part-time students (minimum of six credit hours). Candidates must have earned a minimum 20 semester credit hours at NMC with at least a 3.5 grade point average and three credit hours in the Honors Program. Details of the application process and additional eligibility requirements are available from the Honors Program advisor, (231) 995-1041 or online at: www.nmc.edu/honors

NMC Commitment Scholarships are awarded to students from school districts in NMC's service area selected in eighth grade by their principals and counselors. These academically promising students with financial need are encouraged to complete high school and attend NMC with scholarship support. Recipients must commit to satisfactory academic progress, effort and citizenship. Upon high school graduation, students who have met all requirements receive scholarships. In order to receive this scholarship the student must apply for financial aid using the FAFSA. If a Commitment award student is eligible for other gift aid, those awards will be applied first toward the student's tuition and fees. Commitment scholarships are for tuition and fees only.

Adopt-a-Student Grants are awarded to students enrolled for six or more credit hours who are residents of Antrim, Benzie, Grand Traverse, Kalkaska, Leelanau, or Wexford County. The amounts of the grants vary. Adopt-a-Student Grants are awarded based on financial need and require a cumulative minimum 2.5 grade point average. If a recipient is eligible for other restricted awards (TIP, Michigan Competitive Scholarship, Native American Tuition Waiver, etc.), those awards will be applied first. Scholarship funds may be used for remaining tuition, fees, required books and supplies.

AMICAE Scholarship- A \$500 award to a female student taking 1 or more credit hours who qualifies for financial aid.

Amical Scholarship- several \$1000 scholarships for each semester for full or part-time NMC students. Preferred recipients will be residents of the City of Traverse City who are also employees of La Cuisine Amical or another downtown Traverse City business. A 2.5 grade point average is required.

Elks Lodge B. P. O. E. #323 Scholarship- awards of approximately \$600 to students from Antrim, Benzie, Grand Traverse, Kalkaska or Leelanau County.

Vivian J. Hedden Bassett Scholarship- two \$750 awards for part- or full-time students from the service area who have at least a 2.5 grade point average. Financial need will be considered if applicants are equally qualified. First consideration will be given to members of the United Methodist Church of Traverse City.

James J. and Dorothy A. Beckett Scholarship- two to three \$500 awards to students from Antrim, Benzie, Grand Traverse, Kalkaska, Leelanau, or Wexford County who have at least a 2.0 grade point average and are enrolled for six or more credit hours per semester.

Julius and Barbara Beers Scholarship— an award of approximately \$500 to an Antrim, Benzie, Grand Traverse, Leelanau or Kalkaska County resident.

Benzie Area Women's History Project Award— \$500 award for a female part- or full-time student with a 2.5 grade point average. Preference will be given to a Benzie County resident or to a non-traditional student. Recipients must demonstrate financial need.

Kalee Bruce Memorial Scholarship— two \$500 awards for students from the service area who are enrolled at least half time. Financial need will be considered if applicants are equally qualified.

The Colligan Scholarship— a \$500 award for a full- or part-time student who has at least a 2.0 grade point average and demonstrates financial need.

George C. Comden Alumni Scholarship— two awards of approximately \$750 each for students from Antrim, Benzie, Grand Traverse, Leelanau, Kalkaska, or Wexford County who are enrolled for a minimum of six credit hours. One scholarship may be awarded to a student in a transfer program and one to a student in a degree or certificate career program.

Cone Drive/Courtade Scholarship— an award of approximately \$500 to a student who completed the sixth grade at Courtade Elementary and is a graduate of a Traverse City Area Public Schools high school. The award will be given to the student with the highest grade point average if the award does not jeopardize other financial aid. Need will be considered if there are equally qualified applicants.

Barbara Cox Scholarship— a \$500 award to a full or part-time student residing in the 6-county service area with a minimum of 2.0 grade point average.

William J. Cunningham Memorial Scholarship— varying awards for part- or full-time students who will be selected by a committee from the Women's Resource Center and NMC's Financial Aid Office. Recipients must demonstrate financial need. A minimum 2.5 NMC grade point average is required after the student's first semester to maintain eligibility.

Daisy Chain Scholarship— a \$600 award to a female student from Grand Traverse, Leelanau, Antrim, Benzie, or Kalkaska County.

Edgar and Etta Derbyshire Scholarship— an award of approximately \$1,500 for a graduating Manton High School student with high moral values and a strong work ethic. A scholarship committee from Manton High School selects the recipient. This scholarship may be renewed once.

Jim DeWitt Scholarship— a \$500 award to a student who has worked with the NMC Building and Grounds staff and has at least a 2.0 grade point average. Contact the Facilities Department for additional information.

Lyle DeYoung/Optimist Club Scholarship— a \$1000 award to a full- or part-time NMC student who resides in the NMC service area, maintains a 3.0 grade point average, and actively participates in community service activities.

Monon Dunn Scholarship— one \$500 award made to students residing in Grand Traverse County or the service area who have a 2.5 grade point average, are enrolled for six or more credit hours, and demonstrate financial need.

The Elk Rapids Rotary Club Scholarship— two \$1,000 scholarships for graduates of Elk Rapids High School who are selected by the Elk Rapids Rotary Club.

Fivenson Memorial Scholarship— two scholarships of approximately \$300 each to be awarded to students enrolled for one or more classes.

Glen Lake Woman's Club— Several scholarships available to those graduating from Glen Lake and Leelanau Schools who will be attending NMC. Contact the Glen Lake Woman's Club for information and applications.

Graceland Fruit Inc. Scholarship— two \$500 awards for fall and spring semesters for part- or full-time residents of Benzie, Manistee, Grand Traverse or Leelanau Counties. Recipients must be employees or family members of employees of Graceland Fruit, Inc. Financial need will be considered for equally qualified applicants. No minimum grade point average is required for new students. Applications are available from Graceland Fruit Inc.'s human resource office.

Griner Family Scholarship— one \$500 award made to students residing in Grand Traverse County or the service area who have at least a 2.5 grade point average and are enrolled for six or more credit hours. Need is considered only if there are equally qualified applicants.

Home Builders Association of the Grand Traverse Area Home-in-a-Day Association Scholarship— awards from \$500-\$1,500 to students who reside in Antrim, Benzie, Grand Traverse, Kalkaska, or Leelanau County and are either an owner, employee, or immediate family member of a current Home Builders Association of the Grand Traverse Area member. Students must have a 2.5 minimum grade point average. Applicants must contact the HBA for an application form.

Bob and Stella Hildorf Scholarship— \$500 will be awarded to a full- or part-time student with a 2.5 grade point average who demonstrates financial need.

Jay and Joan Hook Scholarship— a \$500 award that is given annually to students graduating from Glen Lake High School who will be attending NMC in the following fall semester. Recipients will be selected by faculty and staff at GLSS from those students with a minimum of a 2.5 grade point average. This scholarship may be renewed for a second year at NMC.

Immanuel Lutheran Church Scholarship— criteria to be determined.

International Student Scholarship— This scholarship is for international students attending NMC who are taking 6 or more credits, have a 2.5 grade point average and are actively involved in the International Student Club at the college. Contact the Admissions office for information and applications.

Lena Christine Jensen Scholarship— varied amounts up to \$1,000 for part-time and up to \$2,000 for full-time students who have at least a 2.5 grade point average, are enrolled for six or more credit hours, and demonstrate financial need.

Jerry McCarthy Scholarship– numerous awards of varying amount to students in any academic program.

Mutual Service Stations Scholarships– two \$1000 awards for full- or part-time students in any academic program. A 3.0 grade point average is required and financial need must be demonstrated.

Northern Michigan Chapter API Scholarship– \$1,000 scholarship to a full- or part-time students with 3.0 grade point average and Michigan residency. Contact the Northern Michigan API Chapter in Traverse City for applications.

NMC Apartments Scholarship– criteria to be determined.

Phi Theta Kappa Scholarship– Two \$500 scholarships are available to those involved in PTK or community service activities. Applicants must have a 3.5 grade point average. Information and applications are available through NMC’s Career and Employment Services office or through Phi Theta Kappa.

NMC Student Government Association Endowment Scholarship– criteria to be determined.

William James Potter and Mary Potter Memorial Scholarship– numerous awards ranging from \$600-\$1,200.

Richard and Lucy Quinn Memorial Scholarship– an award of \$1,000-\$1,250 to a student who is a single mother with dependent children or to a student who is the first generation in their family to attend college. The recipient must be a resident of Antrim, Benzie, Grand Traverse, Kalkaska, or Leelanau County and be employed at least part time.

Nick J. Rajkovich Memorial Scholarship– a \$1,200 award for students in any academic program.

The Reffitt Family Scholarship– an award of a varying amount to a full-time student residing in Antrim County. Recipient must also demonstrate financial need.

State Savings Bank of Frankfort Scholarship– A graduating senior from Frankfort Elberta Area Schools will be selected each spring for this award of \$500. Recipients must be enrolled for 6 or more credits at NMC and have a 2.25 grade point average in high school. Contact the counseling office at the high school for more information.

Genevieve Steiger Richardson and Harold Richardson Scholarship– an award of approximately \$700 to a graduate of Traverse City Central High School or Traverse City West High School with demonstrated aptitude.

Evelyn Rogers Moynihan Scholarship– a \$250 to \$500 award for a female student, in any area of study, residing in the NMC 5 county service area. A 3.0 grade point average is required *only* to renew the scholarship funding for a second semester.

Single Mother Scholarship– a \$500 award to a single mother who is enrolled part- or full-time. Residents of Antrim County will be given preference. Recipients must demonstrate financial need.

STRIVE Scholarship/Rotary Club of Traverse City– awards to Traverse City Central High School, Traverse City West High School and St. Francis High School students who in their senior year have shown significant improvement in their grade point averages. The awards are restricted to tuition, fees, required

books and supplies. Recipients are chosen by their high school principals. Contact the Rotary Club of Traverse City for information.

George and Helen Schafer Memorial Scholarship– a \$1,200 award to a student who has graduated from Bear Lake High School. The recipient must have a minimum 2.5 grade point average. Additional information can be obtained from the Bear Lake High School.

Jessie and Oscar Siler Scholarship– an award of approximately \$1,000 to a Native American student who has a minimum 2.0 grade point average.

Margaret A. Stace Memorial Scholarship– an award of at least \$500 to a female resident of Grand Traverse County who is enrolled for six or more credit hours.

NMC Support Staff Scholarship– an award of varying amounts (up to \$500 for one academic year) to be awarded by a committee of representatives of the NMC support staff. Recipient must have a minimum 2.0 grade point average, be enrolled for at least 6 credits (half-time), be pursuing a degree or certificate at NMC, and demonstrate financial need. Scholarship will be awarded to someone who may not qualify for other financial aid. Scholarship is for one academic year and will be awarded in two equal portions (fall and spring). Scholarship will be restricted to tuition and related fees, required books and supplies. Application for the NMC Support Staff Scholarship will be made on an annual basis.

