CLOSURE OF THE COLLEGE

Cancellation of classes due to severe weather is rare. Each student, however, must decide whether the conditions are safe to drive to and from the college. If a student decides not to attend classes due to inclement weather, it is the student’s responsibility to contact faculty to make up all missed work.

RADIO

<table>
<thead>
<tr>
<th>Station</th>
<th>Frequency</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>WNBZ</td>
<td>1240 AM</td>
<td>Saranac Lake</td>
</tr>
<tr>
<td>WYZY</td>
<td>106.5 FM</td>
<td>Saranac Lake</td>
</tr>
<tr>
<td>WLPW</td>
<td>105.5 AM</td>
<td>Lake Placid</td>
</tr>
<tr>
<td>WIRD</td>
<td>920 AM</td>
<td>Lake Placid</td>
</tr>
<tr>
<td>WSLP</td>
<td>93.3 FM</td>
<td>Lake Placid/ Saranac Lake/ Tupper Lake</td>
</tr>
<tr>
<td>WICY</td>
<td>1490 AM</td>
<td>Malone</td>
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NCPR – North Country Public Radio

TELEVISION

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<thead>
<tr>
<th>Channel</th>
<th>Location</th>
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</thead>
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<tr>
<td>WPTZ</td>
<td>Channel 5</td>
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</table>

ONLINE

<table>
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<tr>
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<th>Link</th>
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<tbody>
<tr>
<td>NCCC WEBSITE</td>
<td><a href="http://www.nccc.edu">www.nccc.edu</a></td>
</tr>
<tr>
<td>NCCC FACEBOOK</td>
<td><a href="http://www.facebook.com/northcountrycc">www.facebook.com/northcountrycc</a></td>
</tr>
<tr>
<td>NCCC TWITTER</td>
<td><a href="http://www.twitter.com/ncccnews">www.twitter.com/ncccnews</a></td>
</tr>
</tbody>
</table>
Welcome!

We are so pleased that you have decided to join North Country Community College. You will find that you have chosen a college that has time and time again demonstrated that our students are our first priority and the learning experience here is like no other place in higher education. Quite the claim you might think – but we believe you will find it to be true as you spend more time with us!

No matter where you originate from, you will find that entering this College will build confidence for you in ways you never imagined. If you are worried about achieving your academic goals, we can help you. If you are worried about meeting people and feeling connected, we have many ways for you to do so. If you want to make sure your coursework here prepares you for your goal of achieving a baccalaureate degree, we do that very well too – read on!

Our students tell us all the time that they value the incredible connection they have with our faculty. You are not a number here; as we are a small college with intimate class settings. Our faculty will sit down with you in their office or even for lunch and talk to you about how you can continue to be successful here. And they are so very knowledgeable about the choices you have (many you may not even know) when you are close to leaving us in the future. NCCC faculty are some of the best trained you will find anywhere in higher education and they care about one thing – your success! Another incredible claim, you might add – but we have a superb transfer rate of those graduates who choose to head off to the baccalaureate institutions of their choice. And what is even better, the faculty at our four year partners: SUNY Plattsburgh, SUNY Potsdam, and Clarkson University - often remark to our graduates and to us:

“We love your graduates; they are so prepared for upper division work.”

“Your students have more in-field experiences than our seniors!”

“NCCC graduates add so much to my classroom discussions; please send me more!”

They love NCCC graduates because our graduates receive outstanding instructions and training from our faculty. You may not know, but many of our students graduate and are immediately employed in their field of study. Employers also love our graduates because our training programs in the field, whether clinical or internships, are a form of hands-on-training that build professional competency and yes, professional confidence. Our unique learning laboratories can be found in our classrooms, in the field and in clinics, and even in our residence halls. You can learn about leadership, teamwork, communication, and conflict management by living and learning with other residents in our housing opportunities, out on the trail in a Wilderness Recreation Leadership class, or on a clinical rotation at a hospital. And most graduates will tell you it is here in college where we meet our friends for life. So, what are you waiting for? Make time to join a club, attend a student-sponsored event, live in a residence hall, or move out of your comfort zone in the classroom – you will grow as a result of “showing up” to get the most out of the NCCC experience.

It is quite a story! Some students might arrive here at North Country Community College feeling apprehensive about pursuing a degree. But all will leave feeling confident and each will be able to continue to pursue their goals. You will find your place at North Country Community College – a place where our employees help you make your dreams come true. So, join with the rest of us in our “Saints Nation” and make the most out of what we have to offer to you. If you work hard, and ask for help when needed, anything is possible!

All my best,

Dr. Steve Tyrell
President
The information contained herein is official as of September 2014. The Board of Trustees and Staff may extend, expand, change and possibly delete the course information, the tuition and fees schedules, or any other material included without notice. For information concerning changes, contact the Office of the Vice President for Academic Affairs.

North Country Community College adheres to the policy that no person is excluded from participating in, or is denied the benefit of, or is subject to discrimination under any education program or activity on the basis of race, color, creed, national origin, age, gender, sexual orientation, veteran status, or disability. Such policy includes, but is not limited to, all educational programs and activities or employment therein and/or admissions thereto.
MISSION STATEMENT
North Country Community College provides an exceptional learning and community building experience for all who seek it, challenging and supporting all individuals in their educational and personal growth.

ACCREDITATION
North Country Community College (NCCC) is accredited by the Commission on Higher Education of the Middle States Association of Colleges and Schools, 3624 Market Street, Philadelphia, PA 19104, (215) 662-5606, and by the University of the State of New York Board of Regents. The Commission on Higher Education is an institutional accrediting agency recognized by the U.S. Secretary of Education and the Commission on Recognition of Post-Secondary Accreditation. Documents describing the College’s accreditation and licensure may be reviewed by contacting the President’s Office.

VISION
North Country Community College will be a leader in higher education. We will provide a quality education that enhances opportunity, growth and success for our students and community.

VALUES
North Country Community College embraces the following values as guides to how we act, individually and collectively:
- Honest, open and timely communication
- Shared governance
- Mutual respect for diversity and individuality
- Accountability and integrity
- Openness to change
- Transparency
- Intellectual curiosity

STRATEGIC DIRECTIONS & GOALS

Direction I: Workforce & Economic Development/ Community Prosperity
- Offer educational opportunities that focus on employment needs and prepare individuals to be competitive in the workforce
- Seek input from community employers for course and program development
- Provide opportunity for dialogue with citizens of the community

Direction II: PK-16: Seamless Transition
- Continue and expand current partnerships with local school districts
- Expand and develop opportunities for interactions between college faculty, college staff, teachers, parents and administrators of local high school districts
- Create seamless pathways for higher education

Direction III: Global & Cultural Awareness
- Convey breadth of cultural richness in the world to the college community
- Provide students with work skills enabling them to succeed in global economic environment
- Explore opportunities for programs to bring students in touch with other cultures

Direction IV: Infrastructure: Technology & Facilities
- Manage resources effectively
- Ensure quality and appropriate technology for the college
- Provide an environment that supports students’ and staff success

Direction V: Student Success: Access/Excellence/ Effectiveness
- Ensure quality learning environments
- Provide pedagogies to enhance student learning
- Create mechanisms to measure student success

Direction VI: Sustainability
- Provide an environment for community enrichment
- Marshal and maximize resources to achieve efficiencies and sustainability

Direction VII: One College
- Recognize and support needs of staff
- Create an environment that is equitable among campuses
NCCC is constantly working to improve student learning, both in the disciplines and in general knowledge and skills that will enable students to be informed, productive citizens and lifelong learners who can adapt to a changing world. The faculty and staff have identified the following competencies that are important for all students to attain. NCCC uses a program of Assessment-Driven Knowledge to determine how successful we have been in cultivating these competencies in our students and to help us continuously improve the learning process.

<table>
<thead>
<tr>
<th>Critical, Constructive, &amp; Creative Thinking</th>
<th>Mathematical Competency</th>
<th>Communication</th>
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<tbody>
<tr>
<td>Students meeting this goal will demonstrate the following:</td>
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</tr>
<tr>
<td>• Ability to develop well-reasoned arguments</td>
<td>• Ability to use math skills to solve basic problems</td>
<td>• Ability to write in standardized English</td>
</tr>
<tr>
<td>• Ability to evaluate arguments</td>
<td>• Financial literacy</td>
<td>• Ability to speak effectively</td>
</tr>
<tr>
<td>• Analytical and problem-solving skills</td>
<td>• Social &amp; Cultural Literacy</td>
<td>• Ability to listen effectively</td>
</tr>
<tr>
<td>• Intuitive and imaginative processes</td>
<td>Students meeting this goal will demonstrate the following:</td>
<td>Information Literacy</td>
</tr>
<tr>
<td></td>
<td>• Knowledge, skills, and attitudes essential for communicating and cooperating effectively with people of diverse backgrounds</td>
<td>Students meeting this goal will demonstrate the following:</td>
</tr>
<tr>
<td></td>
<td>• Awareness of one’s own culture in comparison with other cultures and communities, within the United States and globally</td>
<td>• Ability to gather, analyze, and use information in various forms to accomplish a specific purpose</td>
</tr>
<tr>
<td></td>
<td>• Civic responsibility and leadership</td>
<td>• Technological fluency and understanding of the limits of technology</td>
</tr>
</tbody>
</table>

**NORTH COUNTRY COMMUNITY COLLEGE FOUNDATION**

The North Country Community College Foundation is dedicated to helping the College maintain and enhance the quality educational experiences offered to students and the community by providing financial and resource assistance.

As the philanthropic focal point for North Country Community College, the Foundation provides an opportunity for alumni, community residents, faculty, staff, visitors, and other interested parties to invest in the College, its students, and its future.

You can make a difference by supporting the College with a contribution to the Foundation. Contributions can take many forms, including outright gifts of cash or securities, life insurance, qualified retirement plans, bequests, tangible personal property, or other assets.

If you wish to discuss ways to support the College, please call the Foundation Office at (518) 354-5261. Thank you for your interest in making an impact on our students and the future of North Country Community College. The Foundation is governed by a volunteer Board of Directors and is a not-for-profit corporation (501(C)(3)). Contributions are tax deductible to the extent allowed by law.
ABOUT NCCC

NCCC CAMPUSES

The College has three campuses, which are located in Saranac Lake, Malone, and Ticonderoga, in Essex and Franklin Counties in Northern New York State. This allows the College to better serve the students of these geographically dispersed populations. NCCC has the largest service district of any New York State community college, responding to the educational needs of the people in a 3,500 square-mile area.

SARANAC LAKE CAMPUS

The Saranac Lake Campus is the main campus of North Country Community College, which houses the administrative offices of the college. Saranac Lake is split between the two sponsor counties of Essex and Franklin. There are eight individual buildings on the Saranac Lake campus.

Clermont Hall
Clermont Hall is dedicated to the study of nursing. Students enrolled in the Practical Nurse or Registered Nurse programs become acquainted with modern health-care techniques in a simulated lab and participate in seminars utilizing a teleconferencing classroom located in this facility. Nursing faculty offices are located within this complex. This building is named after June Clermont, the first nursing director at NCCC.

College Hall
This building houses the Enrollment Management and Financial Aid Offices. When Hodson Hall was the local hospital for Saranac Lake, College Hall was the residence hall for nursing students learning in the hospital.

The Connector
This facility connects Mulholland and McCormick Halls to allow movement between buildings without stepping outside. A complete wall of windows provides a magnificent view of the Adirondack Mountains for students relaxing in the lounge or enjoying a snack in the cafeteria.

Hodson Hall
Formerly the Saranac Lake General Hospital, Hodson Hall houses the college’s administrative, Business, Human Resources, Foundation, and Registrar’s offices. In addition, Radiologic Technology classrooms, Massage Therapy clinic, general classrooms, and faculty offices are located in this facility.

Essex Hall
Essex Hall is the library on the Saranac Lake Campus. The library houses a 60,000 volume circulating collection. Materials in this collection are available for check-out to NCCC students, faculty, and the community at all three campus libraries. Study carrels, casual seating, and computer enhanced study areas provide a comfortable environment for research and study. In addition, the Adirondack Collection is located in the Saranac Lake Campus Library containing special regional materials.

McCormick Hall
McCormick Hall is the primary classroom space for the Saranac Lake campus. The Learning Assistance Center and Office of Campus and Student Life are in this building, along with general classrooms and two computer labs.

Mulholland Hall
Mulholland Hall has four well-equipped science laboratories. The David W. Petty Lecture Hall, fully equipped with teleconferencing capabilities is housed in this building. Student government, faculty offices, and the College Store are also located in this building.
ABOUT NCCC

RESIDENCE HALLS
The North Country Community College Association provides college-sponsored student housing. The Essex, Franklin, High Peaks, and Saints Hall are available on a first-come, first served basis.

SPARKS ATHLETIC COMPLEX
This recreational facility includes a gymnasium, a weight training area, athletic training room, and a swimming pool. The gym floor is an all-purpose “Sports Tread” synthetic surface, and the bleachers can accommodate more than 800 spectators. The indoor, collegiate-sized pool is equipped with special lifts to allow disabled access.

The weight-training area has a room of free weights, as well as a room that contains some of the most advanced aerobic and variable resistance equipment, such as Universal and Nautilus. Adjacent to this building is a European-style athletic field surrounded by a “natural stadium” for use by spectators during athletic contests.

MALONE CAMPUS
Malone, New York is the seat of the Franklin County government as well as NCCC’s northern site. The campus is located on a 10-acre site on the Salmon River in the Village of Malone. This campus has three individual buildings. The official name of this campus is the Tulloch Campus.

MILLS BUILDING
This building houses the College Bookstore, a seating area for students to eat and an indoor veranda.

RESHETKINA HALL
Reshetkina Hall houses more general classrooms, the nursing lab classrooms, teleconferencing classrooms, a computer lab, and faculty offices.

BALLARD MILL
This building houses general classrooms, a computer lab, administrative and faculty offices, Learning Assistance Center, and the library. There is a casual seating area for students to use to relax in between classes. The art students exhibit their work on the stairwell. The view from the third floor offices looks out over the Salmon River. Behind this building is a hydro dam that generates electricity.

TICONDEROGA CAMPUS
The campus in southern Essex County occupies a building in historic downtown Ticonderoga. The building houses classrooms, a computer lab, a library, offices, biology and nursing labs, and student areas.
ADMISSIONS

CLASSIFICATION OF STUDENTS

MATRICULATED STUDENTS
Matriculated status is assigned to those students who have been accepted by the College into a degree or certificate program. A Full-Time student is enrolled in 12 or more credit hours per semester. A Part-Time student is enrolled for fewer than 12 credit hours per semester.

Students are further classified as follows:
- Freshman: fewer than 24 completed credit hours
- Sophomore: 24 or more completed credit hours

NON-MATRICULATED STUDENTS
Non-Matriculated status is assigned to those students who are not active candidates for a degree. This status may also be assigned to students whose previous high school and/or college record indicates achievement below the standards set for matriculation. All students must matriculate into a program after completing 24 credits of study unless permission is granted from the Vice President for Academic Affairs. Students age 16 or 17 may register with the consent and signature of a parent or guardian.

APPLICATION PROCEDURES

MATRICULATED STUDENTS
Complete and submit NCCC’s Application for Admission. Applications may be obtained directly from the Enrollment Management Office at P.O. Box 89, Saranac Lake, NY 12983, through the College website, www.nccc.edu, or by emailing Enrollment Management at admissions@nccc.edu.

Applicants must submit all official transcripts of previous academic work, i.e. high school transcript, GED, DD214, and/or college transcript(s) to the Enrollment Management Office.

The results of standardized tests such as the American College Test (ACT) or the Scholastic Achievement Test (SAT) may be submitted but are not a requirement for admission. Those planning to transfer to a four-year college should give attention to such examinations where necessary.

NON-MATRICULATED STUDENTS
Students not seeking a degree from NCCC may register for courses at the Registrar’s Office on a non-matriculated basis. The Registrar’s Office is available to assist students in establishing their educational goals and completing registration procedures. Upon the completion of 24 credits at the College, students will be required to matriculate into a program of study unless permission is granted from the Vice President for Academic Affairs. Students age 16 or 17 may register with the consent and signature of a parent or guardian.

Should a non-matriculated student desire to work toward a degree at a later date, he or she must apply to the Enrollment Management Office for admission. If the student is accepted to matriculated status, all related courses successfully completed will apply toward a degree.

ADMISSIONS POLICY

The College’s open rolling admissions policy seeks to be consistent with the purposes and philosophy of the College. With a high school or general equivalency diploma as a basic requirement, applicants will be admitted to a program offered by the College. Certain programs have special academic requirements, and the decision concerning admissions to these programs is based upon an evaluation of the applicant’s academic and/or special achievements to date. The final decision rests with the Enrollment Management Office, and alternate programs will be offered to those students who do not meet these special requirements.

Admission to North Country Community College is determined without regard to the applicant’s race, color, creed, national origin, age, sex, disability, sexual orientation, or marital status.

Residents from our sponsoring area of Essex and Franklin Counties are given priority for admission to all programs if their completed application is received by January 1st. Although sponsorship area residents are given priority in admissions, students from other areas are encouraged and welcomed to apply.
HOMESCHOOLED STUDENTS
STATE UNIVERSITY OF NEW YORK POLICY

Under New York State law, an institution of higher education may admit as matriculated students only persons who have a high school diploma or its recognized equivalent. Because of this requirement, the State University of New York has established a specific admissions policy for home-schooled students. The purpose of the policy is to ensure that home-schooled students are treated fairly, yet in accordance with the requirements of state and federal law. The policy set forth below deals exclusively with the criteria for eligibility to be considered as an applicant for admission to either a state-operated campus or a community college under the program of the State University of New York. Once eligibility for consideration is established, the applicant also must meet any campus-specific admissions requirements (i.e. high school grade point average, SAT I, ACT, SAT II scores, essay, letters of reference, extracurricular activities).

APPLICANTS BEYOND THE AGE OF COMPULSORY ATTENDANCE

Maximum compulsory school attendance age is reached when the student has completed the school year in which he or she turned 16 or such older maximum age as the board of education of the school district may designate for required school attendance pursuant to section 3205(3) of Education Law.

These home-schooled students will be eligible for further consideration as applicants for admission to matriculated status if they can provide either 1) a letter from the superintendent of the school district in which the student resides, attesting to the student’s completion of a program of home instruction meeting the requirements of Section 100.10 of the Regulations of the Commissioner of Education, or 2) a passing score on the general comprehensive exam (GED) for the state high school equivalency diploma (and the diploma itself when available). A student may take the GED test after one month of residence in the state.

APPLICANTS FROM OUT OF STATE WHO ARE UNDER THE AGE OF COMPULSORY ATTENDANCE

Home-schooled students under the age of compulsory attendance who are not residents of New York at the time of application will be eligible for further consideration as applicants for admission only if they provide a letter or other documentation from officials in the school district of their residence attesting to their completion of a program of home instruction meeting the requirements of the state of residence for the recognized equivalent of a high school diploma.

CORRESPONDENCE HIGH SCHOOL GRADUATES

The New York State Education Department does not recognize correspondence high schools as registered high schools. Applicants with high school diplomas from correspondence schools must earn a GED or complete the guidelines as laid out in the SUNY Policy for Homeschooled Students.
HIGH SCHOOL EQUIVALENCY DIPLOMA (GED)
An individual who has not graduated from high school or received a General Equivalency Diploma (GED) may apply to the New York State Education Department, Office of High School Equivalency Programs and GED Testing, for a GED by successfully completing twenty-four (24) credit hours of college course work and demonstrating satisfactory progress toward a degree. Six specific areas of distribution are required within the 24 credit hours. Interested parties should contact the Registrar’s Office or the Academic Affairs Office for further information.

Please note: Courses numbered below 100 (remedial), physical education, college skills or freshman seminar courses will not be accepted toward the twenty-four credits.

Forms for application to the State Education Department are available from the Registrar’s Office.

INTERNATIONAL ADMISSION
International students seeking admission to the College through the Student Exchange visitor Program (SEVP) must complete the following:

- North Country Community College Admission Application, available for online submission at www.nccc.edu
- Two copies of high school and/or university transcripts.
  - One transcript must be an original certified copy.
  - 2nd must be a certified English translation. In the case where English was the language of instruction, two copies of the transcript must be submitted.
- Financial statement of eligibility to pay.
  - This form must be filed and certified by a bank official.
  - Student must demonstrate access to $24,500 U.S. funds for first year of study. (* Dollar amount subject to change)
- Submission of TOEFL for students where English is not an official language or language of instruction.
  - Official TOEFL scores must be sent directly to North Country Community College from the Testing Agency. Student copies are not acceptable. English proficiency must be scored at 500 for the paper version, or a cumulative electronic score of 70, with no section scoring less than 17.

- Autobiographical essay
- English Proficiency Report
- Educational Data Form
- Copy of valid passport

JOINT ADMISSION PROGRAMS
North Country Community College offers to first-year NCCC students joint admission programs with at SUNY Potsdam and SUNY Plattsburgh.

Joint admission allows students the opportunity to complete two years at NCCC followed by enrollment as a junior at a joint admission institution. This program is ideal for students hesitant to begin their studies at a four-year college, or for those students who may not meet admission requirements at the participating four-year institution. The student is not required to re-apply at the joint admission institution once they have met NCCC’s admission and degree requirements. Students who wish to be jointly accepted to NCCC and another institution must declare their intentions prior to the end of the second semester of study at NCCC. Students interested in this program should contact the Enrollment Management Office.

CAMPUS VISIT
Prospective students and parents are encouraged to visit the College and speak with an Enrollment Management Counselor. Please call the Enrollment Management Office at 518-891-2915, call toll free at 1-888-TRY-NCCC (888-879-6222), or contact the office by email at admissions@nccc.edu to arrange an appointment.

PLACEMENT TESTING
North Country Community College adheres to a rolling open admissions policy. Admission to the College, however, does not automatically guarantee admission to a particular curriculum or program. All matriculated freshmen, and transfer students when necessary, will be tested in English and Mathematics to assure proper placement. Non-matriculated students will also need to take the placement test if they are interested in taking an English or mathematics class.
HEALTH-RELATED CAREER PROGRAMS

The Certificate in Practical Nursing (LPN), the Associate Degree in Nursing (Registered Nurse, RN), the Radiologic Technology and the Massage Therapy Programs are all competitive programs. Competitive admission programs are highly selective. Admission decisions are based on meeting the listed requirements and other considerations. Tiebreaker consideration will be given to those applicants who have submitted an application prior to December 15th of the year before they are seeking Fall admission.

More offers of admission are granted for the competitive programs than space is available. Only those students who have submitted an enrollment deposit prior to the class closing to further enrollment will be guaranteed a seat. This will be done on a first-come, first serve basis. All other students will be offered a position on a wait-list and their program changed to A.S. Health Sciences.

In order to register for the LPN, RN, Radiologic Technology Program, or Massage Therapy Program, a student must be in good academic standing. In the event that a student is accepted into one of these programs and is not in good academic standing, his/her acceptance will be withdrawn.

Please Note:
- Students who do not meet any one portion of the requirements will be granted admission into the A.S. Health Sciences degree and are encouraged to re-apply to the program once such requirement has been satisfied.
- Admission is highly competitive; meeting the minimum requirements does not guarantee admission to the program.
- Admission is limited based on available space.
- The Vice President for Enrollment Management reserves the right to deny admission to any person, whom he/she feels cannot successfully complete the program without prior course study.

All medical documentation and required certification must be on file in the Office of Campus and Student Life prior to the commencement of a semester. Failure to provide required information will lead to dismissal from the LPN, RN, Radiologic Technology, or Massage Therapy program.

ADMISSION TO MASSAGE THERAPY PROGRAM

The following minimum requirements will be considered for admission into the Massage Therapy program. Meeting these requirements will not guarantee admission to the program, which is highly competitive.

First Year Admissions:
- Completion of NYS/GED Diploma
- Completion of NYS high school Regents Biology, or equivalent, with a passing Regents score
- Completion of NYS Regents English II, or equivalent, with a passing Regents score
- Non-NYS graduates must have completed similar requirements at their previous institution

Transfer/Re-admit/Continuing Student Admission:
- Student must be in good academic standing at previous institution attended with a minimum GPA of 2.00/4.00 and meet the above requirements or their equivalent and have completed a college level human biology (4 credits, with a lab component), with a grade of 2.00 or greater.

ADMISSION TO NURSING PROGRAMS

Enrollment in the Practical Nursing Certificate (LPN) and Associate Degree Nursing (RN) programs is determined on an annual basis and requires all interested students to formally apply for admission each year. This includes students who have successfully completed an LPN program at NCCC as well as those denied admission from a previous year. All students who wish to be considered for the RN program must first complete an LPN Program. All applicants must be licensed as a Practical Nurse in the State of New York, or be enrolled in an LPN program in which students can complete NYS licensure prior to Fall enrollment.
Applicants for the RN program, who as students completed the LPN Certificate at NCCC after 2000, will have their grades from the prior NCCC experience used to determine acceptance into the RN program. Students that graduated prior to 2000 or who have graduated from another institution must take a comprehensive nursing exam, such as the NLN or HESI, to determine acceptance into the RN program. Students interested in taking a comprehensive exam must contact the Enrollment Management Office. There is a fee to take the exam.

**ADMISSION TO PRACTICAL NURSING PROGRAM (LPN)**

All students must meet the following minimum requirements for consideration. Meeting these requirements will not guarantee admission to the program, which is highly competitive.

First Year Admissions:
- Completion of NYS/GED Diploma
- Completion of NYS Regents Biology with passing Regents score of 80 or greater
- Completion of NYS Regents English II with a passing Regents score of 75 or greater
- Completion of NYS Regents Geometry or Algebra II/Trigonometry with a passing Regents score of 75 or greater
- Non-NYS graduates must have completed similar requirements at their previous institution. Out of state residents must score a minimum 450 Math and 450 Verbal on the SAT or 18 on Math and 18 on English portion of ACT

Transfer/Re-admit/Continuing Student Admission:
- Student must be in good academic standing at previous institution attended with a minimum GPA of 2.50 / 4.00 and meet the above requirements or their equivalent and have completed college level human biology (4 credits, with a lab component), with a grade of 2.75 or greater. A maximum of 17 credits may be transferred in toward the Certificate: Practical Nursing.

**ADMISSION TO ASSOCIATE DEGREE NURSING PROGRAM**

Students currently completing the Practical Nursing (LPN) program at NCCC may be granted conditional acceptance contingent upon successful completion of the Practical Nursing (LPN) program. Students required to take a competitive nursing exam will also receive conditional acceptance contingent on successful completion of the exam. Recent graduates of the NCCC LPN program must take the first possible LPN exam to ensure licensure prior to the fall semester of enrollment in the RN program. All potential students must have successfully completed all examinations prior to commencing the fall semester. Meeting these requirements will not guarantee admission to the program, which is highly competitive.

Students are expected to meet the following admission requirements prior to enrollment:

1. Successful completion of an accredited Practical Nurse (LPN) program.
2. Achieve a cumulative minimum of 2.5/4.0 in the following courses:
   - BIO 109 Human Biology
   - BIO 201 Microbiology
   - NUR 101 Nursing I
   - NUR 102 Introduction to Pharmacology
   - NUR 104 Nursing II
   - NUR 108 Pharmacology II
   - ENG 101 English Composition I
   - PSY 101 Introductory Psychology
   - PSY 202 Developmental Psychology
   - MAT 102 Math for Meds (or higher)
3. Have a cumulative GPA of 2.50/4.00 from a Practical Nurse (LPN) program.
The following criteria are used to determine admission to the program:

- Successful completion of a State-approved practical nursing program. Completion of the practical nursing course of study DOES NOT ASSURE admission into the Associate Degree Registered Nursing (RN) Program;
- Recent NCCC graduates may be provisionally accepted until successful completion of a comprehensive nursing exam. Recent graduates of the NCCC Practical Nurse program must take the first possible LPN exam to ensure licensure prior to the Fall semester of enrollment in the Registered Nurse program. Successful completion of this exam must occur prior to the Fall semester entrance date and verified proof must be submitted to the Registrar’s Office of the College.
- BOCES/Vocational School Practical Nurse Students: Students who complete a BOCES Practical Nursing Program must successfully pass a comprehensive nursing exam for consideration into the Associate Degree Program. It is the student’s responsibility to register with the Enrollment Management Office at North Country Community College for this exam no later than April 1st, prior to the Fall Semester they plan on attending the College. Students who successfully pass a comprehensive nursing exam will be granted 16 credits to apply toward their degree at North County Community College. This exam will stand in lieu of Nursing I & II, Introduction to Pharmacology and Pharmacology II.
- A recent graduate must have proof of eligibility to take the NCLEX-PN and proof of application to take the NCLEX-PN to be licensed in the State of New York as a Practical Nurse.
- Any applicant who graduated from the NCCC Practical Nursing program or another LPN program five or more years prior to admission, must complete a comprehensive nursing exam prior to admission. It is the student’s responsibility to register with the Enrollment Management Office at North Country Community College for this exam no later than April 1, prior to the fall semester. There is a fee to sit for this exam.
- All students must have a signed copy of their Practical Nurse License on file at NCCC prior to the fall semester. Any student who does not have a license on file will not be registered for any nursing courses.

**ADMISSION TO RADIOLOGIC TECHNOLOGY PROGRAM**

All students must meet the following minimum requirements for consideration. Meeting these requirements will not guarantee admission to the program, which is highly competitive.