C. E. Voltz Memorial Scholarship– a \$500 award to a resident of Benzie County with at least a 2.5 grade point average. Recipients may be full- or part-time and must demonstrate financial need.

Votruba Family Scholarship– numerous awards of \$1,800 to students in any academic program.

Nellie A. Walker Memorial Scholarship– a varying award for a female student with at least a 2.0 grade point average who is in the first generation in her family to attend college.

The Imogene and Harold Wise Memorial Scholarships– three awards of \$1,200 to students in any academic program.

Norah B. Wright Memorial Scholarship– awards of varying amounts for full- or part-time students in the Associate Degree in Nursing program or an Associate in Science and Arts. Recipients must be residents of the NMC service area.

Ralph E. and Eva B. Wynkoop Scholarship Fund– Several \$1,000 awards to students from Antrim, Benzie, Grand Traverse, Leelanau, or Kalkaska Counties who have been out of high school at least two years. Recipients must be enrolled for at least six credit hours. First-year student must have a minimum 2.0 grade point average, and second-year students must have a minimum 2.5 grade point average.

Zonta Opportunity for Change Scholarship– various scholarships awarded to students selected by a scholarship committee from the Women’s Resource Center and Zonta Club of Traverse City. Contact the Women’s Resource Center for more information.

Scholarships by Academic Area

Art

Daniel R. Olson Memorial Art Scholarship— an award for one semester of tuition and fees for one pottery course. Recipients will be required to exhibit their work. Consideration is based on recommendation by an NMC or high school art instructor. Details are available from the Humanities Academic Area office.

Aviation

Matthew Brian Feko Memorial Aviation Scholarship— One award of varying amount given to an aviation student with at least a 2.75 grade point average who is taking six or more credits. This scholarship will be given to career-oriented students who demonstrate a passion for flying. Preference will be given to those pursuing a four-year degree through the Davenport/University Center partnership. Applicants cannot have any records related to drinking and driving.

Darrell Keith Holtsclaw Memorial Scholarship— a \$2,500 award for a second-year aviation student with a minimum 3.0 grade point average who is planning to become a career pilot. The award is for flight fees only. Applicants should inquire at the NMC Aviation Program office

Donovan P. Rodriguez Aviation Scholarship—one \$1,000 merit-based award for a student in Aviation Pilot Training who is a resident of Grand Traverse or the service area and who has a 3.0 grade point average and is enrolled full-time.

Experimental Aircraft Association (EAA) Chapter 234 Scholarship— an annual award of \$500 given to a full- or part-time aviation student. Applicants may be in their first or second year of studies. Contact the Aviation Program for more information and applications.

Stewart R. Stetson Aviation Scholarship— one \$200 award for a student in Aviation who enrolled part-time (6-11 hours), is working, and has at least a 3.0 grade point average.

Business

Glen A. Anderson Scholarship— a \$2,000 award to a student from the service area with a minimum 3.25 grade point average who is enrolled in the Accounting program. Details are available from the Business Academic Area office.

Biederman Memorial Scholarship— \$1,000 scholarships awarded from a grant from the Les and Anne Biederman Foundation to students in Maritime, Nursing and Business. Students must have a 2.0 minimum grade point average and be full- or part-time. Preference will be given to those verifying they are participating in clinical nursing or shipboard experiences.

H. Cox & Son Inc. Scholarship— a scholarship of varying amount made to full- or part-time business students residing in the NMC service area. Applicants must demonstrate financial need and have at least a 3.25 grade point average.

Economic Club of Traverse City Scholarship— two \$1,000 academic scholarships awarded to students enrolled in a Business Administration program who have at least a 3.3 cumulative grade point average and are from the service area. Details are available from the Business Academic Area office.

William E. Faulk Intermediate Accounting Scholarship— a \$200 per semester award to an accounting major at the intermediate level with a 3.5 (or above) grade point average. The student must also live in the service area and be enrolled for 6 or more credit hours.

Ernest & Donna Rae Gaunt Scholarship— A merit-awarded scholarship of variable amount for a business student taking a minimum of one course who has a 2.5 grade point average.

Keith MacPhee Memorial Scholarship— a \$500 award for a student in any business program who is enrolled at least half time. Recipients must have a minimum 3.0 grade point average.

William C. Martino & Delrose Marlene Martino Scholarship Fund— awards of varying amounts for students in a Business Administration program who are Michigan residents.

Angela I. Nolf Scholarship— one or more awards of varying amounts for student(s) from the service area who are enrolled in their final semester in a Business program, have a minimum 3.5 grade point average, have worked their way through school, and have applied for but are unable to receive financial aid. A one-page essay is required on why you feel you deserve the scholarship. Additional details are available from the Business Academic Area office.

Paron Financial Company, L.L.C. Scholarship— a \$250 award to a student enrolled in a Business program.

Glen P. and Anne Robinson Scholarship— a \$1,000 award to a Grand Traverse County resident enrolled in either a Business or Technical program.

Art and Mary Schmuckal Endowment— numerous awards of up to \$1,000 for part-time students and up to \$2,500 for full-time students in Business Administration (Accounting, General Administration, Management, Marketing, or Computer Applications). Recipients must be enrolled at least half time and have a minimum 3.0 grade point average. Financial need will be considered if applicants are equally qualified.

Schmuckal Oil Scholarship— One \$500 scholarship available to a business student demonstrating financial need from Antrim, Benzie, Grand Traverse, Leelanau, Wexford, Ottawa, Roscommon, Osceola or Missaukee county. Recipient must be enrolled part-time and have a grade point average of 2.5.

Carrie E. Smith Schuyler Scholarships— one award of variable amount to a female student in a Business program.

Mary Alice Strom-Zonta Club Scholarship— an approximately \$1,000 award to a Grand Traverse area female student who is enrolled in a Business program.

Maureen Wolin Memorial Scholarship— a \$250 to \$500 award for a female student with a 3.0 grade point average who is enrolled in a Business Academic Area Program.

Ann P. Zipser CPA Accounting Scholarship– \$500 is awarded to a female part-time accounting student who demonstrates financial need and lives in the 6-county service area. A minimum grade point average of 3.0 is required.

Communications

Erich Blough Scholarship– One scholarship awarded to a journalism, information technology or psychology student who is taking at least three credits. A minimum grade point average of 2.0 is required.

Joseph (Joe) Noverr Scholarship– Awards of varying amounts for residents of Antrim, Benzie, Grand Traverse, Kalkaska, Leelanau, or Wexford counties who are pursuing a career in journalism. If qualified journalism students are not identified, secondary preference will be for students in the English program or Communications/Speech. Details are available in the Communications Academic Area office.

Culinary Arts

Scholarships are awarded by the Great Lakes Culinary Institute. Contact GLCI for more information and applications.

Chef Pierre Scholarship– awards of up to \$1,500 for students in the Culinary Arts program who have at least a 3.0 grade point average in their major. If applicants are equally qualified, financial need will determine recipients.

Rudd Culinary Scholarship– An award of variable amount to a full-time student of the Great Lakes Culinary Institute with a 2.0 grade point average. Residency within the NMC local and service area counties is required.

Taste of Cherries/National Cherry Festival Scholarship– varying awards to students enrolled in the Great Lakes Culinary Institute. Recipients are chosen based on grade point average, “hospitality persona,” and financial need.

Tapawingo Scholarship– awarded to a full-time culinary arts student with a 3.0 grade point average. For consideration, applicants must submit an essay about why they are pursuing a culinary arts career.

Tasters Guild Scholarship– awards of varying amounts to students enrolled in the Great Lakes Culinary Institute with a minimum 3.0 grade point average in their major. Recipients must participate in the Tasters Guild Auction to be eligible.

Dental

Robert and Betty Chase Dental Assistant Scholarship– up to \$1,500 for residents of Antrim, Benzie, Grand Traverse, Kalkaska, Leelanau or Wexford Counties who are enrolled in the Dental Assistant program. Additional information can be obtained from the Dental Assistant program coordinator.

Resort District Dental Scholarship– several awards ranging from \$400-\$800 for students in the Dental Assistant Program who are residents of Antrim, Benzie, Grand Traverse, Leelanau, Kalkaska, Missaukee, or Wexford County and are enrolled for at least six credit hours. At least one scholarship will be awarded for a second-year student. In the event applicants are equally qualified, patients of Resort District Dental Society members will be given preference. Application information can be obtained from the Dental Assistant program coordinator.

Rhea Swan Scholarship– a \$500 award to a full or part-time student in the Dental Assistant program who displays excellent communication skills. Application information can be obtained from the Dental Assistant program coordinator.

Education/Teaching

Amy Karczewski Memorial Scholarship Fund for Elementary Education– two \$200 scholarships for full-time students with a minimum 3.0 cumulative grade point average who reside in the service area and are in the Elementary Education program.

Maise L. Nugent Memorial Scholarship– one \$500 award for a student enrolled in education who has at least a 2.5 grade point average and demonstrates financial need. Recipient must be a Benzie County resident.

D. Jerome & Margery C. Slack Educational Scholarship– various awards to graduating seniors from the Mesick, Buckley, Thompsonville, or Copemish areas who are interested in special education and working with students with ADD, ADHD, or dyslexia. A minimum 2.0 cumulative grade point average is required. Recipients are selected by high school principals and counselors.

Kaye Spearing Memorial Scholarship– one \$500 award for a student enrolled at least half-time in the Music or Education programs. Recipient must be from the service area with preference given to Suttons Bay students. Financial need will be considered if applicants are equally qualified.

Traverse City Woman’s Club Endowment Scholarship– one to two awards of varying amounts to students in the Associate Degree Nursing, Practical Nursing, or Education programs. Recipients must be residents of Antrim, Benzie, Grand Traverse, Leelanau, or Kalkaska County and be enrolled for at least six credit hours.

Engineering

Engineering scholarship recipients are selected with the assistance of the Engineering program faculty. Contact an Engineering faculty member for additional criteria or application information.

Martin and Evon Easling Engineering Scholarship– two \$1,000 awards for a full- or part-time student in the NMC Engineering program. The recipient must be a resident of the NMC service area and have a 3.0 grade point average.

Arthur Moenkhaus Engineering Scholarship– an award for a second-year engineering student enrolled at least half time and recommended by the Engineering program faculty.

Bob and Grace Rudd Physical Science and Engineering Scholarship– an award of varying amounts to a student from the service area with at least a 2.5 grade point average who is in the Physical Science or Engineering program.