First Year Admissions:

- Completion of NYS/GED Diploma.
- Completion of NYS Regents Biology with passing Regents score of 85 or greater.
- Completion of NYS Regents English II with a passing Regents score of 80 or greater.
- Completion of NYS Regents Geometry or Algebra II/Trigonometry with a passing Regents score of 80 or greater.
- Non-NYS graduates must have completed similar requirements at their previous institution. Out of state residents must score a minimum 500 Math and 500 Verbal on the SAT or 20 on Math and 20 on English portion of ACT.
- Students may be required to complete a supplemental application and/or on-campus interview.

**APPEAL OF DENIAL OF ADMISSION TO ALLIED HEALTH PROGRAMS**

Final decision for admission to the Allied Health programs resides with the Vice President for Academic Affairs. The prospective student may choose to appeal the decision of the Vice President for Academic Affairs not to grant admission into a program. The student must submit a letter of appeal giving just cause that would reasonably and significantly alter the academic or professional credentials presented at the time of initial application. Only written appeals will be accepted. A student must submit a written appeal with supporting documents via USPS Mail, postmarked no later than 10 days from date of denial into the desired program.
The appeal should be addressed to:

Vice President for Academic Affairs  
North Country Community College  
Admission to Allied Health Programs  
P.O. Box 89  
23 Santanoni Avenue  
Saranac Lake, NY  12983

**RE-ADMISSION TO ALLIED HEALTH PROGRAMS**

Students who have received a "C-" or lower in either the theoretical or the clinical component of the Allied Health Programs, or who have withdrawn from program core course(s), may be able to receive consideration for re-admission to the program on a one-time only basis. Decisions for re-admission will be based on the same criteria as used for all applicants and the availability of space in the class. Due to the competitiveness of the program, students who were previously academically ineligible to continue in the program will normally have a five-year waiting period before being considered for re-admission.

All Allied Health Programs must be completed within three years of taking the first core course. In addition, applicants must submit documentation (orally and in writing) to the Enrollment Management Office explaining why the student should be allowed readmission into the Allied Health Program. In addition, students must formally reapply for admission into the program by completing an admission application.

**REGISTRATION**

**NEW STUDENTS**  
(INCLUDING TRANSFER STUDENTS)

Once you are accepted into a program of study here at NCCC, you will be contacted with dates for new student registration and orientation. You will need to stay in contact with the college’s Enrollment Office and Registrar’s Office to arrange for you to register for your first semester here at NCCC.

New student registrations are held at each campus in June, July, August, December and January. At this session, you will have the opportunity to register with a faculty advisor for classes and meet with members of the Business, Financial Aid, and Student Services offices. After registration day, please contact your advisor or the Registrar’s Office with any questions you may have in preparing for your first semester at NCCC.

**CONTINUING STUDENTS**

Matriculated students are assigned an academic advisor starting with their first semester at the college. Be aware if you change your program of study, your academic advisor may also change.

In November and April of each semester, we open registration for the next semester to continuing matriculated students. During this two week open registration time students will meet with their faculty advisor to register for the next semester. Advisors will also discuss degree completion and your potential future success at North Country and beyond.

**COURSE LOAD**

The typical course load carried by full-time students is 15-16 credit hours each semester. Students who carry 12 credit hours through the entire semester are considered full-time students. Students wishing to register for more than 18.5 credits require the permission of the Vice President for Academic Affairs. There is an additional fee for registering for more than 18.5 credits per semester.

**CHANGE IN PROGRAM OF STUDY**

A student who wishes to change their program of study must first discuss the matter with an academic advisor after being admitted by the Enrollment Management Office. Proper advisement and procedural instructions are described at that time. Such procedures culminate in official changes in the student’s records at the Registrar’s Office.
The Registrar’s Office is responsible for all student academic records, past and present. Besides student registration, the Registrar’s Office also builds the semester schedule of courses, processes transcript requests, verifies matriculation, receives paperwork regarding grade changes, course add/drops and withdrawals, withdrawal from the college, graduation applications, and issues diplomas.

**COLLEGE CREDITS FROM OTHER SOURCES**

**TRANSFER STUDENTS**

Students transferring from another accredited college or university may submit official transcripts from all the schools they attended prior to NCCC for review. Those transfer students wishing to receive credit for courses from other colleges must have earned a “C” or better; courses where the student earned either a “P” or “F” will not accepted as transfer credits. The maximum number of credits transferable is further limited by college policy. For programs outside of Allied Health, no more than 31 credit hours can be transferred to NCCC toward an Associate’s degree and no more than 15 credit hours towards a Certificate. For Allied Health programs, a maximum of 17 credits can be transferred into the Certificate: Practical Nursing; a maximum of 33 credits may be transferred into the AAS: Nursing (ADN, RN); and a maximum of 34 credits may be transferred into the AAS: Radiologic Technology. For all students transferring in credits, grades, and quality points for courses transferred into NCCC will not appear on the transcript and will not be used in calculating the grade point average at NCCC.

NCCC may grant course credit for passing, at an acceptable level, examinations administered under the Advanced Placement Program (APP), the College Level Examination Program (CLEP), and the New York State Proficiency Examinations. Credits may also be awarded for courses completed through non-collegiate organizations as recommended in *A Guide to Educational Programs in Non-Collegiate Organizations*, published by the State University of New York. The College does not accept clinical experience or credits from other institutions to satisfy certificate and degree clinical or internship graduation requirements.

*To qualify for transfer, credits must be less than ten years old. Credits taken at NCCC, where matriculation has been broken, will also be subject to the ten-year rule. To qualify for transfer into Allied Health, credits must be less than five years old.*

**CREDIT BY EXTENSION**

A student may earn credits in pursuit of an Associate degree at North Country Community College by participating in any approved off-campus program of independent study, examination for credit, or any other accredited form of external study. A student must apply and be accepted to matriculated status at North Country Community College before credit will be granted. No grades will be awarded to the student, and credit will be given only for courses that correspond reasonably well with the College’s course offerings. A student desiring to enter such a program should indicate this intention to the Vice President for Academic Affairs in order to receive proper credit for such study. Pre-approval is required. Participation in an independent program in no way changes a student’s official status at NCCC.

Following are some of the programs North Country Community College will accept for credit in keeping with the above requirements:

- College Entrance Examination Board College-Level Examination Program
- New York State College Proficiency Examination Program
- New York State Independent Study Program
- New York State University of the Air Program

Applications for and information on any of the above may be obtained from any high school guidance office, the Student Services Office at NCCC, or by writing directly to the program office. Upon completion of the program, all materials should be submitted to the Enrollment Management Office for evaluation.
COURSE GRADES

CRITERIA FOR DETERMINING GRADES
A grade issued to a student by an instructor shall reflect the academic achievement for which the student has been graded in accordance with the grading criteria presented to the student at the beginning of the course in the course syllabus materials.

INFORMING STUDENTS OF COURSE GRADING SYSTEM
At the beginning of each semester the instructor will provide criteria and expectations in writing to students enrolled in their course. Preferably, this syllabus should include dates of tests, due dates for major assignments, how grades will be determined, and any other requirements of the course.

RIGHT OF STUDENT TO REVIEW
The student shall have the right to review any material which has been submitted for the purpose of grading and on which the final grade is to be based. The instructor has the obligation to grade and return the material within a reasonable time frame. In the case that, for good reason, the material should not be returned to the student, an opportunity to review the graded material shall be provided by the instructor. Instructors have the right to retain all graded work submitted.

MID-TERM EVALUATION
During the Fall and Spring semesters, at approximately the midpoint, mid-term grades will be issued. These grades are only used to indicate cumulative progress for the semester. These grades are not used in the determination of the students’ cumulative average. Some schools request midterm grades if you are applying for admission, but students must give their permission for the midterm grades to be sent.

CHANGING GRADES
Only the instructor has the authority to change a grade (unless said instructor is no longer employed by North Country Community College or is incapacitated). Any student who believes that a final grade has been computed incorrectly or has a grievance regarding the final grade must submit a letter outlining the change desired to the instructor within one month after the grade are posted to the web portal.

ACADEMIC GRIEVANCES
In the event of a conflict between an instructor and a student, the student is encouraged to informally speak to the instructor to reach an amicable solution. If a solution is not reached, an informal meeting may be scheduled with the Department Coordinator or their representative.

After the informal procedure has been exhausted, a formal complaint may be made in writing.

The proper appeal route is:
• The instructor;
• The appropriate Program Director or Coordinator;
• The Vice President for Academic Affairs;
• The President.

TRANSSCRIPTS
Each student receives a Grade Report at the end of a semester by referring to the student web portal. The student is the only person who can authorize the Registrar’s Office to transmit an official transcript of their academic record to another institution or party. Transcript request forms are available from the Registrar’s Office or on the College web site, www.nccc.edu. All requests for official and/or unofficial transcripts must be made in writing and include the requesting student’s signature. If the student is in good standing with all College offices and does not have any financial holds, the request will be granted upon payment of the prevailing fee for official transcripts. Allow approximately five to seven days for processing.

• Students have the right to review their academic records as maintained in the Registrar’s Office. NCCC cannot release any documents from any other institution sent to the College for admissions purposes.

In accordance with Public Law 93-380 (FERPA), students shall have the right to copies of their official NCCC records upon written application and payment of the prevailing Registrar’s Office fees.
“E” GRADE
NCCC is required by the state to report students who do not attend their courses during the “verification period” (the first 3 weeks of class for full semester classes and the first 2 weeks for quarter classes). While this is for enrollment purposes, not attending classes in this time frame may negatively affect a student’s financial aid eligibility. In order for students to receive financial aid, they must attend class.

The E grade represents an administrative failure. Just like a grade of F, an E grade counts as credits attempted but not credits earned. The E grade will affect the GPA and percentage of credit hours completed which are used to calculate Satisfactory Academic Progress (SAP) and Academic Standing.

The “verification period” refers to the first 20% of the term. For example: for fifteen week courses, the verification period happens at the end of the third week. At this time, all instructors will be asked to submit E grades for students who have failed to attend.

If a student receives an E grade during the verification period, your financial aid may be reduced.

Students will be responsible for all costs (tuition, fees, etc.) associated with any class in which they receive an E grade.

APPEALING AN “E” GRADE
A letter of appeal can be sent to the Vice President for Academic Affairs explaining why the student was not able to attend during the verification period and how the circumstances for not attending were beyond his/her control. If the student believes that the instructor made a mistake and the student did attend during the verification period, a letter of appeal should indicate dates of attendance, what assignments were submitted, and any other information that shows class attendance during the verification period. This information should include dates and supporting documentation.

The letter of appeal needs to be submitted before the midpoint of the semester or term (please check the College Calendar for dates) and should be mailed to:

Vice President for Academic Affairs
E-Grade Appeal
North Country Community College
P.O. Box 89
23 Santanoni Avenue
Saranac Lake, NY 12983

Students will be notified of the result of their appeals in writing.

RESTRICTING ADMISSION TO A COURSE
The College reserves the right to restrict participation of any student in any course, laboratory, or educational experience because of space limitations or safety regulations.

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Numeric Grade/Quality Points Per Credit</th>
<th>Numeric Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.0</td>
<td>93-100</td>
</tr>
<tr>
<td>A-</td>
<td>3.7</td>
<td>90-92</td>
</tr>
<tr>
<td>B+</td>
<td>3.3</td>
<td>87-89</td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
<td>83-86</td>
</tr>
<tr>
<td>B-</td>
<td>2.7</td>
<td>80-82</td>
</tr>
<tr>
<td>C+</td>
<td>2.3</td>
<td>77-79</td>
</tr>
<tr>
<td>C</td>
<td>2.0</td>
<td>73-76</td>
</tr>
<tr>
<td>C-</td>
<td>1.7</td>
<td>70-72</td>
</tr>
<tr>
<td>D+</td>
<td>1.3</td>
<td>67-69</td>
</tr>
<tr>
<td>D</td>
<td>1.0</td>
<td>63-66</td>
</tr>
<tr>
<td>D-</td>
<td>0.7</td>
<td>60-62</td>
</tr>
<tr>
<td>E</td>
<td>0.0</td>
<td>Administrative Failure</td>
</tr>
<tr>
<td>F</td>
<td>0.0</td>
<td>Below 60</td>
</tr>
</tbody>
</table>

A 2.0 cumulative G.P.A. is required for graduation.
REPEATING A COURSE
If a student elects to take a course more than once, the course will be recorded on the student’s transcript each time it is taken. For purposes of determining eligibility for graduation and for determining a student’s GPA, the credits the course carries can only be counted once for graduation.

STUDENT CUMULATIVE ACADEMIC RECORD
All credit courses attended are to be entered and retained as part of the student’s permanent academic record (transcript).

OTHER GRADE ISSUANCES
IN This can be a tentative grade recorded if a student has not completed the required course work for a reason considered valid by the instructor. The instructor must submit a Contract for Incomplete Grades for each IN given. The requirements must be completed according to the criteria established in the contract by the instructor, no later than the date specified or within the first five weeks of the following semester. If arrangements are not met within the agreed time, an IN reverts to the grade indicated on the contract by the instructor.

AW Indicates the student was Administratively Withdrawn due to extenuating circumstances where the student has made contact with the college. There is not a cumulative average penalty associated with this grade.

W Indicates student withdrew officially from the course during the 2nd through the 12th week (or equivalent portion) of the terms. There is not a cumulative average penalty associated with this grade.

W* Indicates student withdrew due to a documentable medical, military, or other emergency.

AU Any person may take a course on an audit basis provided he or she officially registers and pays full tuition and fees. Upon completion of the course, the student will receive an “AU” grade. “AU” grades are not accepted as credit for graduation and are not figured into the student’s grade point average.

Any person 60 years of age or older may audit credit courses on a tuition free basis wherever space is available. Persons auditing courses will be required to pay material or equipment fees where applicable. Registration for “60 or over” will be conducted during the first week of each term.

COMPUTATION OF SEMESTER AVERAGE
- Multiply course credits by quality points for grade received in the class;
- Add total semester hours;
- Add total points generated;
- Divide total quality points by total semester hours.

The result is the semester grade point average.

EXAMPLE OF COMPUTATION OF SEMESTER AVERAGE

<table>
<thead>
<tr>
<th>Course</th>
<th>Semester Hours</th>
<th>Grade Received</th>
<th>Quality Points</th>
<th>Points Generated</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 101</td>
<td>3.0</td>
<td>B</td>
<td>3.0</td>
<td>9.00</td>
</tr>
<tr>
<td>MAT 121</td>
<td>3.0</td>
<td>D</td>
<td>1.0</td>
<td>3.00</td>
</tr>
<tr>
<td>PSY 101</td>
<td>3.0</td>
<td>A</td>
<td>4.0</td>
<td>12.00</td>
</tr>
<tr>
<td>BIO 109</td>
<td>4.0</td>
<td>C</td>
<td>2.0</td>
<td>8.00</td>
</tr>
<tr>
<td>PED 184</td>
<td>1.0</td>
<td>C+</td>
<td>2.3</td>
<td>2.30</td>
</tr>
<tr>
<td>14.0*</td>
<td></td>
<td></td>
<td></td>
<td>34.30**</td>
</tr>
</tbody>
</table>

Semester Average = 34.30 divided by 14.00
= 2.45 Semester G.P.A.

*Total Semester Hours **Total Quality Points

All grades A through F are calculated in the student’s G.P.A.
PASS/FAIL POLICY

Students at NCCC have the option of taking some courses in a pass/fail option instead of the traditional graded option. This would allow/encourage students to take courses that they might not otherwise take for fear that it will hurt their academic standing.

Both “S” and “U” are recorded on the permanent record, but neither is calculated in the cumulative grade point average. “S” confers credit for a course; “U” does not. “S” is recorded for a grade of 2.0 (C) or higher. “U” is recorded for a grade lower than 2.0 (C).

Students may consider this option for a maximum of 4 courses during their entire NCCC career and for no more than one course each semester. Students cannot choose this option when repeating a class or for coursework within their core curriculum. (Please note: if a student chooses the S/U option, then changes their major, they may be required to repeat the coursework to achieve the graduation requirement)

To select this option, students must obtain a form from their Academic Advisor and file the signed form with the Registrar’s Office before the deadline to declare the pass/fail option. Instructors will continue to report achievement in the numerical system. Disclosure of this grading option to the instructor is at the student’s discretion.

Timeline for selecting pass/fail – a student must submit the necessary paperwork to the Registrar’s Office before the 50% point in the course. Specific dates can be obtained from the Registrar’s Office for that specific semester/course.

ADJUSTING THE SEMESTER SCHEDULE

Withdrawals and Drops for Full Semester Courses:

0-1 week- If a student officially drops, no record of the course is placed on the transcript.

2-12 weeks- If a student officially withdraws from a course, W is placed on transcript; W is not calculated in GPA.

ADD/DROP POLICY

Add/Drop Week is an opportunity for students to make adjustments to the courses they are enrolled in prior to the registration becoming official. The Add/Drop period extends five class days into each semester. A student may adjust courses during this period without a permanent record notation “W” for courses dropped.

Please note: Students enrolled in classes that meet less than the full-semester or Summer Offerings are subject to alternative Add/Drop Periods. Please see the current calendar or contact the Registrar’s Office.

Students no longer wishing to remain enrolled in a particular course after the close of the Add/Drop Period will receive a grade of “W” on their transcripts, and the highest grade achieved will be the grade used for the calculation of the cumulative GPA.

COURSE WITHDRAWAL

Students may adjust their course registration after the end of the Add/Drop period by withdrawing from a course(s) but still remaining enrolled at the College. Students who withdraw from a course will receive a notation of “W” on their college records. Course withdrawal is not equivalent to Termination of Enrollment.

Students may withdraw from a course starting the sixth class day of each semester until the last class day of the twelfth week. The official withdraw date from a course will be the date the Registrar’s Office receives the completed and signed withdrawal form. No verbal, telephone, electronic, or proxy requests will be honored. Withdrawing from a course does not alter a student’s tuition liability for the course(s).

Failing to attend a course does not withdraw a student from the class or remove tuition liability. Withdrawing from a course can affect Satisfactory Academic Progress (SAP) for Financial Aid.

EMERGENCY WITHDRAWAL POLICY

Withdrawal for a documentable medical, military, or other emergency may be requested at the Registrar’s Office at any time. Requests are considered on a case-by-case basis, and in most cases verification will be required (verification from a treating physician/clinician, military orders, etc.). If approved, an emergency withdrawal will be noted on the permanent record.
as "W". Please note that an approved emergency withdrawal does not cancel the student’s financial liability to the College for course tuition or fees. Once the withdrawal is approved by the appropriate college official, questions regarding the student’s billing statement should be directed to the Bursar’s Office.

**TERMINATION OF ENROLLMENT**
(Withdrawal from the College)
Withdrawal from the College is the total and complete withdrawal of a student from all courses for which that student is registered during a given semester. A student may terminate enrollment at North Country at any time during the semester. Prior to withdrawal, a student must satisfy all outstanding obligations to the college.

**TERMINATION OF ENROLLMENT PROCEDURE**
A student wishing to terminate enrollment must make arrangements to discuss the matter with the Vice President for Academic Affairs. The necessary forms will be provided at that time with instructions for procedures to follow. The student must also personally contact the Financial Aid Office, the Business Office as well as the Registrar’s Office. No verbal, telephone, electronic, or proxy requests will be honored except in rare cases of personal illness, where it may be done by mail.

Official date of Termination of Enrollment will be the date on which the student has completed all of the aforementioned requirements. Depending on the date of termination, the student’s record will be affected as follows:

**During Add/Drop:**
- Student’s record at North Country will not reflect enrollment in any courses.
- Student will have 25% liability for tuition and a 100% liability for non-course related fees.

**2nd Week of Classes:**
- Student’s record will reflect a "W" grade for all courses in which he/she is registered.
- Student will have a 50% tuition liability and 100% liability for all fees.

**3rd Week of Classes:**
- Student’s records will reflect a "W" grade for all courses in which he/she is registered at the time of termination.
- Student will have a 75% tuition liability and 100% liability for all fees.

**4th – 12th Week of Classes:**
- Student’s record will reflect a "W" grade for all courses in which he/she is registered at the time of termination.
- Student will have a 100% tuition liability and 100% liability for all fees.

**12th Week of Classes to End of Semester:**
- Student’s record will reflect the grade issued by the instructor for all courses in which the student is registered at the time of termination.
- Student will have 100% tuition liability and 100% liability for all fees.

**RETURNING TO NCCC**
Students wishing to reapply to North Country Community College may contact the Enrollment Management Office to obtain an application.

Coursework older than ten years may not be allowed to meet graduation requirements.

**MULTIPLE DEGREE REQUIREMENTS**
Students may seek more than one degree at North Country Community College. The College highly encourages graduates to pursue a Baccalaureate Degree after successful completion of a program at the College rather than dual Associate Degree recognition. If a student does enroll in a second-degree program upon graduation, they must meet the following guidelines:

- Complete at least 86 total semester hours of credit for the second degree. For an additional degree, a minimum of 24 semester hours of credit must be earned beyond the graduation date of the last NCCC degree. A minimum of 15 semester hours toward each additional degree must be earned at NCCC.

Please note: In order for students to receive Financial Aid for the second degree, all 24 credit hours taken must count towards that degree.
• Must complete 24 distinct and separate credits for the subsequent associate’s and 12 distinct and separate credits for the subsequent certificate.
• Apply for graduation and pay the prevailing graduation fee.

**GRADUATION**

Student progress toward degree completion is aided by an academic advisor and by use of tools available in the student’s web portal access.

An unofficial online degree audit is available to the student and the advisor as well as an online unofficial academic transcript record. Students have the primary responsibility to insure their academic progress toward a degree with the assistance of the advisor and the web portal access tools.

Students anticipating graduation in the following semester must:

• Apply for graduation by completing the “Application for a Degree or Certificate”, obtaining appropriate signatures as indicated on the form, submitting the form to the Registrar’s Office and paying the prevailing fee;
• Be within six credits of graduation after completion of registered course load;
• Have a minimum GPA of 1.95 to apply for graduation;
• Have a minimum GPA of 2.00 to graduate and must meet all degree requirements.

Students who do not complete their degree requirements and do not graduate within one year of filing the graduation application must reapply for graduation by submitting another “Application for a Degree or Certificate” at the time degree requirements are to be fulfilled. The graduation fee will be waived. If the student breaks matriculation status (does not attend NCCC for one or more semesters) and degree requirements change, the student may be subject to completing the degree under the new requirements.

**FINANCIAL AID**

Financial Aid is available to eligible students to help them meet expenses while attending college. Financing higher education requires long-range planning, careful budgeting and, usually, contributions by both the student and family. The primary responsibility for meeting College costs rests with students and their parents. Financial Aid is intended to be a resource to cover education-related expenses for eligible students.

Funds from Financial Aid programs are supplemental to maximum financial efforts by the family. For each academic year the Financial Aid Office provides updated Financial Aid information to assist students in planning their financial needs while attending North Country Community College. There are three major types of financial aid available to students: Grants and Scholarships (awards which do not have to be repaid); Loans (which must be repaid); and Employment (allows students to earn funds by working on campus or at a specified location off campus).

**GENERAL FINANCIAL AID ELIGIBILITY**

In order to be eligible to receive any Title IV Financial Aid, a student must:

• Be a U.S. citizen or permanent resident
• Be accepted by the Enrollment Management Office to a program of study leading to a degree or certificate (matriculated into a program of study)
• Be a high school graduate, have earned a recognized General Equivalency Diploma (GED)
• Maintain satisfactory academic progress
• Not owe a refund or repayment of any previously received Title IV Financial Aid funds
• Not be in default on previously received Student Loan

Students may enroll in courses offered by the College without being accepted to a program of study but will not be eligible for student financial assistance.
FINANCIAL AID

FINANCIAL AID PROGRAMS OFFERED AT NCCC

- Federal Pell Grant
- New York State Tuition Assistance Program (TAP)
- Federal Direct Student Loans (DL)
- New York State Aid for Part-Time Study (APTS)
- Federal Supplemental Educational Opportunity Grant (SEOG)
- Federal Work-Study Program (FWSP)

For complete descriptions of each of these federal aid programs, please see page 25 of the catalog or visit: www.federalstudentaid.ed.gov.

APPLYING FOR FINANCIAL AID

Students applying for financial aid at North Country Community College should be aware of the following:

Each student must complete the following as soon after January 1 in the year in which they are seeking aid:

- Apply for an electronic signature (PIN) for student and parents (if dependent) at www.pin.ed.gov. This must be done prior to completing the Financial Aid Application.
- All students MUST complete and submit the Free Application for Federal Student Aid (FAFSA).
- New York State residents planning to enroll full time (12 or more credit hours) should complete and submit the Express Tuition Assistance Program (TAP) application online at www.tapweb.org.
- New York State residents planning to enroll part-time (fewer than 12 credit hours) should complete and submit the New York State Aid for Part-Time Study (APTS) application. Aid for Part-Time Study (APTS) applications may be picked up at the Financial Aid Office or printed from our website at www.nccc.edu under the financial aid heading and received by the Financial Aid Office by the posted deadline for the specific semester in order to be considered for an award.
- Supplemental Educational Opportunity Grant (SEOG) program: students who submit their FASFA Report by the March 15 deadline will be considered for this program. SEOG grants must be awarded to students with the lowest family contributions and who demonstrate the greatest financial need based upon their Expected Family Contribution (EFC) and budget. These funds are limited and are distributed on a first come, first serve basis.
- Out of state students should check with their state’s higher education agency to determine if they need to complete a separate application to be considered for a grant from their home state.
- Students should be ready to submit signed IRS tax return transcripts for them and their parents’ prior year income tax, if requested by the Financial Aid Office. Aid eligibility is based on the prior tax year’s income. A copy of signed taxes will no longer be accepted. The US Department of Education requires that students and families selected for verification submit IRS tax transcripts which can be obtained from the IRS at www.irs.gov or by calling 1-800-908-9946.
- Students should research the availability of private scholarships. Visiting a high school guidance office, local library, the SALT website at www.saltmoney.org, or the Internet can provide free access to information concerning private scholarships.

GENERAL FINANCIAL AID PROCEDURES

The following application procedures apply to federal financial aid programs, including the Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (SEOG), William D. Ford Federal Direct Loans and Federal Work Study (FWS):

1. Complete the Free Application for Federal Student Aid (FAFSA) online at www.fafsa.ed.gov after January. You/your parent will need a PIN to act as electronic signature. You can apply for a PIN at www.pin.ed.gov.
2. To receive maximum consideration for FWS and Federal SEOG, it is suggested that the FAFSA be completed as early as possible. The College will consider applications on a rolling basis and awards will be made to
students who demonstrate significant need, based upon results of the FAFSA, providing funds are still available.

3. Read the following sections for details concerning the special application procedures required for other forms of financial aid such as the Tuition Assistance Program (TAP), New York State Scholarships and/or William D. Ford Federal Direct Loans. Most forms of financial aid require at least six weeks for processing.

4. Notify the Financial Aid Office, in writing, of any funding awarded from private/outside sources.

5. Respond promptly to any requests for information that you receive from either the College Financial Aid Office and/or state/federal agencies. Among other things, the College Financial Aid Office may request signed copies of either the U.S. and/or state tax forms of the student and/or the parent and/or the student’s spouse. The receipt of U.S. government aid requires that an applicant and the parent(s) of an applicant/the spouse of an applicant abide by U.S. government tax laws/regulations.

DEADLINES
Application deadlines vary from program to program. Since funding from the federal government is limited for the campus-based aid programs (Federal Work-Study and Federal SEOG), these funds are awarded on a first come, first serve basis, until funds are exhausted. To be considered for these funds, students should submit a FAFSA online at www.fafsa.ed.gov by March 15th. It will take one to three weeks for the processing agency to process the student’s application and forward it to the Financial Aid Office.

We strongly encourage all students to complete and submit their FAFSA before May 30th of each award year.

DETERMINING FINANCIAL NEED AND ELIGIBILITY
Students earn Financial Aid by attending classes. If a student registers for classes but does not actually attend classes, Federal regulations require North Country Community College to recalculate the amount of Financial Aid eligibility, based on the actual classes the student is attending. Very often this means that the student will end up owing the College additional money that cannot be covered by Financial Aid funds.

A federal needs analysis formula has been developed by the US Department of Education to calculate a student’s eligibility for U.S. government aid. This formula measures a family’s annual ability to pay for college. An annual Expected Family Contribution (EFC) is calculated based upon a review of the data that the applicant reports on the Free Application for Federal Student Aid (FAFSA).

This is a government application that gathers information about the family’s income, assets, household size, as well as other relevant data. This is the information that is used to determine federal aid eligibility. Therefore, the accuracy of the completed FAFSA impacts the accuracy of the aid determination. An applicant must re-apply for federal aid for each new academic year (the Financial Aid Office strongly encourages applicants to complete the new year FAFSA as soon after January 1st as possible).

The college Financial Aid Office’s role is to assist students and families in the aid application process. In addition, the office is charged with ensuring that aid eligibility is accurately determined. Applications must be submitted each year for the purpose of verifying income and other information reported on the FAFSA. All federal student aid applicants should be ready to document their family’s income if requested to do so.