F.W. Sorensen Memorial Scholarship– a \$150 award to a Grand Traverse County student who has a minimum 2.5 grade point average and is enrolled in the Pre-Engineering program (Mechanical Engineering preferred).

Extended Educational Services (EES)

Charles A. Svec Construction Trades Scholarship— Several scholarships are available for those enrolled in NMC's Construction Trades Program. Contact the Extended Education Services office for more information.

Donald M. Tompkins Computer Scholarship— awards of various amounts to senior citizens (age 55 or older) for computer classes through NMC Extended Educational Services who demonstrate financial need.

Health Occupations

Great Northern Benefits Scholarship— \$500 will be awarded to a full- or part-time health occupations student from the local service area with at least a 2.5 grade point average.

Exchange Club of Traverse City Scholarships— four \$360 scholarships awarded to second-year students from the service area who have a minimum 2.0 cumulative grade point average. One scholarship each to vocational/technical, allied health, liberal arts and Great Lakes Maritime Academy students.

Ferguson-Osterlin Health Scholarship— three awards of \$1,000 for students in health care related programs. Recipients must be residents of the NMC service area, enrolled for a minimum of six credit hours, and have a 3.0 grade point average.

Ruth and Clifford Foster Scholarship— an award of varying amounts for a resident of Antrim, Benzie, Grand Traverse, Kalkaska, or Leelanau county enrolled in any program in the Health Occupations Discipline or in the Pre-Medical program.

Dorothy Helms Memorial Scholarship— a \$500 award to a student enrolled in a Health Occupations program with a minimum 2.5 grade point average.

History

Stephen and Peg Siciliano History Scholarship— two \$500 awards for second year students in the History program who are enrolled for at least six credit hours and have an overall 3.25 grade point average and a minimum 3.25 grade point average in at least eight credit hours of NMC history course work. History faculty will recommend recipients.

Law Enforcement/Criminal Justice

Sgt. Dennis Finch Memorial Scholarship— awards of varying amounts to students from Antrim, Benzie, Grand Traverse, Kalkaska, or Leelanau County who are in the Criminal Justice or Law Enforcement programs. Recipients must be enrolled for a minimum of six credit hours. An essay is required. Details are available from the Social Sciences Academic Area office or program faculty.

Liberal Studies

Kristine (Kris) Sue Boike Memorial Scholarship— This memorial scholarship will be awarded to a student from Grand Traverse or Leelanau County who is taking 6 or more credits and has a grade point average of 3.0. Financial need will be considered when there are equally qualified candidates. The amount of the scholarship will vary each year.

The Entering Class of 1951 Scholarship— a \$500 award made to a full time student in this curriculum with a minimum grade point average of 3.0. Recipients must reside in the local service area.

Exchange Club of Traverse City Scholarship— four \$360 scholarships awarded to second-year students from the service area who have a minimum 2.0 grade point average. One scholarship each is awarded to vocational/technical, allied health, liberal arts, and Great Lakes Maritime Academy students.

Jane M. and Chester R. Jones Scholarship Fund— a \$2,000 award to a full-time first-year student in a liberal arts transfer program who lives on campus and has at least a 3.5 high school grade point average. This scholarship may be renewable. A \$2,000 award is also available for a full-time second-year student in a liberal arts transfer program who lives on campus and has at least a 3.0 grade point average.

Jane and John Norton Scholarship— awards to residents of Grand Traverse County in a liberal arts transfer program or a pre-professional program who are enrolled for a minimum of nine credit hours. The scholarship may be renewed for a second year if student maintains a 3.25 grade point average.

Maritime

Scholarships for the Great Lakes Maritime Academy are awarded by the GLMA Scholarship Committee. Additional information and details for applying for these awards may be obtained from the GLMA office.

Biederman Memorial Scholarship— \$1,000 scholarships awarded from a grant from the Les and Anne Biederman Foundation to students in Maritime, Nursing and Business. Recipients must have at least a 2.0 grade point average and be full- or part-time. Preference will be given to those verifying they are participating in clinical or shipboard experiences.

Chris and April Branson Maritime Scholarship— one \$500 award made to support GLMA students with at least a 2.0 grade point average. Applicants have to be second-year, returning students taking twelve or more credits. Demonstration of financial need is required.

Arthur W. Brophy Memorial Scholarship—awards of various amounts open to students in the Maritime program who are enrolled full time.

Exchange Club of Traverse City Scholarship— four \$360 scholarships awarded to second-year students from the service area who have a minimum 2.0 grade point average. One scholarship each is awarded to vocational/technical, allied health, liberal arts, and GLMA students.

Great Lakes Maritime Academy Superintendent's Scholarship—varying awards to first-year cadets demonstrating financial need and having supporting outside recommendations. A short essay is required.

Great Lakes Maritime Task Force Scholarship—a \$500 award to a U.S. citizen who demonstrates excellence in communicating the importance of cabotage laws to legislators. Financial need will be considered if there are equally qualified applicants.

Great Lakes Passenger Boat Association Scholarship—Preference for this \$500 award will go to a GLMA student whose family owns or is employed in the passenger boating business; second preference will be given to a fourth year GLMA student demonstrating financial need. Recipients may be taking any number of credit hours and there is no residency requirement.

Maxine V. Hurley Memorial Scholarship—an award of varying amounts for a full-time cadet with at least a 2.0 grade point average who is in the third year of the Engine Officer program. This award is for the fall semester. Financial need is considered if there are equally qualified applicants.

Gordon Lightfoot Maritime Scholarship—several awards of up to \$2,000 to cadets with a minimum 3.2 grade point average. Selections are based on academic standing and overall performance as a cadet. A short essay is required.

Captain Lewis Ludington Scholarship—awards of approximately \$1,000 to second-year cadets who have a minimum 2.5 grade point average and have displayed exemplary traits of leadership, cooperation with classmates, professional excellence, and participation in Academy sponsored projects. Financial need will be considered for equally qualified applicants.

Christian P. Kamm Scholarship—several \$1,000 scholarships for second-year Deck Program cadets who have at least a 3.3 grade point average.

Prodigal Cadet Scholarship—\$600 award for a second- or third-year cadet. Recipients must have at least a 3.0 grade point average and demonstrate financial need. An essay is required, and cadets with community service involvement will be given preference.

Franklin Sears Memorial Maritime Scholarship Fund—several awards for full-time cadets with a minimum 2.0 grade point average who are in their second or third year of studies. Awards are made on the basis of academic achievement, participation in Academy activities, and demonstrated financial need.

Admiral Paul E. Trimble Maritime Endowment Scholarship—varying awards for second- and third-year cadets.

Mathematics

Corinne J. Naar Mathematics Scholarship—two \$750 awards to students majoring in Mathematics. Recipients are selected by Mathematics faculty.

Gordon & Marlene Rady Scholarship—varying awards to second-year students from the service area who are in the Math, Science or Nursing programs.

Music

Walt and Pat Ross Music Scholarship—this award of varying amount will be given to a full-time music student with a 3.0 grade point average or higher.

Carrie E. Smith Schuyler Scholarship—one award of varying amount to a female student in the Music program.

Kaye Spearing Memorial Scholarship—one \$500 award for a student enrolled at least half-time in the Music or Education programs. Recipient must be from the service area with preference given to Suttons Bay students. Financial need will be considered if applicants are equally qualified.

Patricia and Gene Wolff Memorial Scholarship—an award of approximately \$900 to a music major with an interest in jazz preferred. Recipients may be full- or part-time students with a 3.0 grade point average. Recipients are selected by music faculty. Details are available from the Humanities Academic Area office.

Nursing

Biederman Memorial Scholarship—\$1,000 scholarships awarded from a grant from the Les and Anne Biederman Foundation to students in Maritime, Nursing and Business. Recipients must have at least a 2.0 grade point average and be full- or part-time. Preference will be given to those verifying they are participating in clinical or shipboard experiences.

Kathleen (Kay) Donnelly Scholarship—a \$500 award to an Associate Degree Nursing student.

Alice Drulard Memorial Nursing Scholarship—a \$500 award given to a nursing student requesting financial assistance who has a 2.5 grade point average and Michigan residency. Nursing faculty will recommend recipients.

Earl J. and Theresa Lee Hathaway Memorial Scholarship—varying awards up to \$2,000 made to students enrolled in the Pre-Nursing, PN or ADN program who have a 2.5 cumulative grade point average and are enrolled at least half-time.

Olive Longcore Memorial Scholarship—\$500 is awarded to a full- or part-time nursing student residing in the NMC service area.

The Marriott Scholarship Fund—an award of varying amounts to a student in the Associate Degree Nursing or Practical Nursing program with preference given to a resident of Antrim County.

Hettie Molvang Nursing Scholarship—varying awards for second-year Associate Degree in Nursing students from Grand Traverse or Wexford County who have at least a 2.5 grade point average. The scholarship is limited to tuition and fees.

Harold C. "Curly" and Ida Murner Nursing Scholarship—several awards of \$500-\$1,500 for students from Antrim, Benzie, Grand Traverse, Kalkaska, or Leelanau County enrolled in the Associate Degree in Nursing or Practical Nursing program.

Peggy A. Pronger Nursing Scholarship– variable award given annually to a student enrolled in the undergraduate nursing program, who demonstrates financial need and has maintained a 3.0 grade point average.

Gordon & Marlene Rady Scholarship– varying awards to second-year students from the service area who are in a Math, Science or Nursing program.

Mabel Tompkins Nursing Scholarship– a \$500 award to a resident of Grand Traverse County who is in the Associate Degree Nursing or Practical Nursing program.

Traverse City Woman's Club Endowment Scholarship– one to two awards of varying amounts to students in the Associate Degree in Nursing, Practical Nursing, or Education programs. Recipients must be residents of Antrim, Benzie, Grand Traverse, Leelanau, or Kalkaska County and be enrolled at least six credit hours.

Marion Weigand Memorial Scholarship—awards of various amounts open to students enrolled full or part-time in the Nursing program who are residents of the NMC service area and demonstrate financial need.

Norah B. Wright Memorial Scholarship– awards ranging from \$500 for part-time students enrolled for at least six credit hours to \$1,000 for full-time students in the Associate Degree in Nursing program or an Associate in Science and Arts. Recipients must be residents of the NMC service area.

Pre-Professional (Law, Social Work, Medical, Psychology, Sociology)

Bearup and Judson Legal Scholarship– a \$500 merit-based scholarship given to pre-law or legal assistant students who are pursuing a career in the legal field. Other requirements: a 3.5 grade point average, residency in the NMC service area and enrollment for six credits or more credits.