Once an applicant’s family’s annual ability to pay is determined, it is compared to the College’s annual costs. The difference between the Expected Family Contribution and the College’s cost of attendance is defined as the student’s annual need. (Costs – EFC = Need). The College Financial Aid Office attempts to meet the student’s annual need through a combination of institutional aid, federal and state aid, and possibly other public and/or private sources. The actual cost of attending NCCC may differ depending on
specific coursework, the 
program of study, and room, 
board and personal living 
expenses while attending 
NCCC. 
Financial Need is defined as 
"the difference between the 
cost of attendance and the 
extpected family contribution."

The Financial Aid Office will 
develop an award package for 
the student based on the 
amount of Financial Aid 
available at the time of 
packaging. Students are 
encouraged to complete and 
file the FAFSA form as early as 
possible. Completed FAFSA 
forms received before May 30 
are given priority for Financial 
Aid awards.

INDEPENDENT STUDENTS
The requirement that parental 
income and assets be 
considered applies to the 
majority of students who are 
considered to be dependent on 
their parents for support. For 
the purposes of federal financial 
ad aid programs (Federal Perkins, 
FWS, Federal SEOG, Federal Pell 
Grant, Federal Direct Stafford), 
independent student status 
may be claimed if the student:
- is 24 years of age or older;
- is a veteran of the U.S. Armed 
Forces;
- at any time since age 13 had 
both parents deceased, was 
in foster care or was a 
dependent or ward of the 
court;
- has legal dependents other 
than a spouse, who live with 
and receive more than half of 
their support from the 
student;
- is married;
- is currently serving active 
duty in the U.S. Armed Forces 
for purposes other than 
training;
- is or was an emancipated 
minor, as determined by a 
court in the state of legal 
residence (note: NYS does 
not currently allow such 
orders within its court 
system);
- is or was in legal 
guardianship as determined 
by a court in the state of 
legal residence; 
is or was, at any time after 
July 1, 2008, determined to 
be unaccompanied youth 
who was homeless, OR was 
self-supporting and at risk of 
being homeless.

In some cases students who do 
not meet one of the above 
conditions may appeal their 
dependency status and request 
consideration as an 
independent student. These 
students are required to submit 
supporting documentation to 
the Financial Aid Office.

Students wishing to pursue 
such an appeal are encouraged 
to contact the Financial Aid 
Office for more information and 
assistance before they apply for 
Financial Aid. Download 
the Special Conditions Form at 
www.nccc.edu 
under Financial 
Aid. Please make sure that 
all requirements on the 
form are 
complete 
and turn in all 
supporting documentation 
along with the Form to the 
Financial Aid Office at the 
student's campus.

FEDERAL FINANCIAL AID 
FUNDS RECALCULATION
Students earn Financial Aid by 
attending classes. Federal 
regulations require North 
Country Community College to 
pro-rate aid eligibility for 
recipients of Federal Title IV 
student aid funds. If the 
College has already advanced 
more than the amount the 
student is eligible for, the 
student will be billed for the 
amount of the overpayment. 
The formula is based upon the 
number of days the student has 
attended as a percentage of the 
total number of days in the 
semester. Students must 
attend classes through 60 
percent of the semester to be
fully eligible for their total Financial Aid awards.
The refund policy for federal student Financial Aid is separate and distinct from the refund policy for tuition and fees at North Country Community College. That is, a student who does not meet the 60 percent enrollment requirement for Federal Financial Aid and is, therefore, not eligible for a full Financial Aid package, will find that they have incurred full tuition and fee liability at the College resulting in unpaid tuition and fees. The student will be billed by the College for these unpaid tuition and fee amounts.

**TYPES OF AID AVAILABLE**

**GRANTS**

**FEDERAL PELL GRANT**
The Federal Pell Grant is a grant program. Grants do not require repayment.

To be eligible for a Federal Pell Grant, you must:

- Be a U.S. citizen or permanent resident alien;
- Be enrolled (or accepted for enrollment) in an undergraduate degree program;
- Demonstrate financial need. Federal Pell Grant awards are paid for undergraduate study at approved institutions as long as the student meets academic progress requirements;
- Once the FAFSA is processed, a Student Aid Report is mailed or e-mailed to the student. The Financial Aid Office determines the amount of the award based on the expected family contribution. After enrollment, funds are paid directly to the applicant or credited to the institutional account.

The amount of the award is affected by costs of attendance and full- or part-time enrollment status. Pell grants are awarded only to undergraduate students who have not earned a bachelor’s degree.

Standards of academic progress for Federal Pell eligibility are described at the end of this section. Effective on July 1, 2012, a student can receive the Federal Pell Grant for no more than 12 full-time semesters or the equivalent.

**FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT (SEOG)**

SEOG is awarded to students with high financial need. To be eligible for SEOG a student must:

- Be a U.S. citizen or permanent resident alien;
- Be enrolled (or accepted for enrollment) in an undergraduate degree program;
- Demonstrate the highest level of financial need (a FAFSA calculated EFC of $0);
- Be PELL eligible.

A student who has already earned a Bachelor’s or first professional degree is not eligible to receive SEOG.

To apply for SEOG refer to the General Financial Aid procedures, as described above. Standards for academic progress for SEOG eligibility are described at the end of this section.

**NEW YORK STATE TUITION ASSISTANCE PROGRAM (TAP)**

TAP is a grant program that provides aid to New York State residents attending college in New York State full-time. The final determination of an award rests with the Higher Education Services Corporation (HESC). To apply for the TAP Grant online, students should first complete the FAFSA online at www.fafsa.ed.gov. Information from the FAFSA will populate the on-line TAP application. After completing the web-based FAFSA, the student should link to the on-line TAP application from the FAFSA Confirmation Page. The application deadline date is May 1 of the academic year for which the funds are intended. Associate Degree students generally may only receive TAP awards for no more than six semesters of study.
FINANCIAL AID

AID FOR PART-TIME STUDY (APTS)

APTS is a tuition aid grant program that provides aid to New York State residents attending college part-time in New York State. The student needs to be enrolled in three to eleven credit hours per semester in a degree program. To apply, a student must complete an APTS application at the beginning of each semester. Applications are available from the Financial Aid Office. Awards are dependent upon the funds allocated by New York State.

Standards of academic progress for APTS eligibility are similar to the TAP program, described on page 24.

OTHER STATE AID PROGRAMS

The following New York State scholarships and grants are also available through HESC:

- Memorial Scholarship for Families of Deceased Police Officers and Firefighters;
- Vietnam Veterans and Persian Gulf Veterans Tuition Award;
- World Trade Center Memorial Scholarship;
- Scholarships for Academic Excellence;
- Regents Award for Child of a Deceased or Disabled Veterans (CV);
- Primary Care Services Corps;
- NYS Math/Science Teaching Incentive Scholarship;
- Regents Professional Opportunity Scholarship;
- Regents Health Care Scholarship (HC);
- Robert C Byrd Honors Scholarship Program.

Additional information is available by contacting Higher Education Services Corporation at 888-NYSHESC (888-697-4372) or by contacting the HESC Web site at: www.hesc.com.

VOCATIONAL REHABILITATION

APPLICATION PROCEDURES:
Details may be obtained from the Office of Adult Career and Continuing Educational Services – Vocational Rehabilitation (ACCES-VR). Request a list of local offices from ACCES-VR, New York State Education Department, Albany, NY 12230.

Selection of Recipients and Allocation of Awards: Any disabled person, with a substantial employment handicap, who can become employable within a reasonable period of time, may be eligible. ACCES-VR serves those having any physical, emotional, or mental disability except blindness.

The legally blind are served by the Office of Children and Family Services Commission for the Blind and Visually Handicapped, State Department of Social Services, 155 Washington Avenue, 3rd floor, Albany, NY 12243.

Eligible applicants may receive counseling, medical examinations and other evaluation services, physical restoration services and instruction and training, including that given at institutions of postsecondary education.

STATE AID TO NATIVE AMERICANS

APPLICATION PROCEDURES:
Application forms may be obtained from the Native American Education Unit, New York State Education Department, Room #465EBA, Albany, NY 12234. The completed application form should be forwarded by the applicant to the Native American Education Unit along with the following materials:

- Official transcript of high school record or copy of General Equivalency Diploma (GED);
- Personal letter, clearly setting forth educational plans;
- Signatures of the parents of minor applicants, approving education plans;
- Official tribal certification form;
- Copy of acceptance letter from college attending.

Selection of Recipients and Allocation of Awards:
The applicant must:

- Be a member of one of the Native American tribes within New York State and a resident of New York State (NYS);
Have graduated from an approved high school, or have earned a General Equivalency Diploma; and
Be enrolled in an approved postsecondary institution in NYS.

State Aid to Native Americans is an entitlement program. There is neither a qualifying examination nor a limited number of awards.

AWARD SCHEDULE: The award is provided for a maximum of four years of full-time study (five years, where a fifth year is required for completion of degree requirements). Students registered for less than full-time enrollment will be funded on a pro-rated basis. Remedial programs are not fundable.

RESPONSIBILITIES OF RECIPIENTS: Students are responsible for notifying the Native American Education Unit in writing of any change in student status, program, or institutional enrollment. Students also must submit semester grades at the end of each semester, showing satisfactory progress toward completion of degree or certification requirements. Students must maintain a 2.0 GPA to remain eligible for funding.

Application deadline dates are July 15 for the fall semester; December 31 for the spring semester; and May 20 for the summer term. For more information, contact the Native American Indian Education Unit in Albany at 518-474-0537.

To qualify an applicant must:
- Be at least one-fourth American Indian, Eskimo, or Aleut;
- Be an enrolled member of a tribe, band or group on record with the Bureau of Indian Affairs;
- Be enrolled (or accepted for enrollment) in an approved college or university, pursuing at least a four-year degree; and
- Have financial need.

Application forms may be obtained from a liaison office of the U.S. Bureau of Indian Affairs. A new application is necessary at the beginning of each year of study. An official need analysis, completed by the Financial Aid Office, is required each year. Applications for Mohawks and Senecas may be obtained at their respective tribal education offices. First-time applicants must obtain proof of tribal enrollment from the Bureau of Indian Affairs area or agency office, which keeps the records of enrollment for the tribe. For grants to be awarded in successive years, the student must make satisfactory progress toward a degree and show financial need. Freshmen must maintain a 2.0 GPA to remain eligible for funding; sophomores, juniors and seniors must maintain a 2.5 GPA. Application deadline is July 15 for the fall semester.

To be eligible for a loan, a student must:
- Be a U.S. citizen or permanent resident alien;
- Be enrolled at least half time as a matriculated student at an approved college, university or other postsecondary institution in any of the United States or in a foreign country;
- Be deemed eligible by the school. To be eligible for funding, students must qualify by showing need through the federally mandated award formulas.

To apply for these loans, students/parents complete the FAFSA, accept the loan(s) on the financial aid package Award Confirmation Form.

Upon acceptance of a Federal Direct Loan on the Award Confirmation Form, first-time Ford Federal Direct borrowers must complete an entrance interview and Master Promissory Note (MPN). Once an MPN has been submitted and processed it is good for up to 10 years. Students wanting additional loan funding, in the current or future years, will not be required to sign another MPN, as long as there is an active MPN already on file.
When planning loan financing, students should expect a deduction of funds for an origination and insurance fee at the time of disbursement.

**FEDERAL DIRECT SUBSIDIZED STAFFORD LOANS**
Federal Direct Subsidized Stafford Loans are need-based and are interest-free while the student is enrolled in college on at least a half-time basis. Loans disbursed on or after July 1, 2012 will not be eligible for interest subsidy during the grace period.

Repayment begins six months after the student leaves school or drops below six credit hours.

**FEDERAL DIRECT UNSUBSIDIZED STAFFORD LOANS**
The Federal Direct Unsubsidized Stafford Loan program has similar terms, interest rates and annual loan limits to the Subsidized Federal Stafford Loan program. Unlike the Federal Direct Subsidized Stafford Loan, the unsubsidized loan is not need-based and interest will accrue while the student is in school. Students may choose to pay accrued interest while in school or may allow interest to accrue and be capitalized (added to the principal balance), as a means of deferring payment. To obtain a Federal Direct Unsubsidized Loan you must first be evaluated for federal need-based funds.

**FEDERAL DIRECT PARENT LOANS FOR UNDERGRADUATE STUDENTS (PLUS)**
Parents of dependent undergraduate students, who are enrolled for a minimum of 6 credit hours, may apply for a Federal Direct Parent Loan. Parents may borrow up to the total cost of education minus any other aid received for the academic period. A credit review must be completed to determine eligibility for the loan. The current interest rate is a fixed percentage available at [www.StudentLoans.gov](http://www.StudentLoans.gov). There will be a reduction in the award amount at disbursement for origination and insurance fees. Repayment begins 60 days after the loan is fully disbursed.

**APPLICATION PROCEDURES:**
Students who have filed a FAFSA and are deemed eligible will be offered and required to accept or decline all loan funding. Students who accept PLUS loan funding as part of the award package will be required to have a parent complete an application and a Master Promissory Note before funds can be credited and/or disbursed to the student billing account. Once all required steps are completed, the College will request the disbursement of funds from the United States Department of Education and disburse funds to the student billing account.

The combination of subsidized and unsubsidized loans cannot exceed the following maximum annual loan limits:

<table>
<thead>
<tr>
<th>YEAR/CLASSIFICATION</th>
<th>BASE AMOUNT</th>
<th>ADDITIONAL UNSUBSIDIZED LOAN</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>DEPENDENT STUDENTS</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>FRESHMAN</td>
<td>$3,500</td>
<td>$2,000</td>
<td>$5,500</td>
</tr>
<tr>
<td>SOPHOMORE</td>
<td>$4,500</td>
<td>$2,000</td>
<td>$6,500</td>
</tr>
<tr>
<td><strong>INDEPENDENT STUDENTS</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>FRESHMAN</td>
<td>$3,500</td>
<td>$6,000</td>
<td>$9,500</td>
</tr>
<tr>
<td>SOPHOMORE</td>
<td>$4,500</td>
<td>$6,000</td>
<td>$10,500</td>
</tr>
</tbody>
</table>

**AGGREGATE LOAN LIMITS**
- Undergraduate Dependent Students: $31,000 (no more than $23,000 Subsidized Stafford Loan)
- Undergraduate Independent Students: $57,500 (no more than $23,000 Subsidized Stafford Loan)
EMPLOYMENT
All on-campus student employment opportunities are posted online at: www.nccc.edu and on the student portal.

FEDERAL WORK-STUDY (FWS)
FWS is awarded to some students who have financial need and who wish to earn part of their educational expenses. To be eligible for Federal Work-Study, a student must:
- Be a U.S. citizen or permanent resident alien;
- Be enrolled (or accepted for enrollment) in a degree program; and
- Demonstrate financial need.
- Maintain satisfactory academic progress.
Based on availability, students may select their place of employment from various openings throughout the campus. Job openings are posted on www.nccc.edu and on the student portal. Students may work approximately 5 to 12 hours per week and are paid on a scale starting at minimum wage to a maximum of $10/hour depending on the job. To apply for FWS, refer to the General Financial Aid Procedures.