Ferguson-Osterlin Health Scholarship– three to five awards of \$1,000 to \$1,500 for students in health care related programs. Recipients must be residents of Antrim, Benzie, Grand Traverse, Kalkaska, Leelanau or Wexford Counties and be enrolled for a minimum of six credit hours.

Ruth and Clifford Foster Scholarship– an award of varying amounts for a resident of Antrim, Benzie, Grand Traverse, Kalkaska, or Leelanau County enrolled in any program in the Health Occupations Disciplines or in the Pre-Medical program.

Douglas and Arlene Frantz Scholarship– Students from Benzie, Grand Traverse or Leelanau counties who are registered as Biology or Pre-med majors are eligible for this \$500 award. Recipients must also be enrolled part-time and have a grade point average of 3.0.

Jane and John Norton Scholarship– an award to a resident of Grand Traverse County in a liberal arts transfer program or a pre-profession program who is enrolled for a minimum of nine credit hours. The scholarship may be renewed for a second year if the student maintains at least a 3.25 grade point average.

Catherine Strom Schmidt Zonta II Scholarship– an award of variable amount to a female resident of Grand Traverse or Leelanau County enrolled in the pre-professional program or Social Science Academic Area. A 3.0 grade point average is required.

Science

W.R. Angell Biology Scholarship– a number of awards of \$1,000 per semester to students who have demonstrated both ability and interest in majoring in some area of the natural sciences. Selection criteria include a minimum 3.0 grade point average during the last two years of high school and recommendations from high school science teaching staff. The scholarship is renewable for a second year after completion of a least 24 college credits and review of academic standing. Academic standing is reviewed each semester. Applications are invited from entering first year students as well as current NMC students. More information and application forms are available through the Science/Math Academic Area.

Douglas and Arlene Frantz Scholarship– Students from Benzie, Grand Traverse or Leelanau counties who are registered as Biology or Pre-med majors are eligible for this \$500 award. Recipients must also be enrolled part-time and have a grade point average of 3.0.

Gordon & Marlene Rady Scholarship– varying awards to second-year students from the service area who are in Math, Science or Nursing programs.

Ann Rogers Family Scholarship for Environmental Studies– An award of variable amount will be given to a student pursuing environmental studies or who is involved in environmental activities. Residents of NMC local and service area counties who have a 3.0 grade point average will be considered.

Bob and Grace Rudd Physical Science and Engineering Scholarship– a varying award to a student from the service area with at least a 2.5 grade point average who is in the Physical Science or Engineering program.

Peta Williams Memorial Scholarship– an award of varying amount given to a Biology and Environmental Studies major who maintains a 3.0 grade point average. Contact the Science/Math Academic Area Office for applications.

Technical

Dale Anderson Memorial Scholarship– an award of varying amount made to support students in the technical discipline with a 2.0 grade point average or higher. Demonstration of financial need is required as well as U.S. citizenship. In addition, applicants must be enrolled for six or more credit hours.

Otto and Kathy Belovich Automotive Scholarship– \$500 awarded to a student from the NMC service area with a 2.5 minimum grade point average. Recipients have to be committed to careers in the automotive business. Preference will be given to applicants currently employed at Cherry Capital or Traverse Motors.

Erich Blough Scholarship– One scholarship awarded to a journalism, information technology or psychology student who is taking at least three credits. A minimum grade point average of 2.0 is required.

Wayne G. Cowell Memorial Scholarship— an approximately \$1,500 award to a student in any Technical Academic Area program who is a resident of the service area. Financial need is considered if applicants are equally qualified.

Exchange Club of Traverse City Scholarship— four \$360 scholarships awarded to second-year students from the service area who have a minimum 2.0 grade point average. One scholarship each is awarded to vocational/technical, allied health, liberal arts and Great Lakes Maritime Academy students.

William Kiker Memorial Scholarship— a \$250 award for a student in the Electronics program with a 2.0 grade point average who demonstrates financial need.

Glen P. and Anne Robinson Scholarship— a \$1,000 award to a Grand Traverse County resident enrolled in either a Business or Technical program.

Frank and Dorothy Stulen M-TEC Scholar Award— A variable number of awards will be given at the discretion of the M-TECSM Executive Director and Faculty to support students in technical studies. Funds may be used for tuition, fees, books, required professional tools/materials, or for attendance at student professional development meetings.

Technical Careers Scholarship— several awards of varying amounts for students in any Technical Academic Area program. Recipients are chosen by a discipline scholarship committee. Details may be obtained from the Technical Academic Area office.

University Center

Contact the University Center for application forms and further information.

Grand Traverse Regional Community Foundation Scholarships— Several awards are available to students admitted to a bachelor's degree program at the NMC University Center. Two awards are also available to students admitted to a graduate degree program at the UC.

NMC Student Government Association Scholarship— An award of \$500 to a student with a 3.0 grade point average in UC classes who is officially admitted to a bachelor's degree program and is a resident of Antrim, Benzie, Grand Traverse, Kalkaska or Leelanau county. Financial need will be considered.

NMC and UC Dual Enrollment Scholarship— An award of variable amount for a student taking at least three credits at NMC who is also admitted to a bachelor's degree program at UC. Demonstration of financial need and a grade point average of 3.0 are required.

Visual Communications

Don Agosa Scholarship— an award of approximately \$750 for a Native American student with a minimum 2.0 grade point average who is a resident of Michigan and is in the Visual Communications (Commercial Art) program.

Knorr Marketing Scholarship— applicants for this \$500 scholarship must have a grade point average of 3.0 or higher, be Visual Communications majors and be taking at least six credits. This award also entitles the recipient to an internship opportunity for 40 hours at Knorr Marketing in the academic year of award.

Additional Scholarships

Additional private donor scholarships are made available to NMC students by Grand Traverse area organizations which govern the rules and regulations for the awards. Applications are made directly to the organization.

Loans

Short-Term Loans

NMC may provide a short-term loan to a student who is in need of emergency funding to cover a portion of their on-campus expenses (tuition, fees, required books/supplies, or housing) providing evidence of repayment is documented. Students must be in good academic standing with a minimum 2.0 cumulative grade point average and be able to repay the loan within the same academic semester. This loan is interest free provided it is repaid by the due date (usually within 30-60 days); otherwise, a 6 percent interest rate will apply.

Sources of short-term loans are:

Great Lakes Maritime Revolving Loan Fund— cadets who are officially enrolled in the Academy can borrow funds to cover a portion of tuition/fees, books and required supplies, on/off-campus room/board or transportation costs. A written recommendation is required from a member of the GLMA Scholarship Committee and repayment is required within 90 days or the end of that respective semester, whichever comes first.

NMC Revolving Loan Fund— loans provided by NMC one week prior to final registration to assist students whose aid has not been awarded prior to the start of the semester.

Long-Term Loans

Federal Stafford Loan Program— Students may borrow up to \$2,625 as a dependent freshman, \$3,500 as a dependent sophomore with an aggregate loan maximum of \$23,000. A freshman student who is self-supporting may borrow up to \$6,625 and \$7,500 as a sophomore with an aggregate loan maximum of \$46,000 for undergraduate studies. The interest rate is variable annually. Applications for the subsidized and unsubsidized loan are available through the NMC Financial Aid Office.

Federal Parent Loan for Undergraduate Students (PLUS)— The parent(s) of a dependent student may borrow under this program for their child's educational expenses. The maximum per year is the cost of education minus any financial aid. The interest rate is variable annually. Contact the NMC Financial Aid Office for an application.

MI-Loan— This program is intended to provide students and their families an alternate source of loan funds to assist in meeting the costs of a college education. Students can borrow up to the difference between the cost of education and any other financial aid per year for a total of \$125,000. The interest rate varies annually. Students must apply for other financial aid first. Applications may be obtained in the NMC Financial Aid Office.

Student Employment

It is a policy at NMC that a student employee, whether or not on Federal Work-Study or on Michigan Work-Study, is a part-time employee who is enrolled (6 credits minimum) and regularly attending classes at NMC. The student's primary purpose for being at NMC must be to further his or her education.

Student employees are eligible to work twenty (20) hours per week during the semester and forty (40) hours per week during break. Student employees must be enrolled at least half-time (minimum of six (6) credits each semester, excluding summer semester when (1) one credit is required) in order to qualify for student employment. Any student employee who is no longer enrolled at NMC must be terminated from work.

It is recommended that students wishing employment on campus file for financial aid using the Free Application for Federal Student Aid (FAFSA) and should register with the Career and Employment Services office in the Osterlin Library, (231) 995-1041.

Federal Work-Study and Michigan Work Study Programs

Eligibility under these programs requires a student to have demonstrated financial need, be making satisfactory academic progress and be enrolled at least half-time. The basic pay rate is according to the NMC Student Assistant pay scale.

Veterans

Educational Benefits

The NMC Veterans Office is located in the Financial Aid Office to assist veterans in exploring financial aid opportunities, prepare requests for benefits, and provide certification of enrollment. Determination of VA educational benefits lies with the regional office in St. Louis, MO.

There are currently seven active categories of benefit programs under which veterans and eligible dependents are classified:

- Chapter 30—Montgomery G.I. Bill
- Chapter 31—VA Vocational Rehabilitation
- Chapter 32—Veterans Education Assistance Program
- Chapter 34/30—Vietnam Era Educational Program
- Chapter 35—Eligible Dependents and Survivors
- Chapter 106—Reservists - Montgomery G.I. Bill
- Michigan Veterans' Trust Fund

Disabled veterans approved under Chapter 31 will be given a waiver for tuition, fees and supplies. Those eligible for Michigan Veterans' Trust Fund will be given a waiver for tuition and fees. All others are required to make payment directly to the college by the required published final payment date.

The amount of veteran or dependent educational benefits varies according to the chapter of eligibility. Standard credit load requirements for determining rate-of-payment are:

- Full-timeminimum of 12 credit hours
- Three-quarter time.....9 to 11 credit hours
- Half-time.....6 to 8 credit hours
- Less than half-time.....1 to 5 credit hours; eligible for tuition and fee reimbursement only.

Check with the NMC VA representative for summer and partial semester credit load requirements: (231) 995-1057.

Responsibilities

1. Register for classes early. Certification can only be granted towards those courses required to satisfy degree requirements as indicated on VA form 1990, 1995, or 5490.
2. In order to receive educational benefits in a timely manner you must provide a copy of your schedule of courses **each** semester to the NMC Veterans Office for certification to the Regional Office in St. Louis, MO.
3. Report changes in address, phone number, number of dependents, and changes regarding eligibility to the NMC Veterans Office immediately.
4. Promptly inform the Veterans Office of any changes in your enrollment that would affect your benefits or program. If you reduce your course load, fail to attend, or withdraw from all classes, benefits will ordinarily be reduced or discontinued from the beginning of the semester, except in special circumstances.
5. Benefits can be paid for courses you are currently taking and that are required for your program.
6. Veterans and other eligible persons receiving educational benefits must conform to the College Regulations and Standards of Progress as specified by NMC. These Standards of Progress include academic achievement (maintain a 2.0 GPA) and attendance as well as standards of conduct.
7. A report will be made to the VA if unsatisfactory progress is made which may result in termination of VA benefits. A reinstatement of benefits may be possible only after the cause for unsatisfactory progress has been removed and there is a reasonable likelihood of academic success.
8. A veteran's eligibility for educational benefits expires ten years from the date of discharge from the last period of active duty.