PART-TIME ENROLLMENT STATUS
(Fewer than 12 credit hours per semester)
The academic progress of students attending on a part-time basis is reviewed at the end of each term. Their attempted credit hours are equated with the above Full-Time Enrollment Status chart to determine continued Financial Aid eligibility. Students who do not meet these standards will lose their eligibility to receive Title IV Financial Aid for their next semester or term of study. For regular full-time study, the maximum time frame for the completion of an Associate Degree program is six semesters, and the maximum time frame for completion of a Certificate Program is three semesters. Students are reviewed for academic progress at the end of each semester. Grades of Incomplete will not be counted toward the standards until a final letter grade is assigned. Students who change enrollment status from semester to semester will be equated on an individual basis according to the above standards.

TRANSFER AND SECOND DEGREE STUDENTS
Transfer students accepted through the Enrollment Management Office will be considered in good academic standing and eligible to receive Title IV Financial Aid during their first semester of study. Students who attempt to earn a second degree or certificate may have an extended maximum time frame. However, placement on the time frame scale for both transfer and second degree or certificate students will be determined by the number of credits awarded toward the student’s latest program of study.

NEW YORK STATE GRANT REGULATIONS
PROGRAM PURSUIT, PASSING OR FAILING, GRADES, AND REGULATIONS
This regulation pertains only to the New York Tuition Assistance Program (TAP) and Aid for Part-Time Students (APTS). This regulation is subject to change by New York State.
In order to receive any New York State financial assistance (TAP, New York State Scholarships, etc.), students must show that they are making adequate progress toward completion of the Associate’s or Certificate degree. This is measured in two ways: program pursuit and satisfactory academic progress. To show satisfactory pursuit, students must complete a certain percentage of a full-time load each semester during their first, second, and subsequent years of State funding.
First Year of State Aid Funding ................. Complete 6 Hours Per Semester
Second Year of State Aid Funding ............. Complete 9 Hours Per Semester
Subsequent Years of State Aid Funding ...... Complete 12 Hours Per Semester

Please note: that a “W” (withdrawal) is not a satisfactory grade under the pursuit regulations. Students who withdraw from all coursework after TAP certification will lose TAP eligibility for the next semester.

Also note: that the repeat of a course in which credit was previously earned cannot be counted as part of the semester load for State funding purposes unless the repeated course is a graduation requirement.

The chart below shows requirements for satisfactory academic progress which has been approved for State University colleges offering associate degrees.

<table>
<thead>
<tr>
<th>SATISFACTORY ACADEMIC PROGRESS (SAP) FOR TAP PRIOR TO 2009-10</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applies to students who are first receiving aid in the 2007-2008 through and including 2009-2010 and remedial students first receiving aid in 2007-2008 and thereafter.</td>
</tr>
<tr>
<td>PRIOR TO THIS SEMESTER</td>
</tr>
<tr>
<td>MINIMUM # CREDITS EARNED</td>
</tr>
<tr>
<td>MINIMUM G.P.A.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SATISFACTORY ACADEMIC PROGRESS (SAP) FOR TAP</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applies to non-remedial students first receiving aid in the 2010-2011 and thereafter.</td>
</tr>
<tr>
<td>PRIOR TO THIS SEMESTER</td>
</tr>
<tr>
<td>MINIMUM # CREDITS EARNED</td>
</tr>
<tr>
<td>MINIMUM G.P.A.</td>
</tr>
</tbody>
</table>

REMEDIAL STUDENT
Is defined as a student: (a) whose score on a recognized college placement exam or nationally recognized standardized exam indicates the need for remediation for at least two semesters, as certified by the college and approved by the New York State Education department (SED); or (b) who was enrolled in at least six semester hours of non-credit remedial courses, as approved by SED, in the first term they received a TAP award; or (c) who is or was enrolled in an opportunity program (HESC Financial Aid Services Bulletin 2011-005,1).

PROGRESS FOR APTS
APTS recipients will be equated to the full-time TAP percentages outlined above. Grades of Incomplete are only acceptable if changed to a standard passing or failing grade before the completion of the next term of study. Grades of W (withdrawal) do not constitute grades which indicate the student passed, failed, or completed all work in a course and cannot be counted toward meeting this program pursuit requirement.

LOSS OF TAP
Students who have lost their TAP eligibility may have their eligibility restored by: (1) making up past academic deficiencies by completing one or more terms of study without receipt of any NYS student financial assistance or (2) be readmitted to school after an absence of at least one calendar year.
APPEAL PROVISION FOR NEW YORK STATE AID (TAP/APTS)
Under provisions pertaining to Standards of Academic Progress, Withdrawal or Non-Attendance, or Program Pursuit Regulations, students are allowed to appeal the loss of their eligibility to receive State Financial Aid. Appeals may be granted only where it is determined that exceptional or extraordinary circumstances beyond the student’s control resulted in failure to satisfy the requirements and where there is a reasonable expectation that the student will meet these requirements in the future.

The appeal process for NYS TAP is to complete a TAP Waiver through the Vice President of the Academic Affairs Office. The Vice President of Academic Affairs will review your TAP waiver and make a decision of your status. The Vice President will then notify you of the decision and it is your responsibility to contact the Financial Aid Office to notify them of the changes.

Please note: a student may only receive one (1) TAP Waiver during their entire undergraduate studies.

ELIGIBILITY FOR CONTINUED FEDERAL FINANCIAL AID STANDARDS OF SATISFACTORY ACADEMIC PROGRESS
Per Federal Regulations requiring both quantitative and qualitative standards of academic progress:

For a student at North Country Community College to maintain Federal Financial Aid Eligibility, the student must maintain a minimum Grade Point Average (GPA) that varies depending upon the number of credits a student has attempted, and the number of credits earned. When a student meets these minimum requirements, they are making Satisfactory Academic Progress (SAP). Failure to make Satisfactory Academic Progress may lead to financial aid warning, financial aid probation, and/or loss of Federal financial aid eligibility at North Country Community College.

Attempted credit hours include:
- Earned hours- Grade of A-D and courses with a grade of S
- Repeated courses- both attempts
- Remedial Coursework
- Withdrawal - W grades
- Failures - F grades
- Incomplete grades
- All accepted transfer credits and consortium agreement credits that count towards the degree program

Completed credit hours include:
- Earned hours- Grade of A-D and courses with a grade of S
- Repeated courses- one attempt
- Remedial Coursework
- Failures - F grades
- All accepted transfer credits and consortium agreement credits that count towards the degree program

The tables below display the minimum requirements that students must meet to stay within SAP requirements.

The credits and minimum G.P.A. must be earned by the beginning of the term in which the Financial Aid is to be disbursed.

<table>
<thead>
<tr>
<th>Attempted Credit Hours</th>
<th>Minimum G.P.A.</th>
<th>% of Credit Hours Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-15</td>
<td>1.0</td>
<td>50%</td>
</tr>
<tr>
<td>16-30</td>
<td>1.25</td>
<td>60%</td>
</tr>
<tr>
<td>31-45</td>
<td>1.5</td>
<td>60%</td>
</tr>
<tr>
<td>46-60</td>
<td>1.75</td>
<td>60%</td>
</tr>
<tr>
<td>61-75</td>
<td>2.0</td>
<td>65%</td>
</tr>
<tr>
<td>76-98</td>
<td>2.0</td>
<td>70%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Attempted Credit Hours</th>
<th>Minimum G.P.A.</th>
<th>% of Credit Hours Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-15</td>
<td>1.5</td>
<td>50%</td>
</tr>
<tr>
<td>16-30</td>
<td>1.75</td>
<td>60%</td>
</tr>
<tr>
<td>31-45</td>
<td>2.0</td>
<td>60%</td>
</tr>
<tr>
<td>46-54</td>
<td>2.0</td>
<td>60%</td>
</tr>
</tbody>
</table>
When a student fails to make Satisfactory Academic Progress, his or her status for the subsequent semester will be one of the following: Warning, Probation, or Dismissal.

The following table describes how each of these will impact a student’s ability to receive Federal Financial Aid at NCCC.

<table>
<thead>
<tr>
<th>Definition</th>
<th>1st Loss of Financial Aid</th>
<th>Probation</th>
<th>Final Loss of Financial Aid</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student fails to meet SAP at the end of a semester. SAP Warning letter sent to student.</td>
<td>Student fails to make SAP at the end of the Warning Period. Financial Aid Ineligibility letter sent to student.</td>
<td>Student must successfully appeal ineligibility for Title IV aid and be placed on probation. The student will be required to meet specific goals (Academic Plan) during the probationary semester.</td>
<td>Student has failed to meet conditions of Academic Plan and/or make SAP during Probation period. Final Financial Aid Ineligibility letter sent.</td>
</tr>
<tr>
<td>Required Student Action</td>
<td>Eligibility for Aid</td>
<td></td>
<td></td>
</tr>
<tr>
<td>No appeal is required to be placed on Warning.</td>
<td>Aid may be paid for subsequent semester (The Warning Period). At the end of the Warning Period, student must be making SAP or submit an appeal to be considered for Probation Status</td>
<td>Aid may be paid for subsequent semester. At the end of the Probation Period, student must be meeting SAP and/or be successfully following the established Academic Plan to continue to be eligible for aid.</td>
<td></td>
</tr>
</tbody>
</table>

**Regulations Regarding Title IV Financial Aid**

Federal regulation mandates that a recipient of Federal Title IV aid (Federal Pell Grant, Federal SEOG, Federal Work Study, and Federal Stafford Loan) make satisfactory progress toward the completion of a degree to maintain eligibility for that funding. Progress will be reviewed every semester.

**Satisfactory Academic Progress Maximum Time Frame**

Undergraduate students may receive aid for a maximum of 150% of the degree program requirements.

- **Certificate Programs**
  The average length of a Certificate Program at North Country is 31 credits. The maximum time frame for most North Country students to receive aid is 46.5 attempted credit hours.

- **Associates Degree Programs**
  The average length of an Associate degree program at North Country CC is 64 credit hours. The maximum time frame for most North Country students to receive aid is 96 attempted credit hours. Please review the program requirements in the college catalog for the exact number of credits within your program.

If a student earns an associate degree, they can apply and be accepted to a second degree program and still be eligible for federal Financial Aid. A student enrolled in a second degree program will only receive aid for the credits required to earn a degree within the specified program with the 150% still applied. If a student has earned two degrees from the College and would like to enroll for a third degree, if the student is accepted to the College, they have one
academic year to earn their degree. All coursework taken during this one academic year must also count towards their degree. If after the one academic year the student fails to earn the third degree, they will no longer be eligible for any Title IV aid at North Country.

Students who are readmitted or students who have been granted Academic Forgiveness or a Fresh Start for previous coursework are subject to the standards defined in this policy for federal aid eligibility. Academic progress will be reviewed upon readmission and receipt of the Free Application for Federal Student Aid (FAFSA). All previous coursework at North Country must be included in each review of academic progress for federal aid; therefore, even coursework “forgiven” academically must be considered in the review.

Transfer students that are enrolling for the first time are considered in good academic standing. Transfer credits are counted towards a student’s SAP only within the Attempted Hours criteria. The transfer credits that are counted towards a student’s SAP will be those transfer credits accepted from the Transfer Evaluation and used towards credits earned for a certificate or degree program.

APPEAL PROVISIONS

Under provisions pertaining to the Standards of Academic Progress, Withdrawal or Non-Attendance or Program Pursuit Regulations, students are allowed to appeal

the loss of their eligibility to receive Title IV Financial Aid at North Country. Appeals may be granted only where it is determined that exceptional or extraordinary circumstances beyond the student’s control resulted in failure to satisfy the requirements and where there is a reasonable expectation that the student will meet these requirements in the future.

SUBMITTING AN APPEAL

Appeals will be considered on the basis of mitigating circumstances, such as personal illness or injury, or the death of an immediate family member. Students may appeal more than once, but must provide new documentation of a mitigating circumstance to justify the request. A written statement from the student must accompany the appeal and must explain why the student failed to make satisfactory academic progress, and what has changed in the student’s situation that will allow the student to demonstrate satisfactory academic progress at the next evaluation.

ACCEPTABLE DOCUMENTATION

Acceptable forms of documentation include but are not limited to: physician’s written statement to substantiate illness or accident, newspaper obituaries or death certificates to substantiate deaths, written statement from clergy, family member, or other third party familiar with the student’s situation, and written statement from academic advisor or professor. Students who have lost federal aid and have an appeal approved are placed on “Financial Aid Probation” for the subsequent term and may receive federal aid for that term.

APPEAL PROCEDURES

- Students wishing to appeal the loss of their Financial Aid eligibility must complete and submit an Appeal Application (can be found at www.nccc.edu) within 10 days of the date of the SAP Loss of Financial Aid letter.
- Appeal letters along with supporting documentation should be addressed to:
  North Country Community College
  Financial Aid SAP Appeal Committee
  P.O. Box 89
  23 Santanoni Avenue
  Saranac Lake, NY 12983
- Students appealing must authorize release of pertinent information as part of an investigation of the facts concerning the student’s failure to meet academic progress regulations.
- Please allow 10-14 days for notification about the appeal.
- Appeals are received, logged, and passed to the Satisfactory Academic Progress Committee who will review appeals; decisions of the committee will be forwarded to each appellant in writing, and will be final. All students granted an appeal will be provided with an “Academic Plan” that specifies the new pace to which the student must adhere in order to regain federal aid eligibility; an Academic Plan may span more than one semester (term). Any student on probation who does not meet the requirements of the
Academic Plan at the end of any term within the Academic Plan will lose federal aid eligibility.

- All decisions are final.

If the student's appeal is approved, the student will be placed on Probation.

**REINSTATEMENT OF FEDERAL FINANCIAL AID**

Students whose appeals have been denied, or who have not appealed and choose to remain at North Country Community College without receipt of Title IV federal student assistance, may request a review of their academic records after the completion of additional credit hours to determine whether the courses taken have brought them up to the appropriate standards. If the SAP standards are met, eligibility for receipt of Title IV federal student assistance may be restored for subsequent terms in that year. Further, students who lost their Financial Aid eligibility, and do not attend North Country Community College for at least one year, may request that their eligibility be reviewed for reinstatement. Students who lose their Financial Aid eligibility for two different enrollment periods are no longer eligible to receive Financial Aid at North Country Community College.

**COMPLETE WITHDRAWAL OR NON-ATTENDANCE REGULATIONS**

Any student who withdraws or stops attending all of his or her courses prior to the end of a semester or term, without proof of mitigating circumstances, will automatically lose his or her Title IV Financial Aid eligibility for the next semester or term. Should a student re-matriculate for the following semester, they must request a financial aid review.

**SCHOLARSHIPS FOR NCCC STUDENTS**

The following scholarships and awards for first time and transfer students require that the student be registered for a minimum of 15 credit hours per semester and maintain an overall GPA of 2.0. These scholarships and awards have a maximum timeframe of two years (four semesters). The scholarships are null and void should there be a break in attendance.

**ESSEX AND FRANKLIN SCHOLARS AWARDS**

Top 20% of High School Graduates in Essex & Franklin Counties

**HODSON SCHOLARSHIP**

Students with current Certificates of Residency outside Essex & Franklin Counties

**GREEN MTN. SCHOLARSHIP**

Residents of Vermont

**ADIRONDACK SCHOLARSHIP**

Out of State (excluding Vermont residents) and Out of Country Students

**ST. LAWRENCE SCHOLARS AWARD**

Students with current St. Lawrence County Certificate of Residence

**NORTH COUNTRY COMMUNITY COLLEGE SCHOLARSHIPS**

Thanks to the generosity of many North Country Community College alumni, employees, businesses, foundations and friends, North Country Community College is able to award nearly $1 million in scholarships and awards to students each year.

Most scholarships and awards are based upon student achievement, and some also take into account financial need as well. When applicable, financial need is determined by analysis of the Free Application for Federal Student Aid (FAFSA).

The scholarships below do not require a specific application. Those that do require an application are listed on www.nccc.edu in the Scholarship portion of the website.
# Guide to Student Expenses

(As of September 2014 Academic Year; Expenses subject to change without notice)

## 2013 - 2014 Full-Time Charges

<table>
<thead>
<tr>
<th></th>
<th>Resident</th>
<th>Non-Resident</th>
<th>Student Fee</th>
<th>College Fee</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>FALL</strong></td>
<td>2025.00</td>
<td>50.00</td>
<td>105.00</td>
<td>270.00</td>
<td>2450.00</td>
</tr>
<tr>
<td><strong>SPRING</strong></td>
<td>2025.00</td>
<td>50.00</td>
<td>105.00</td>
<td>270.00</td>
<td>2400.00</td>
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<tr>
<td><strong>SPRING ONLY</strong></td>
<td>2025.00</td>
<td>35.00</td>
<td>105.00</td>
<td>270.00</td>
<td>2435.00</td>
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<tr>
<td><strong>SUMMER</strong></td>
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<td></td>
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</tr>
</tbody>
</table>

## Non-Resident Charges

<table>
<thead>
<tr>
<th></th>
<th>Resident</th>
<th>Non-Resident</th>
<th>Student Fee</th>
<th>College Fee</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>FALL</strong></td>
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<td><strong>SPRING</strong></td>
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<td>50.00</td>
<td>105.00</td>
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<td>5325.00</td>
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<tr>
<td><strong>SPRING ONLY</strong></td>
<td>4950.00</td>
<td>35.00</td>
<td>105.00</td>
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<td>5360.00</td>
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<tr>
<td><strong>SUMMER</strong></td>
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## 2013 - 2014 Part-Time Charges

<table>
<thead>
<tr>
<th>Credits</th>
<th>Resident Tuition</th>
<th>Non-Resident Tuition</th>
<th>Student Fee</th>
<th>College Fee</th>
<th>Resident Total</th>
<th>Non-Resident Total</th>
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<td>0.5</td>
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<td>1</td>
<td>169.00</td>
<td>413.00</td>
<td>15.00</td>
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<td>2</td>
<td>338.00</td>
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<td>418.00</td>
<td>906.00</td>
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<td>3</td>
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<td>45.00</td>
<td>75.00</td>
<td>627.00</td>
<td>1359.00</td>
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<td>4</td>
<td>676.00</td>
<td>1652.00</td>
<td>60.00</td>
<td>100.00</td>
<td>836.00</td>
<td>1812.00</td>
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<td>5</td>
<td>845.00</td>
<td>2065.00</td>
<td>75.00</td>
<td>125.00</td>
<td>1045.00</td>
<td>2265.00</td>
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<td>1014.00</td>
<td>2478.00</td>
<td>90.00</td>
<td>150.00</td>
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<td>175.00</td>
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<td>8</td>
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<td>105.00</td>
<td>200.00</td>
<td>1657.00</td>
<td>3609.00</td>
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<td>1521.00</td>
<td>3717.00</td>
<td>105.00</td>
<td>225.00</td>
<td>1851.00</td>
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<td>1690.00</td>
<td>4130.00</td>
<td>105.00</td>
<td>250.00</td>
<td>2045.00</td>
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<tr>
<td>11</td>
<td>1859.00</td>
<td>4543.00</td>
<td>105.00</td>
<td>270.00</td>
<td>2234.00</td>
<td>4918.00</td>
</tr>
</tbody>
</table>

*Accident Insurance is mandatory for all full-time students, optional for all part-time students.

### Senior Citizens

(age 60 or older)
- If class space is available, free tuition and no student fee
- Charged course or lab fee

### Student Fees and Other Costs

- All fees are subject to change without notice
- All fees are non-refundable
## ADMINISTRATIVE FEES

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Student Fee</td>
<td>$125.00</td>
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</tr>
<tr>
<td>Security &amp; Parking Fee</td>
<td>$75.00</td>
<td>Full year</td>
</tr>
<tr>
<td></td>
<td>$55.00</td>
<td>Spring only</td>
</tr>
<tr>
<td>Parking Fines</td>
<td>$25.00-$75.00</td>
<td>Per violation</td>
</tr>
<tr>
<td>Faxes Fee</td>
<td>$2.00</td>
<td>Per page</td>
</tr>
<tr>
<td>Excess Printing Fee</td>
<td>$8.00</td>
<td></td>
</tr>
<tr>
<td>Immunization Form Fee</td>
<td>$7.00</td>
<td></td>
</tr>
<tr>
<td>Insufficient Fund Fee</td>
<td>$40.00</td>
<td></td>
</tr>
<tr>
<td>Late Payment Fee</td>
<td>$75.00</td>
<td></td>
</tr>
<tr>
<td>Add/Drop Fee</td>
<td>$20.00</td>
<td>Per course or transaction</td>
</tr>
<tr>
<td>Late Registration Fee</td>
<td>$30.00</td>
<td>Continuing Students who register after the April open registration dates</td>
</tr>
<tr>
<td>Official Transcript Fee</td>
<td>$7.00</td>
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</tr>
<tr>
<td>Graduation Fee</td>
<td>$45.00</td>
<td></td>
</tr>
<tr>
<td>Online Courses</td>
<td>$45.00</td>
<td>Per course</td>
</tr>
<tr>
<td>Allied Health Fee</td>
<td>$350.00</td>
<td>Academic year</td>
</tr>
<tr>
<td></td>
<td>$250.00</td>
<td>Spring only</td>
</tr>
<tr>
<td>Excess Course Credit</td>
<td>$130.00</td>
<td>NYS Residents with Certificate of Residency</td>
</tr>
<tr>
<td>Administration Fee</td>
<td>$275.00</td>
<td>Resident without Certificate of Residency</td>
</tr>
<tr>
<td>Online Kaplan Resource Fee</td>
<td>$112.50</td>
<td>Per semester</td>
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<tr>
<td>Part-Time College Fee</td>
<td>$25.00</td>
<td>Per credit hour</td>
</tr>
<tr>
<td>Part-Time Student Activity Fee</td>
<td>$15.00</td>
<td>Per credit hour</td>
</tr>
<tr>
<td>Sickness Insurance (Optional)</td>
<td>Rate per Policy</td>
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<tr>
<td>ID Replacement Fee</td>
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</tbody>
</table>

## ADDITIONAL COSTS

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Books/Supplies</td>
<td>$700 - $1300</td>
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<tr>
<td>Housing – Private</td>
<td>$1500 - $2400</td>
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<tr>
<td>Meal Allowance</td>
<td>$1500 - $2000 per semester</td>
<td>Meal plan available</td>
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<tr>
<td>Miscellaneous – Personal/ Recreation</td>
<td>$600 - $800</td>
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<tr>
<td>Miscellaneous – Travel</td>
<td>$200 - $400</td>
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</tr>
<tr>
<td>Additional Equipment (Nursing – estimate)</td>
<td>$300 - $400</td>
<td></td>
</tr>
<tr>
<td>Course</td>
<td>Amount</td>
<td></td>
</tr>
<tr>
<td>----------------------------------------------------------------------</td>
<td>-----------------</td>
<td></td>
</tr>
<tr>
<td>Studio Art Courses: ART 101, 108, 111, 131, 150, 151, 155, 189, 201, 202, 203, 251</td>
<td>$85 per course</td>
<td></td>
</tr>
<tr>
<td>ART 205</td>
<td>$100</td>
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<tr>
<td>ART 235</td>
<td>$80</td>
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</tr>
<tr>
<td>Biology Lab Courses: BIO 101, 102, 108, 109, 201, 215, 216, 230, 240</td>
<td>$65 per course</td>
<td></td>
</tr>
<tr>
<td>BUS 221</td>
<td>$50</td>
<td></td>
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<tr>
<td>Chemistry Lab Courses: CHE 101, 102, 201, 202</td>
<td>$65 per course</td>
<td></td>
</tr>
<tr>
<td>All CIS Courses</td>
<td>$50 per course</td>
<td></td>
</tr>
<tr>
<td>EAS 101</td>
<td>$65</td>
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</tr>
<tr>
<td>HED 160</td>
<td>$525</td>
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<tr>
<td>OFT 101, 102, 118, 124</td>
<td>$50 for each course</td>
<td></td>
</tr>
<tr>
<td>PED 129, 155, 199, 229</td>
<td>$75 per course</td>
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<tr>
<td>PED 153</td>
<td>$25</td>
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<td>PED 154, 171, 175</td>
<td>$50 per course</td>
<td></td>
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<tr>
<td>PED 178</td>
<td>$80</td>
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<tr>
<td>PED 179, 181, 184</td>
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<td>PED 185</td>
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<tr>
<td>PED 187</td>
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<tr>
<td>PED 188</td>
<td>$35</td>
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<td>PED 183, 186, 189, 192, 193, 283, 292, 293</td>
<td>$50 per course</td>
<td></td>
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<tr>
<td>PED 190</td>
<td>$30</td>
<td></td>
</tr>
<tr>
<td>PED 196</td>
<td>$12</td>
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<tr>
<td>PED 198</td>
<td>$120</td>
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<td>Physics Lab Courses: PHY 100, 101, 102</td>
<td>$65 per course</td>
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</tr>
<tr>
<td>REC 240</td>
<td>$850</td>
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<td>REC 249</td>
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</tr>
<tr>
<td>SCI 110</td>
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### DIRECT COLLEGE COST BY SEMESTER

<table>
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<tr>
<th></th>
<th>FALL SEMESTER</th>
<th>SPRING SEMESTER</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ESSEX AND FRANKLIN COUNTY RESIDENTS</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Full-Time</td>
<td>$2025</td>
<td>$2025</td>
<td>$4050</td>
</tr>
<tr>
<td>Part-Time</td>
<td>$169 per credit</td>
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<tr>
<td><strong>NY STATE RESIDENTS</strong></td>
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<tr>
<td>Full-Time</td>
<td>$2025</td>
<td>$2025</td>
<td>$4050</td>
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<tr>
<td>Part-Time</td>
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<tr>
<td><strong>NON-RESIDENT STUDENTS</strong></td>
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<tr>
<td>Full-Time</td>
<td>$4950</td>
<td>$4950</td>
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</tr>
<tr>
<td>Part-Time</td>
<td>$413 per credit</td>
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</table>
RESIDENCE REQUIREMENTS

ESSEX & FRANKLIN COUNTY RESIDENTS
A resident of the State of New York for one year, and of the County of Essex or Franklin for six months immediately prior to registration should submit a valid certificate of residence from either Essex or Franklin counties.

NEW YORK STATE RESIDENT
A resident of the State of New York for one year and of a county other than Essex or Franklin for six months immediately prior to registration should present a Certificate of Residence from that county.

NON-RESIDENT STUDENT
Any student who does not fulfill either of the two requirements above is a non-resident student and pays Non-Resident tuition. A student who enters New York State for the purpose of attending a college and/or a student who is a dependent of a parent that is a resident of a state other than New York may not become a resident for in-state tuition purposes. Dependency status shall be determined using Federal Financial Aid Guidelines. To appeal for New York State residency, please contact the Enrollment Management Office. Deadline dates to submit an appeal are as follows. Fall Semester – August 1st, Spring Semester – December 1st and Summer Semester June 1st. No appeal will be considered after these dates.

CERTIFICATE OF RESIDENCE
To qualify for the resident tuition, a student is required by law to present a residency certificate once each academic year, before the first day of classes. All certificates must be dated no earlier than 60 days prior to the start of classes and no later than 30 days after the first day of classes. Certificates indicate that the student has been a legal resident of the State of New York for one year, and a county resident for six months. Residence, for purposes of tuition, refers to a student’s principal or permanent home. (Not a Post Office Box)

RESIDENTS OF FRANKLIN & ST. LAWRENCE COUNTIES:
- Complete the Residency application available on the college website or from the Business Office.
- Have your signature notarized; (Notary available on all campuses)
  - Submit the Residency application to the Business Office or County Treasurer.

RESIDENTS OF ESSEX & OTHER NEW YORK STATE COUNTIES:
If you have been a permanent legal resident of New York State for the past year, but you have lived outside of Franklin and St. Lawrence Counties, you must:
- Obtain an application from your County Treasurer or Chief Fiscal Officer by website, or your County Treasurer’s office
- Complete the form and provide proper documentation required by your county
- Take or mail the application to your County Treasurer or Chief Fiscal Officer. The Treasurer will keep the application and issue a Certificate of Residency
- Submit the original Certificate to the Business Office. A faxed copy cannot be accepted, NCCC must receive the original.
GUIDE TO STUDENT EXPENSES

Students will be charged Out of State Tuition if they do not submit a Certificate of Residency by the deadline. Please contact the Business Office if you have any questions about the proper way to complete this requirement.

Students who have registered for classes in a given term who fail to notify the college in writing prior to the first day of classes that they will not be attending, will be charged for the entire semester or if applicable utilizing the time frame set forth below.

ADVANCE TUITION DEPOSITS

Candidates who are accepted to matriculated status by the College’s Enrollment Management Office are required to submit a non-refundable, advance tuition deposit of $50.00 (except competitive programs—see below). If the student enrolls at the College, this deposit is applied toward the student’s tuition charge and will reserve a place in the program for which the student is accepted. If the student does not enroll, the advance tuition deposit is forfeited. All competitive programs (Massage Therapy, Radiologic Technology and Nursing) have a $150 non-refundable Fee for program enrollment.

Please note:

NO REFUND will be made to students dropped for disciplinary reasons.

NO REFUND will be allowed for fees or advance tuition deposits.