Advance payment may be available to qualified veterans and dependents. Contact the NMC Veterans Office for details, Financial Aid Office, Tanis Building, (231) 995-1057.

Placement and Orientation

PLACEMENT ASSESSMENT FOR NEW STUDENTS

Once you have been admitted to NMC, you must complete the COMPASS Placement Test for reading, writing and math placement before registering in selected courses. COMPASS is given daily, Monday through Friday, in Career and Employment Services in the Osterlin Library. You will need to bring photo identification, your student identification number, and a calculator. COMPASS is not timed and is administered on the computer. Sample questions are available at: www.act.org/compass/index.html

A COMPASS resource manual is available for review in our office. In addition, you may find it helpful to refresh your skills by using the software available in the Center for Learning. Two programs, MultiMedia and Plato are especially good at sharpening skills you may not have used recently. For additional information, call (231) 995-1041.

ORIENTATION AND REGISTRATION FOR NEW STUDENTS

Orientation and Registration for new students is a convenient one-stop process. When students receive their acceptance letter to NMC, they also receive information about the special **Orientation and Registration** program that is designed to acquaint new students with the campus and to plan for the best schedule of classes to insure success at NMC. Part of the Orientation program includes a placement test which assesses skills in reading, writing, and math. Students will have an opportunity to discuss their test scores one-on-one with an advisor as well as discussing transfer possibilities and other pertinent course information. After selecting the best individual schedule, students then register for classes...all part of the one-stop Orientation and Registration program!

Records and Registration

Northwestern Michigan College provides a variety of opportunities for admitted students to register for academic classes. The Records and Registration office assists students with transcripts, graduation, grades, enrollment verification, national standardized testing information, and current student residency information. See Academic Policies beginning on page 46 for more details.

REGISTRATION

For your convenience NMC provides several ways to sign up for classes. Details for the various registration periods are published in the schedule of classes which is available on campus and online several weeks before registration begins. Choose the method of registration which best suits your needs.

- *Registration* begins several months before classes start and continues on a daily basis until the end of the session's add period. There are many sessions (early sessions, 15 week sessions, late sessions, etc.) so notice the start dates of your courses and be sure to register BEFORE the session begins. For best selection of classes, always register early.

Office Registration in the Records and Registration Office (Tanis Building).

Web Registration at NMC's Home Page: www.nmc.edu and select "Online/Web Registration" from the Quick Link box.

- *Final Registration* takes place in the Tanis Building a few days before the beginning of the main 15-week session (for fall/spring) or the 8-week session for the summer.

EARNING A SECOND ASSOCIATE DEGREE

A student may earn a second associate degree at NMC. Credits will be evaluated from one degree to the second degree, as applicable. See an advisor or counselor for more information. Both degrees can be earned at the same time.

CATALOG OF RECORD

When students enroll for academic credit at NMC, their graduation requirements are governed by the catalog in effect at the time of their enrollment. This changes

1. if a student is not enrolled for three or more consecutive semesters (excluding summer), or
2. the catalog is revised and a student wishes to follow the newer catalog.

When a student chooses not to enroll for three or more consecutive semesters (excluding summer), the student will be governed by the catalog in effect when he or she re-enrolls.

Graduation

APPLYING FOR GRADUATION

One semester before you anticipate completing the requirements for your degree or certificate program, fill out an "Application for Graduation." These are available in the Records and Registration Office on the main floor of the Tanis Building or print form from online at NMC's Home Page: www.nmc.edu/records and select "Applying for Graduation." A graduation fee is paid in the Cashier's Office when the application is completed.

Those participating in the graduation ceremony need to contact the NMC Bookstore, in the lower level of West Hall, to order caps and gowns.

GRADUATION

Graduation from NMC signifies that the student has achieved the educational objectives of the curriculum. Students must complete all degree requirements and achieve an overall grade point average of 2.0. We strongly encourage graduates to participate in the Commencement Ceremony so they can be recognized for their achievements. This also gives the graduate a time to thank the family and friends whose support made the accomplishment possible. Applying for graduation is a simple process. Application for graduation should be made at least one semester prior to the semester of graduation. Please see page 30.

GRADUATION WITH HONORS

Students who have completed all the requirements for their degree, based on their specific program of study, and who have achieved an overall grade point average of between 3.5 and 4.0 graduate with honors. The following categories are recognized:

3.50 - 3.75 = With Honor

3.76 - 3.90 = With High Honor

3.91 - 4.00 = With Highest Honor

Students who have completed all the requirements for their certificate and have achieved an overall grade point average of between 3.5 and 4.0 graduate with outstanding performance.

HONORS CONVOCATION

At the close of the academic year, NMC holds its annual Honors Convocation for the purpose of recognizing outstanding students. This ceremony for exemplary students and their families is sponsored by NMC faculty and provides the opportunity to present the Departmental Awards, Divisional Scholarships, Honors Scholarships and Adult Student of the Year Award.

Academic Policies

Northwestern Michigan College is committed to open access to higher education for the citizens of our service area and to the academic success of our students. Our intent is to offer support and remediation for students who are considered at risk of academic failure.

Attendance

Attendance is critical to student academic progress at Northwestern Michigan College. Even though attendance expectations may differ from course to course, students are expected to be present, prepared, and be active participants in their classes. Students will receive a written attendance policy from the instructor at the first class meeting. A student who is repeatedly absent from class without good reason may be withdrawn from the course by the instructor.

Credit for Prior Learning

Students who have achieved competency in certain skill or course work areas may receive credit for classes or waivers of prerequisite classes. This competency could be gained through life, work, or military experience; vocational training at an area vocational, career or skill center; or completion of high school advanced placement courses. Assessment of proficiencies may be demonstrated in a variety of ways.

The following options are available to students:

- AP (Advanced Placement) credit achieved through high school courses;
- CLEP (College Level Examination Program);
- ACE (American Council on Education) for veterans;
- Competency Assessment in some NMC courses;
- Course waiver;
- Articulation credit for work at the Traverse Bay Area Career Tech Center

Students who wish to pursue credit or waivers for competencies should contact the NMC Registrar in the Records and Registration Office, Tanis Building. www.nmc.edu/records

Credit Equivalences

An associate degree requires a minimum of 64 semester credits, or 96 quarter credits. A bachelor's degree usually requires 120-128 semester credits, or 180-192 quarter credits. Thus, when credits are transferred from a college on the quarter system to a college on the semester system, a quarter credit is evaluated as two-thirds of a semester credit; for example, 30 quarter credits become 20 semester credits. No credits are "lost"; they are simply converted to a different unit. This may result, however, in some fractional credits. It is advisable to get complete transfer information from a counselor.

Adding Classes

Significant academic work begins with the first class session. Therefore we support student success by limiting late entry into classes. After the second day of the semester, even though the Drop/Add period is still in progress, registered students must have instructor or academic chair permission to add a class. New students who wish to register for a class during the Drop/Add period after the second day of the semester may need permission from a counselor and must have permission from the instructor or academic chair. Students are responsible for making up any work missed. Students are encouraged to register on time and will find a partial listing of registration dates including the final day to register and the drop and add times in the schedule of classes that is published before each semester begins. A complete listing is found at www.nmc.edu/records/dates

Dropping Classes

Students must officially drop classes during the designated dates listed in the semester schedule of classes or on the NMC web site at www.nmc.edu/records (select "Calendar Dates" from lower left column) to obtain any refund or prevent receiving a grade at the end of the semester.

- Students dropping ALL of their schedule must either complete an enrollment form in the Records & Registration Office, or mail or fax (231) 995-1570 a letter to the Records Office. Include name, NMC ID or social security number, semester and their signature. The date the letter is received is the official date of the withdrawal. Courses may also be dropped during the drop without record period on the NMC web site if there are no holds on the student's records.
- Students dropping PART of their schedule may do so in the Records & Registration Office, or on the NMC web site if no holds are present.

Traditional courses can be **dropped without record** through the add period of the session that the course is offered. Courses dropped after the add period and before the last ten percent of the session will be **drop with record**. A grade or "W" (Withdrawn) will be assigned. This grade will not affect the NMC grade point average. The instructor's signature is required only for the OPEN (self-paced) courses where the coordinator will calculate status of the course (with/without record, refunds, etc.) It is the student's responsibility to notify their instructor(s) of the drop and be aware of any financial obligations.

Students on financial aid are advised that dropping classes may affect financial aid. Contact the Financial Aid Office if you have any questions. Students dropping all their classes will be subject to the Federal Title IV Funds Policy.

The Add and Drop policies are subject to change. View any updates online at:

www.nmc.edu/records/policies/adding-classes.html or www.nmc.edu/records/policies/dropping-classes.html

GRADES

Grading System

The following are standard grades at NMC:

4.0	outstanding
3.5	excellent
3.0	good
2.5	above average
2.0	average
1.5	below average
1.0	deficient
0.0	failed
S	satisfactory
U	unsatisfactory
I	incomplete
W	withdrawn
FA	failed to attend
AU	audit

“**S/U**” (satisfactory/unsatisfactory) may be given to designate the level of performance in courses which evaluate completion of specified competencies. (For designated courses only)

“**I**” (incomplete) may be given at the discretion of the instructor if it is believed that the student has a valid reason for not having completed the course work and can fulfill the requirements of the course during the next semester.

An incomplete not made up by the end of the next semester automatically becomes a 0.0. Incompletes may be extended one additional semester at the discretion of the instructor.

“**W**” (withdrawn) will be given to the student who officially withdraws from the class after the add period and before the last ten percent of the session.

“**FA**” (failed to attend)—may be given if a student registered for a course but never attended and did not officially drop. FA will not affect a student’s GPA.

“**AU**” (audit) can be issued at the time of registration upon full payment of tuition and fees if a student wishes to attend a class without receiving college academic credit or a grade. Changing from “credit” to “audit” may take place up to approximately 50 percent of the academic session. Changing from “audit” to “credit” must be completed during the add period. Dates are listed in the schedule of classes and online.

Online dates can be found at: www.nmc.edu/records/dates

Note: Students in OPEN courses (self-paced) may receive an “IP” notation on their report card if their course is still in progress.

Good Standing

Students are considered to be in academic good standing when they have a minimum overall grade point average of 2.0.

Grade Point Average

Grade point average (GPA) is a weighted average of grades. A grade for a course is multiplied by the credit hours for that course to obtain “points.” Total points are then divided by total credit hours to determine the grade point average. The semester GPA is the weighted grade point average.

For example:

Credits	Grade	Points
3	x 4.0	= 12
<u>5</u>	<u>x</u> 2.0	<u>= 10</u>
8		22 divided by 8 = 2.75 GPA

For questions, contact the Records Office at (231) 995-1053.

When a course is repeated, both the most recent grade and the previous grade will appear on the transcript (official academic record). However, only the last grade will be counted in the NMC cumulative grade point average.

Grades of S, U, I, W, FA, and AU are not used in the computation of grade point averages. (Some colleges will count WFs as 0.0. Consult with the Counseling Center if this concerns you.)

Grade Point Re-evaluation

Northwestern Michigan College offers enrolled students an opportunity to improve upon a cumulative grade point average by repeating a course or courses, or by petitioning for a grade point re-evaluation under special circumstances. These options provide a student with the opportunity to achieve a cumulative grade point average that is truly representative of his or her capabilities. A student who wishes to pursue this option may call the Counseling Center for petitions and further information: (231) 995-1040. A student may exercise this option once. Transfer institutions may or may not recognize GPA re-evaluation.

ACADEMIC PROBATION

Any student whose cumulative grade point average is below a 2.0 is considered academically at risk and will be placed on academic probation. The purpose of academic probation is to assure careful academic planning and referral to support services while the student attempts to improve his or her academic record.

Support and Intervention for Students on Academic Probation

Any student who is on probation must meet with a counselor or academic advisor prior to registering for any semester or session until the status of probation is removed. This enables the student to build a realistic academic program and receive appropriate referrals to supportive services that afford the maximum possibility for success. Students who are on probation may not take more than 12 semester credits during fall/spring semester, or six credits during the summer session. Students may take 13 credits with written permission from an academic advisor, with documentation of a plan for achieving academic success. The status of academic probation is removed when the student’s cumulative grade point average becomes 2.0 or higher.

ACADEMIC SUSPENSION

When a student has been on probation for two semesters and is unable to maintain a current grade point average of 2.0 or higher, that student will be suspended from academic enrollment for a period of one semester of the regular academic year. The official transcript will reflect this action. A student may appeal academic suspension to the Registrar in writing.

Reinstatement Following Academic Suspension

A student who has been academically suspended is encouraged to petition the Registrar for reinstatement when the waiting period is over if he/she feels that sufficient changes have occurred to enable academic success. This petition must be made in writing at least two weeks prior to the beginning of the semester for which the student is seeking re-entry.

MID-SEMESTER PROGRESS REPORT

Learning is dependent upon regular feedback regarding student performance. Students and instructors are both responsible for this communication. Students achieving less than a 2.0 in any 15-week class may receive written notification by the midpoint of the academic session encouraging them to contact their instructor.

REPEATING COURSES

Northwestern Michigan College offers enrolled students an opportunity to improve upon a cumulative grade point average by repeating a course or courses. All courses and grades will appear on the transcript (official academic record); however, only the last grade will be counted in the cumulative grade point average. Most courses at NMC can be taken a maximum of three times. Exceptions are activity classes in physical education, and applied art and music. Appeals can be made in writing to the Registrar.

TRANSCRIPTS

Students who plan to attend another college or university will need to send an official transcript of their academic record to that college. A transcript is a list of the academic courses a student has taken at NMC and the grades earned. Your **official** transcript will be sent to colleges or employers upon written request. If you request the transcript be sent to you, it will be **unofficial**. Each request should include (1) your name, permanent address, and NMC ID or social security number, (2) the name and address where the transcript is to be mailed, (3) your signature, and (4) \$2.00 for each transcript requested. The request may be made in person, by mail, or by FAX. Requests made by FAX (231) 995-1570 will be honored if included in the letter is your charge card number (Visa, MasterCard or Discover) and expiration date to cover the transcript fee. Transcripts can be faxed to a third party for \$6.00. To protect the confidentiality of the student, telephone requests cannot be honored. You may also obtain a **student** copy of your transcript. The official transcript has an embossed stamp and the student transcript does not. Both the official and student transcript fee is \$2.00. Transcript requests can be completed only if all fees and obligations to NMC have been fulfilled.

Current students may also view their transcript on the NMC web site at www.nmc.edu/webregistration
Login to the *secure area*.

TRANSFER INFORMATION

If you are planning to transfer to another institution, you should:

- 1) Speak with a NMC counselor or academic advisor.
- 2) Review the transfer guide for the program you wish to enter.
- 3) Visit with a representative of the institution early in your education.

The NMC Counseling Center has catalogs and transfer guides from most Michigan colleges and universities. Representatives of Michigan colleges and universities visit the NMC campus each fall and spring to discuss transfer requirements. It is in your best interest to visit four-year colleges and universities early to facilitate the transfer process. Transfer guides are also available online at: www.nmc.edu/counseling/transfer



Reach for Academic Support

Osterlin Library

Get better grades. Find great information in less time!

Step 1: Visit the Mark & Helen Osterlin Library
(in person or online www.nmc.edu/library)

Step 2: Ask a librarian for help (we are happy to share our power searching techniques with you!)

Digital or Print—We've got it: books, journals, newspapers, government documents, e-books, e-journals. The amazing number of electronic information databases to which we subscribe on your behalf extends your information reach far and beyond our fine walls.

As a bonus, course reserves can be picked up at the library service desk for in-library use. We offer ample study space and plenty of help from our friendly staff. We couldn't be more ready to help.

With all the ways to reach us, there is no excuse not to use us:
(231) 995-1540 is our reference desk
(231) 995-1040 is our service desk
library@nmc.edu is our email address
www.nmc.edu/library is our website

Feel free to visit us the old fashioned way—come into the library!

Note: This is not a limited time offer, but don't waste time before contacting us. Customer testimonials of our excellent service are available upon request.

Center for Learning

The Center for Learning provides a variety of academic support services—with current technology and a professional staff which is available 70 hours per week. The Center is located on the main floor at the back of the Osterlin Library. Some services and resources include:

Academic Skills Improvement

- Small group workshops
- Skill-building in reading, writing, math, (all levels)
- Textbook software
- Personal skill development, including study skills and time management

Computer Applications

- Specialty software such as AutoCAD, Nursing, Dental Assisting, Graphics, etc.
- Internet access
- Multiple word processing programs
- Career and scholarship exploration software

In Addition

- OPEN Learning classes, self-paced, often computer-based
- Scanner and digital camera access
- Testing

For more information, stop into the Center for Learning or call (231) 995-2134, or visit our website: www.nmc.centerforlearning.

Tutoring and Support Services

- Tutoring: The Tutorial Program offers workshops, group, and drop-in tutoring. Tutors are available in many NMC courses to supplement the material covered in class (231) 995-1138.
- Support Services: Services available to students with documented disabilities include: academic advising, classroom accommodations, and testing modifications. Call (231) 995-1929, 995-1139, 995-1038tty.

Tutoring and Support Services are located on the main floor of the Osterlin Library. NMC strives to insure that students are valued and respected regardless of ethnicity, race, religion, age, gender, sexual orientation, or disability.

Computer Labs

Equipment and locations:

- Pentium computers with Windows
Beckett Building, Rm. 204, (231) 995-1068, 1069
Center for Learning, Osterlin Library, (231) 995-2134
M-TECSM Rm. 206, (231) 995-2000
- Macintosh
Beckett Building, Rm. 204, (231) 995-1068, 1069
Center for Learning in Library, (231) 995-2134
Fine Arts Building, FA 120, (231) 995-1325

Writing Center

When you visit the Writing Center, peer editors or “readers” will carefully read your paper and analyze its content, organization, mechanics, and evidence. You will receive a summary of the strengths of your paper and suggestions on what you might do to improve it. You may also request a conference with the reader to exchange ideas about writing in a more effective manner. Readers are students from all areas of study who have had success in writing. The Writing Center is **free** and is located in Scholars Hall, Room 221; (231) 995-1189.

Bridge Program

The NMC Bridge Program is designed to help non-traditional adult students make the transition into higher education while preparing them for today's workplace. Thus, the program is comprised of intensive hands-on skill building in communication (writing, speaking, listening), computers, and mathematics in a group setting.

Located at the NMC Michigan Technical Education CenterSM (M-TECSM), the Bridge experience also features job shadowing, employability activities, and a career development process. There is help with financial aid and problem-solving for daycare, transportation and housing for adult students. The 12-credit trio of classes meets two days a week during the 15-week semester, and there is a 9-credit night program too. For more information, call (231) 995-1971.

Career Planning and Placement

Confused about your career direction? Career and Employment Services can help you clarify your career path!

- Take the Myers-Briggs Type Indicator to determine what careers most suit your personality;
- Use the Strong Interest Inventory to compare your interests to people already working in different careers.
- Identify what you like to do and what's important to you with our skills and values card sort instrument;
- Use easy, informative software programs to research careers or explore websites that we provide for a variety of career exploration options.
- Enroll in Career Exploration and Planning PSY 100, a one-credit elective course, that includes all of the above and more!

Don't be confused; stop by Career and Employment Services in the library, phone (231) 995-1041 or visit our website at <http://www.nmc.edu/careers/>

EMPLOYMENT OPPORTUNITIES

Looking for a job? Current lists of available jobs are posted on Main Campus (library). A complete list of employment opportunities is available on the World Wide Web at: <http://www.nmc.edu/careers/joblist.htm>. You may also want to check this site for employees who are conducting interviews on campus.

Lists are updated regularly by Career and Employment Services. Students seeking on-campus employment may apply through Career and Employment Services in the library. Any student who is enrolled for a minimum of six NMC credits per semester is eligible for on-campus employment. Phone: (231) 995-1041 or visit our web site: <http://www.nmc.edu/careers>

EMPLOYABILITY SKILLS

NMC's Career and Employment Services can help you gain necessary job-search skills for locating part- or full-time work. You are assisted with resume and cover letter writing, interviewing techniques, and networking. Advice and assistance on these important skills may be obtained through workshops, seminars, individual appointments, and printed materials. If you are looking for employment as a student or when you graduate, you may be interested utilizing our services. Post your profile with us! Career and Employment Services is located in the Osterlin Library or call (231) 995-1041, or visit our web site: <http://www.nmc.edu/careers>

Counseling & Diversity Services

Visit Counseling and Diversity Services in our new location; Les Biederman Building, Rm. 104, or call (231) 995-1040, or visit www.nmc.edu/counseling.

ACADEMIC ADVISING

The Counseling Center is responsible for academic advising at NMC. First year students receive an academic advisor assignment during their first semester. Advisors, consisting of counselors, faculty and professional staff, assist students with career options, transfer possibilities, and course selections. Transfer students will find their advisor helpful in learning how to research transfer schools and how to utilize transfer guides, and planning the right courses to make a smooth transition to their next school. Students are encouraged to stay connected to an advisor throughout their time at NMC to ensure they are on the right track.

TRANSFER ADVISING

The Counseling Center staff has developed an extensive collection of web-based transfer guides for students planning to transfer to 4 year universities in Michigan. Students who follow transfer guides and team up with one of our advisors throughout their stay at NMC will have good information for a smooth transfer. If a transfer guide doesn't exist for a specific school or program, the counseling staff will assist in selecting appropriate courses. NMC also recommends that students personally contact the transfer institution they are considering for additional information and questions.

NMC invites students to visit our transfer web site to compare requirements at different schools. www.nmc.edu/counseling/transfer

CAREER COUNSELING

Students who are undecided about their career direction may benefit from career counseling and testing provided in the Counseling Center.

PERSONAL COUNSELING

Services for students include crisis intervention, personal counseling on a short-term basis, referral when necessary, and other services designed to help students resolve personal difficulties and acquire the skills, attitudes, and abilities that will enable them to take full advantage of their college experience. No fees are charged for counseling services.

DIVERSITY SERVICES

The Diversity Services Office strives to create cultural and ethnic awareness on campus by organizing student groups, hosting speakers, and co-sponsoring events in the community that include all students, staff and faculty. Services include support, advising, and financial aid information, including the Michigan Indian Tuition Waiver and the Michigan College and University Partnerships scholarship. Current students groups include: the NMC SKINS (Student Knowledge Increases Native Success), a mentoring program for Native American students by Native Americans; Spectrum (Gay, Lesbian, Bisexual and Straight students); and the International Student Group. For more information, call Lisa Blackford at (231) 995-1043. The Diversity Services Office is located in the Counseling Center in the Biederman Building.

Support For Excellence

ADULT STUDENT AWARD

Each spring, the NMC Barbecue Board names an “Adult Student of the Year” who is recognized at Honors Convocation and presented with a cash award. The “Adult Student of the Year” is someone who is at least 30 years old; has demonstrated academic performance over time; has a record of academic excellence; has achieved success along with fulfilling family, job, and community responsibilities; and has achieved a degree or is near completion. Candidates for this award are nominated by NMC faculty and staff.

DEAN’S LIST

Students who have achieved a semester grade point average (GPA) of 3.5 or higher qualify for the Dean’s List. Each full-time student receives a congratulatory letter from the Vice President for Educational Services. Full-time students who complete their semester with a 3.5 or higher GPA without receiving any incomplete grades will have their names sent to the local newspapers for recognition. Full-time and part-time students who complete their semester with a 3.5 or higher GPA without receiving any incomplete grades will have their names listed in the lobby between the Les Biederman and Preston Tanis Buildings.

DEPARTMENTAL AWARDS

At the end of the academic year, each academic department at NMC may select a student for a Departmental Award. Awards are presented to students with high academic achievement who also demonstrate a strong personal commitment to education and exemplify the characteristics necessary for future success in their field. Students are recognized with a certificate and gift at the annual Honors Convocation.

DIVISIONAL SCHOLARSHIPS

Each year, NMC’s academic areas may award Divisional Scholarships to students who will be returning to NMC and have achieved a minimum of a 3.0 grade point average in their first 20 semester credits at NMC. These scholarships are based on academic excellence and, in combination with other financial aid for which the student is eligible, may provide one year of tuition expenses.

FACULTY EXCELLENCE AWARDS

Each year at commencement, NMC honors two instructors for teaching excellence. The Imogene Wise Faculty Excellence Award recognizes a career-plan faculty member and the Adjunct Faculty Excellence Award recognizes an adjunct faculty member.

Students are invited to nominate instructors for these awards, as are other faculty, staff, and community members.

The criteria are:

- Teaching Effectiveness
- Rapport with Students
- Innovative and Interesting Approaches
- Sense of Dedication

Nomination forms are available during fall and spring semesters in various locations on campus, including the Educational Services Office in the lower level of the Tanis Building, and on the web at: www.nmc.edu/cie/awards

For more information, contact the Center for Instructional Excellence at (231) 995-1155.

Upward Bound

Upward Bound, funded by the U.S. Department of Education, is a college-preparation program which began at NMC in 1989 and serves 67 students from grades 9-12 in Traverse City and Suttons Bay schools. Student eligibility is determined by several factors, the most significant of which is that neither parent has received a four-year college degree. Another important criterion is the student’s commitment to pursue a college preparatory program in high school and to complete a college degree.

This year-round program offers weekly academic tutoring, study assistance, and contact with staff; college visits; cultural and personal enrichment activities; assistance in preparing admissions and financial aid papers; and career exploration. During the summer, students must be willing to attend a six-week residential program on the NMC campus which provides an intensive academic focus as well as career education to prepare students for college. Classes include: English, literature, lab science, math to pre-calculus, and foreign language.

Upward Bound is one of 772 programs nationally and one of 21 in Michigan. There is no cost for participants. For more information, call (231) 995-1395, or look us up on the World Wide Web: www.nmc.edu/upwardbound



Engage in Campus Life

Living on Campus

Residence Halls

Close, convenient, cost-efficient... fun! Northwestern Michigan College has two residence halls which offer a unique opportunity to live in a supportive, alcohol/drug-free community. More than just a place to eat and sleep, East and West Halls provide educational and social activities to promote your personal development. Up to 400 students live in the residence halls which are a great place to meet people and make new friends.

Residence Hall Policy

NMC requires first-year students who are under the age of 20 and not living with their parent or legal guardian to live in the residence halls.

Rooms

Rooms in both halls are in suite arrangements—two rooms connected by a bathroom to accommodate four students. Each room has two beds, two desks with chairs, and closets with drawer space. Basic cable service is available free in each room. Each building is equipped with a laundry room with washers and dryers. High-speed internet access is available for a nominal fee.

You have the option of living on a same-gender floor, a coed floor, or a smoke-free floor. If you are over the age of 22, we have a non-traditional floor. Housing is available during semester breaks if you need to stay on campus. An additional daily rate will be charged.

Meals

Special meal options are available to all residence hall students. Please contact the Housing Office for details: (231) 995-1400.

Activities

The Residence Hall Council and Resident Assistant staff plan a variety of events for residents. The Hall Council is part of the National Association of College and University Residence Halls (NACURH) which provides opportunities for leadership conferences and travel to other schools around the country.

If you like to make things happen, get involved with the Residence Hall Council.

Terms and Conditions of Occupancy

The NMC Housing Contract contains guidelines for residence hall living and is available to answer all your questions about occupancy, room assignments, and payment.

Residence Hall Handbook

Complete information about living in the residence halls is contained in the Residence Hall Handbook, "Community Living Expectations," including such topics as:

- Room assignments, guests, changes, repairs, and occupancy during breaks.
- Housing deposit, charge periods, refund schedule, and financial penalty.
- Food service, meal options, furniture, electrical appliances, pets.

- Rules and regulations, dismissals and contract appeals.
- Safety procedures, fire/emergency evacuations, fire alarms, firearms/weapons.
- Alcohol/Drug policy

Residence Hall Alcohol and Drug Policy

The residence halls have a very clear Alcohol and Drug Policy and a flagrant violation of that policy may result in immediate dismissal from the residence halls, suspension and/or expulsion from Northwestern Michigan College. This may occur on the first infraction of the Alcohol/Drug Policy.

The policy states: The manufacture, use or sale of alcohol, inhalants, and other drugs are prohibited in the residence halls and adjacent areas, including the athletic fields and parking lots. Alcohol containers and drug paraphernalia are also prohibited. These items will be confiscated by the Housing Staff when found. The residence halls are not a haven from the law; if a local, state or federal law has been violated, a law enforcement agency will be called. Similar guidelines apply for all campus buildings and grounds.

Northwestern Michigan College reserves the right to notify parents and/or legal guardians regarding Alcohol/Drug Policy violations. The complete policy and procedures are available in the Residence Hall "Community Living Expectations" or by calling the Housing Office at (231) 995-1400.

Campus Apartments

NMC has an apartment complex and these units house predominately families. Families can be married couples with or without children or single parents with children. One member of the family must be an enrolled student each semester for a minimum of eight credits.

Three units are one bedroom units, and thirty-two units are two bedroom units. Utilities are included in the rent with the exception of telephone and cable. Major appliances are provided.

A professional staff member oversees the daily operation of the complex and assists residents in planning activities to get acquainted with their neighbors.

For more information about the residence halls, apartments, and current costs, contact the Office of Housing/Student Activities. Phone: (231) 995-1400.

NON-DISCRIMINATION POLICY

NMC does not discriminate in admission, campus activities, education, employment, housing, public accommodation, or public service on the basis of age, color, disability, handicap, height, marital status, national origin, political affiliation, race, religion, gender, sexual orientation, veteran's status, or weight. No act of retaliation shall occur to any person making a charge, filing a complaint, testifying or participating in any discrimination investigation or proceeding.

Health Services

Student Health Services is located in Room 106 of the Les Biederman Building and can be reached by calling (231) 995-1255. A registered nurse is on duty during walk-in clinic hours Monday through Friday, 9 a.m. to 4 p.m., during the fall and spring semesters. Doctors are available by appointment. Referrals to campus and community resources are made if appropriate. Services include but are not limited to:

- Treatment of illness and injuries
- HIV/AIDS information and counseling
- Sexually Transmitted Infection testing and treatment
- Allergy injections
- Some immunizations
- Gynecological exams
- Tuberculosis testing
- Health information and counseling
- Student Health & Accident Insurance policy information

The General Fee paid by all students includes the services of the registered nurse and doctor, some medications, and a reduced fee for some lab tests.

In case of illness or injury requiring hospitalization, the use of outpatient facilities, or private physicians' visits, students are responsible for the charges through personal insurance coverage or direct payment.

All medical records are strictly confidential and are kept for ten years from date of last visit.

HEALTH AND ACCIDENT INSURANCE

All students are eligible to enroll in a low-cost health insurance policy through the college. Information and claim forms are available fall and spring semesters at the Student Health Services Office, Room 106, Les Biederman Building, (231) 995-1255.

Student Government Association

The NMC Student Government Association is comprised of students who represent the student body. They meet every Wednesday afternoon in West Hall. Each academic discipline appoints a representative, and the student body elects three first-year and three second-year students each year to complete the board. SGA is funded by the student activity fee and is responsible for providing a well-rounded program of activities and events. SGA members represent the student body on several college committees. The SGA Constitution is included in the Student Handbook portion of this catalog. The SGA office is located in the Student Center of West Hall. Phone: (231) 995-1535 or (231) 995-1400.

Honors, Phi Theta Kappa

HONORS PROGRAM

To enable students to challenge themselves, Northwestern Michigan College has established an Honors Program. The purpose of the program is to allow students to enhance learning. The Honors Program consists of two options: one, a formal and rigorous two-year program which results in graduation from the Honors Program and two, "individualization" of course content for a single course or group of courses for honors credit. At commencement, Honors Program graduates are recognized; they must have a minimum cumulative GPA of 3.5 and at least 16 semester credits in designated honors courses on their transcript. At graduation the following categories are recognized:

3.50 - 3.75 = With Honor, Honors Program Graduate

3.76 - 3.90 = With High Honor, Honors Program Graduate

3.91 - 4.00 = With Highest Honor, Honors Program Graduate

The Honors Program also sponsors a range of events, seminars, contests, scholarships, field trips and opportunities for study abroad. For information about the Honors Program, call (231) 995-1228.

PHI THETA KAPPA

Phi Theta Kappa is the internationally recognized honor society for two-year institutions of higher education. Admission is by invitation and is based on completion of 12 semester credit hours toward a degree with at least a 3.5 GPA. The hallmarks of the society are scholarship, leadership, service and fellowship. Phi Theta Kappans are involved in many activities centered around these hallmarks. The service hallmark includes hosting a school supply, canned food or clothing drive, providing goody bags to the pediatric floor at Munson Hospital, reading with and tutoring elementary school children and supporting various charity fundraisers. The scholarship hallmark involves an in depth study of the honor's topic which for the 2004-2005 school year will be "Pop Culture: Shaping and Reflecting Who We Are." Phi Theta Kappa co-sponsors a Focus on Faculty series of lectures on the Honor's Topic and also explores the topic through movies and discussions. Leadership activities may involve being an officer in the chapter or providing leadership to other campus/community organizations. Fellowship provides an opportunity to get together with other Phi Theta Kappans. There are opportunities for travel both in the state to three regional conferences and the annual international conference held each spring in different parts of the country.

Phi Theta Kappa members wear a gold stole and tassel with their cap and gown at commencement in recognition of their academic achievement. For information on Phi Theta Kappa, contact Kari Kahler, (231) 995-1228 or kkahler@nmc.edu.

Clubs & Organizations

STUDENT MEDIA

NMC Magazine

The magazine is published one or two times a year on campus and contains essays, poetry, short stories, illustrations, and photography by NMC students and staff. It is compiled, edited, and published by student volunteers and is a wonderful experience for anyone interested in learning about publication or expressing their creativity. The office is in the lower level of West Hall. Phone: (231) 995-1252.

White Pine Press

This award-winning student newspaper is published bi-weekly. Students with an interest in journalism, photography, graphic design, illustration, advertising, or business management can get excellent hands-on experience. The office is in the lower level of West Hall. Phone: (231) 995-1173.

WNMC

Interested in radio broadcasting? WNMC-FM is a volunteer radio station that invites students and community members to take part in both on-air and production opportunities. We provide technical training for all volunteers. For additional information and to arrange a tour of this facility, call (231) 995-2562.

VOLUNTEER OPPORTUNITIES

Volunteering is an important way for students to enhance their learning, build a resumé, and feel the satisfaction of contributing something to the college or the community. There are many ways to serve, from environmental projects to human service experiences. Students may count up to four credits of volunteer time toward degree requirements, or they may participate without credits. For additional information, contact the Service Learning Coordinator at (231) 995-1294, by e-mail at landerso@nmc.edu or www.nmc.edu/socialscience/service-learning

NMC also operates a satellite center for the United Way Volunteer Services; you may visit Career and Employment Services in the Osterlin Library, call (231) 995-1041 or visit our web site at <http://www.nmc.edu/careers>

CLUBS AND ORGANIZATIONS

To officially register a club or organization on campus, stop by the Housing/Student Activities Office in East Hall.

To form a new group you must:

- 1) establish a purpose and constitution that does not discriminate against any student who may wish to participate;
- 2) have a faculty or staff advisor;
- 3) complete an application to be recognized as a student organization;
- 4) and update your club's status on an annual basis by informing the Student Activities Office (231) 995-1408 regarding club officers and contact telephone numbers.

Some of the student organizations available on campus are: Student Government, Residence Hall Council, Phi Theta Kappa, Society for Professional Engineers, Campus Greens, Propeller Club, Society of Naval Association Maritime Engineers (SNAME), Women's Maritime Organization, Botany Club, Law Enforcement Club, Spectrum, Diverse Student Body Group, and The Native American Student Group.

CAMPUS MINISTRY

The NMC Campus Ministry program is an ecumenical community where faith, friendship and learning meet. It is sponsored by both local and regional churches, and by charitable organizations. The Director of Campus Ministry coordinates a weekly, student-led gathering of music, prayer and Bible discussion. Individual appointments are also available. Service projects (such as Habitat for Humanity, food shelters, assisting shut-ins, acts of care on campus), mission trips and retreats are also coordinated through the Campus Ministry Office. For more information, call (231) 995-1555.

MUSIC

NMC provides a rich opportunity for college students to participate in a wide variety of performing ensembles based on the student's background regardless of experience. Students with backgrounds in instrumental music from high school may participate in the NMC Concert Band and/or Traverse Symphony Orchestra (through an audition process). For students with interests in jazz or contemporary or classical guitar studies, there is the Jazz Lab Band, small jazz combos and ensembles for contemporary and classical guitar. Students with backgrounds in choral music have three opportunities for participation: the NMC Chamber Singers, the NMC Grand Traverse Chorale and the NMC Vocal Jazz Ensemble.

The choral groups and instrumental ensembles are considered courses which may be taken for elective credit and are readily transferable to four-year institutions. The ensembles provide a showcase for the talent on NMC's campus with performances in the community and beyond. For more information regarding participation in music at NMC, call the Humanities Office at (231) 995-1325.

THEATER

The NMC PLAYERS perform works from classical and contemporary theater during Fall and Spring Semester on the NMC campus. Participants are expected to enroll in "Play Production" (THR 211, 212, 213, 214) during that semester. "Play Production" is offered for academic credit or as a non-credit offering through the NMC Extended Educational Services Division. Information on play selection and audition dates is available by calling (231) 995-1174.

SUPPORT GROUPS

The Office of Student Activities coordinates a variety of support groups for students. Alcoholics Anonymous and other groups are held on request. If a group is not meeting on campus, community resources are available. Phone: (231) 995-1400.

Sports, Health & Fitness

RECREATION AND INTRAMURAL SPORTS

Intramural Sports are a series of leagues formed to provide fun competition between NMC students. Fall traditionally means co-ed softball and football games. During the winter, leagues move inside for floor hockey, co-ed indoor soccer, and co-ed basketball. After spring break is co-ed volleyball. For more information, call (231) 995-1198.

Open Recreation hours are scheduled throughout the year in the gymnasium for pick-up games of basketball, volleyball, and indoor soccer. Outdoor courts are available for basketball and sand volleyball. An athletic field has two softball diamonds and a football/soccer field. A frisbee/disc golf course surrounds the residence hall, athletic field and gymnasium.

SPORTS CLUBS

Most evenings the gym is filled with students learning Kuk Sool Won, Tae Kwon Do, Kuntaw, Aikido and Judo. NMC is recognized regionally for excellent instruction and successful competitions around the state.

NMC students have formed sports clubs in downhill skiing, rock climbing, sailing, and soccer. Any student wishing to start a sports club may do so through the Student Government Association (231) 995-1535. For more information, call the Physical Education Office at (231) 995-1198.

HEALTH and FITNESS CENTER

NMC's Health and Fitness Center offers Fitness Circuit conditioning to students and community members, promoting cardiovascular fitness, strength, flexibility, and weight control. The Center features Universal weight machines, exercise bicycles, variable speed escalator treadmills, Nordic Track, and stair climber machines. To use the Fitness Center, you can either register for the Fitness Circuit course or purchase a membership and attend the orientation session for training guidelines. Phone: (231) 995-1379.

International Students

INTERNATIONAL OPPORTUNITIES

NMC welcomes international students each year from all over the world. These students belong to an International Club which sponsors many social and cultural activities. This club is also open to interested American students. Contact the Admissions Office at (231) 995-1054.

Alumni

NMC ALUMNI ASSOCIATION

All NMC alumni are welcome to participate in the Alumni Association. This informal group meets in the Traverse City area for social activities and to assist with college projects. A newsletter for alumni and friends of NMC, the "Nor'Wester," is published twice a year. For more information about the NMC Alumni Association, contact the College Relations Office, Phone: (231) 995-1021.

Class Cancellations

INCLEMENT WEATHER POLICY

It is the policy of Northwestern Michigan College to maintain normal college operations on all regularly scheduled days, except in very rare cases when severe weather conditions prevent this.

It is further the policy of NMC to expect that each staff member and student will make his or her own determination concerning attendance on unfavorable travel days, based on personal judgments and the conditions of each unique situation.

Given unfavorable weather conditions, the college may choose to delay or close, in which case, the following actions will be taken:

- For daytime classes, a decision to delay the opening of the college or close entirely will be communicated by 6:00 a.m.
- For evening schedules, delays or closings will be announced by 3:00 p.m. There is a possibility that NMC would cancel all day classes and hold evening classes.
- If the college delays opening, students should report to class at the designated opening time. If a student's class begins before the designated opening time that class would be canceled unless one-hour of instruction remains after the designated opening time. Up-to-date information regarding class cancellations and college closures will be communicated on the 24-hour telephone line at (231) 995-1100.
- College delays or closures will be reported to area radio and television stations (a list of stations is available in the College Relations or Educational Services Offices), campus video monitors, Cable Channel 13, NMC's general information number (231) 995-1000, NMC's home page and website.
- For weekend academic courses the college closure/delay decision would first be enforced. If on the other hand, a faculty member determined he/she cannot make it to campus for their particular class, the faculty member teaching the weekend course, would update his/her voicemail greeting with the class cancellation information. Weekend students would then call their instructor's voicemail rather than the 24-hour telephone line.

CLASS CANCELLATIONS DUE TO INSTRUCTOR ABSENSE

In the event an instructor would need to cancel his/her weekday class, this information would be communicated continuously via the 24-hour telephone line at (231) 995-1100, campus video monitors, and NMC's website.

For weekend class cancellations, students would call their instructor's voicemail rather than the 24-hour telephone line.