REFUNDS OF TUITION FOLLOWING COMPLETE WITHDRAWAL

Requests for tuition refunds must originate in the Registrar’s Office. Upon written verification by the Registrar’s Office, refund applications will be processed by the Business Office. The amount of refund is as follows:

- During the first five days of classes – 75% of tuition
- During the second week of classes – 50% of tuition
- During the third week of classes – 25% of tuition
- After the third week of classes – no refund

Refunds during summer sessions or special terms will be as follows:

- Five week session – 50% during first week
- Seven week session – 50% during first week
- Distance Learning and all other courses (except Nursing and Radiologic Technology courses) – 75% during first week and 50% during second week
- Federal Student Aid regulations require additional refund procedures for Title IV recipients

PAYMENT TO COLLEGE

All fees and charges that apply as indicated under student expenses are payable on or before the first day of classes.

DEFERMENT OF CHARGES

Students may defer payment of tuition and fees if the Business Office has received formal notice prior to registration that the student has been approved for one of the following programs:

- Federal Pell Grant
- Tuition Assistance Program (TAP)
- Federal Supplemental Education Opportunity Grant (SEOG)
- Aid for Part-Time Study (APTS)
- Federal Direct Loans
- New York State Rehabilitation and Training Program
- Native American Aid
- Veteran’s Benefits under the G.I. Bill or Acts
- Local scholarships and awards
- Third Party Payers

WITHHOLDING INFORMATION

Any student who has a financial obligation to North Country Community College, has books or materials not accounted for in dealing with the library or any other department, or who has not met the immunization requirements of New York State Public Health Law, Article 21, Title VI, Section 2165, will have official transcripts, future registration, grade reports and certifications withheld until these obligations are met.
**MISSION STATEMENT**

Meeting students where they are and taking them where they need and want to go.

The Office of Campus and Student Life is committed to engaging students and providing opportunities to support and enhance their education in and out of the classroom and prepare to be contributing and successful members of a community.

The specific areas that the Office of Campus & Student Life oversees are:

<table>
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<tr>
<th>Career &amp; College Transfer Services</th>
<th>Student Government</th>
<th>Student Health &amp; Immunization Records</th>
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<tbody>
<tr>
<td>Campus Activity Board</td>
<td>Student Conduct</td>
<td>Residence Life</td>
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<td>Ticonderoga Housing</td>
<td>Student Identification</td>
<td>Lost &amp; Found</td>
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<tr>
<td>Wellness Information</td>
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<td>Parking</td>
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</table>

**STUDENT IDENTIFICATION**

The student ID card is used for different purposes at the College. It serves as a library card and enables students to gain free or discounted privileges when shown to a local business or organization. In addition, it strengthens the ability of the college to maintain safety and security.

*It is mandatory for all students to possess a current NCCC student identification card.*

The ID cards are updated annually. ID pictures are taken during registration periods. Student ID cards are available from the Office of Campus and Student Life during the first week of classes. At any time, a student must be able to produce the ID if requested by a College official.

**PARKING POLICIES**

Visitors are welcome to park in any legal location. In advance or when you arrive, request a temporary parking permit from the Office of Campus & Student Life. Temporary permits will only be valid for the date and vehicle for which it is originally issued.

**DESIGNATED PARKING**

Designated parking applies to weekdays during the academic calendar from 7:30am - 4:00pm. For students and employees, parking is permitted only in areas marked or signed as parking spaces and zoned appropriately for the permit being displayed. Vehicles parked on campus without a permit, or parked in an area where the permit is not valid will be ticketed. A campus map outlining parking is distributed when parking permits are issued and can be viewed online and in the appendix. Please note designated parking.

**PARKING PERMITS**

Parking permits are required and must be displayed on all student and employee motorized vehicles. Students and employees may register up to three vehicles.

To register a vehicle:

- Complete the Vehicle Registration Form available on the nccc.edu website, the NCCC Student Portal, or the Office of Campus & Student Life.
- Submit the Vehicle Registration Form to the Office of Campus and Student Life.
- Once the vehicle(s) are electronically registered, parking decals can be picked up from the Office of Campus and Student Life.
- Display the parking decal on the left window furthest back from the driver's side.

**RESIDENTIAL STUDENTS**

Residential students are required to park their vehicles at the Residence Halls or in designated "Open Parking" on weekdays between the hours of 7:30am and 4:00pm. Violators will be ticketed.
DISABLED PARKING
Students, staff and visitors accessing disabled parking must have the required disabled placard or license plate. For additional information contact the Office of the ADA/504 Coordinator at the Saranac Lake campus. Malone and Ticonderoga campus personnel and students should contact the Office of Campus & Student Life. Necessary vehicle information will be recorded and a special parking permit may be issued for a specified period of time. A physician’s certification is necessary to verify eligibility for disabled parking. The physician’s certification should clearly state the nature of the disability and specify the anticipated length of disability.

PARKING TICKETS
Parking tickets will be issued if vehicles are in violation of parking procedures. The College also reserves the right to ticket vehicles operating unsafely while on campus. Unpaid parking tickets may result in holds being placed on transcripts and registrations for future semesters.

PARKING TICKET APPEAL
Any person who receives a parking citation who believes there are reasons to appeal the ticket may file a written appeal. The Parking Ticket Appeals form is available online at: http://www.nccc.edu/parking.aspx and must be completed and submitted to the Office of Campus and Student Life, room C-21 on the Saranac Lake campus, during working hours, and within five business days of the date of the ticket. Your appeal will be considered and you will be notified of the result.

The following reasons are NOT acceptable grounds for dismissing a parking ticket:
- Lack of knowledge of the parking regulations
- Inability to find a proper parking space/no parking space available
- Inclement weather
- Late for class
- No permit displayed/failure to obtain proper permit
- Permit used by another person/operation of the vehicle by another person
- Failure of security officer to ticket previously for similar offense
- Disagreement with the parking regulations
- Forgetting to display permit

STUDENT ACTIVITIES AND PROGRAMMING
Activities and programs are provided and designed with a variety of goals in mind. Fun activities are a must and they’re complimented by a variety of other cultural, educational, professional, recreational, and wellness-related programs offered throughout the year. The Student Government Association, Clubs, Campus Activity Board, faculty, and student life staff develop and implement events. Funding is available through the Student Government Association and the Campus Activity Board.

STUDENT GOVERNMENT
The Malone, Saranac Lake and Ticonderoga campuses have independent Student Government Associations (SGA). The purpose of SGA is to involve and integrate students in the recommendation of policies, activities and governance matters of the College. SGA is responsible for monitoring their portion of the student activity fees as assessed by the College. This is an opportunity for students to apply their leadership skills and promote community.

In addition to SGA positions and committees, students can also serve on the College Senate and the committees that make up the College Senate.

CLUBS
Students are encouraged to develop or participate in clubs. Long standing clubs include the following:
- ALL Club (GLBT group)
- Art Club
- Environmental Club
- Massage Therapy Club
- Music Club
- Nursing Club
- Outdoor Club
- Radiologic Technology Club

CAMPUS ACTIVITY BOARD (CAB)
The mission of CAB is to provide social, cultural, educational, wellness and recreational opportunities for all students.
The diversity of the student population will be reflected in the programs funded. The committee, made up of students and staff, encourages proposals from all segments of the College community.

**STUDENT PUBLICATION**

NCCC’s yearly publication of student and staff writing and art is titled *The Northern New Yorker*. Students are encouraged to submit their work, which is then published in a high-end magazine format each spring and made available on all three campuses as well as in the community. Students can also be involved in laying out the publication using graphic design software. Publishing work in *The Northern New Yorker* and/or being part of the layout team can be cited as an accomplishment on a resume, and the magazine can become part of a student’s portfolio of work to show to prospective employers and transfer schools.

**STUDENT SERVICES**

**CAREER SERVICES**

The Office of Campus and Student Life staff will guide students through the career/life planning process in various settings including the classroom, programming, and individual appointments. Students will explore their personal interests, values, and skills as they relate to careers; learn about occupations; and prepare to enter the world of work. Students can increase opportunities for employment by learning and strengthening job-search techniques.

Employment opportunities are made available to students via their web portal or the Office of Campus and Student Life. Full-time, part-time, and seasonal opportunities are listed.

**COLLEGE TRANSFER SERVICES**

Many of the degree programs are designed to facilitate a smooth transfer to a four-year college or university. The Office of Campus and Student Life works with students to avoid “transfer shock” through programming and individual student appointments. We will work with students to relate personal and professional goals to college majors; research colleges; and assist with the application process.

**HEALTH SERVICES**

The College does not provide medical or mental health services. The College cannot recommend a specific provider, but will provide referral information. In the event of an emergency, 911 will be called to support the health and well-being of students and staff. All full-time students are covered under the College’s mandatory accident insurance program. Supplemental insurance coverage for illness is available at an additional cost. Students using a private service should be prepared to satisfy their financial obligations to the service provider by cash or through individual or family health insurance programs.

**SAFETY AND SECURITY**

North Country Community College has enjoyed a long standing tradition of inspiring wellness, living in a relatively crime free environment, and cooperating with all local Law Enforcement and Fire/Rescue agencies.

We all play a role in promoting campus safety. Alert the Office of Campus and Student Life or the Vice President of Enrollment and Student Services in the event you witness or hear anything that is of concern to you. We will listen. Don’t assume information has reached necessary personnel from others. Communicate with college officials!

An Incident Report Form, available through the college’s web portal should be completed in the event an incident occurs on campus, at the residence halls, in clinical settings, or at college sponsored events. Examples include but are not limited to personal injury, vehicle or property damage, theft, or disruptive behavior. Hard copies of the Incident Report Form are available from the Office of Campus and Student Life.

“Need To Know” information will be posted throughout campuses, and electronically via the college web site and web portal. Mass notification will also take place via your college email account. It is important for students to access their web portal and email to ensure
receipt of up to date information impacting the college community, on a regular basis.

Safety Tips:
- Secure personal belongs. This includes locking vehicles and private residences. Do not leave personal items unattended. In the event an item is lost, contact the Office of Campus and Student Life.
- At any time but particularly during inclement weather, drive and walk carefully. Think safety first.
- When walking around campus and in your community, “buddy up”. There’s safety in numbers.
- Report any concerns to the Office of Campus and Student Life. An incident report form is available through the electronic portal.

IMMUNIZATION & HEALTH REQUIREMENTS

New York State Public Health Law, Article 21, requires that all college students born after January 1, 1957 and enrolled in six (6) or more credits in a semester, demonstrate proof of immunity against measles, mumps, and rubella, and, regardless of birth date, to submit appropriate documentation regarding meningitis. Proof of immunity and compliance with Public Health Law consists of:
- Measles: two doses of live measles vaccine administered on or after the student’s first birthday; diagnosing physician documentation of measles disease or blood titer showing immunity.
- Mumps: one dose of live mumps vaccine administered on or after the student’s first birthday; diagnosing physician documentation of mumps disease or blood titer showing immunity.
- Rubella: one dose of live rubella vaccine administered on or after the student’s first birthday or blood titer showing immunity. Physician’s diagnosis is not acceptable.
- Meningitis: two options are available for compliance: 1) that the student has received the meningitis vaccination; or 2) that the student opts not to obtain the immunization. Proof of immunity or meningitis declination must be submitted within thirty (30) days from the start of classes.

Students should check with their high school health office or health care provider for appropriate records to ensure they meet these requirements. Failure to submit proof of immunization can result in prohibition from class attendance, exclusion from registration, or withholding of grades, transcripts, and future registration. If prohibited from class attendance, students will not receive refunds of tuition or fees.

With proper documentation, students meeting specific criteria may be eligible for a medical or religious exemption. Contact the Office of Campus & Student Life for information on how to apply.

In the event of an outbreak of one of the diseases noted above, only those students having proof of immunity will be allowed access to College facilities.

All requests for copies of health records must be made in writing. If the student is in good standing with all College offices and does not have any financial holds, the request will be granted upon payment of the prevailing fee. Allow approximately five to seven days for processing.

ADDITIONAL REQUIREMENTS

Students enrolled in the following programs or team sports must fulfill additional requirements:
- Certificate LPN
- AAS Nursing (AND/RN)
- AAS Radiologic Technology
- AAS Massage Therapy
- AS Wilderness Recreation Leadership
- All Athletic Team Members

The following are prerequisites for these students prior to commencement of program study to assure the safety of program participants and of groups involved in clinical, practicum, and field experiences, as well as to contribute to the individual student’s success in the program and in their field of study.
In addition to the State mandated MMR (measles/mumps/rubella) and meningitis requirements, students must also sign a health Confidentiality Statement to insure the privacy and protection of individually identifiable health information that may be obtained through class and clinical or practicum activities. (NOTE: Nursing and Radiologic Technology students exempt by age from the MMR requirement must furnish documentation regarding rubella immunization to comply with clinical facility requirements. Some facilities may require measles and mumps depending on your clinical rotation.)

All health and immunization requirements are to be submitted directly to Health Records located in the Office of Campus and Student Life in confidential envelopes for review and handling no later than the due date in your health packet that is sent to you once you have paid your deposit. Health Records or her/his designee will notify individual students of deficiencies in submitted information as it is received. It is expected that students enrolled in the Nursing and Radiologic Technology programs maintain their own portfolio of records and be mindful of all expiration dates.

Failure to receive doctor’s approvals or to comply with the above-indicated requirements may result in suspension from the program. Notification of such will be made by the Vice President for Academic Affairs office to both the student and faculty program coordinator.

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<thead>
<tr>
<th>HEALTH AND ADDITIONAL REQUIREMENTS</th>
<th>PRACTICAL NURSING</th>
<th>A.D.N. RN NURSING</th>
<th>RADIOLOGICAL TECHNOLOGY</th>
<th>WILDERNESS RECREATION LEADERSHIP</th>
<th>MASSAGE THERAPY</th>
<th>ATHLETE</th>
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<td>Physical (yearly, some clinical sites require every 6 months)</td>
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<td>Meningitis Documentation</td>
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<td>Confidentiality Statement (yearly)</td>
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<td>Varicella/Zoster Info Sheet (yearly)</td>
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<td>Hepatitis B Info Sheet (yearly)</td>
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<td>Current CPR Card (Must include Adult/Infant/Child CPR and AED/BVM) (Online CPR is NOT Acceptable)</td>
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<td>Copy of Practical Nursing License</td>
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<td>Student Liability Insurance (yearly)</td>
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<td>Tetanus Shot (within the last 10 years)</td>
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**INTERCOLLEGIATE ATHLETICS**

North Country Community College is a member of the National Junior College Athletic Association (NJCAA). Intercollegiate athletic opportunities are available in seven varsity sports as follows:

**Women:** Soccer, Basketball, and Softball.
Men: Soccer and Basketball.

The College and Athletic Association affords as many athletes as possible the chance to participate. On-campus facilities enhance both practice sessions and home event team competitions. The opportunity to excel and reach the highest level of competition remains consistent with the goals of the College in general. Teams frequently participate in post-season regional playoff competition and some have advanced to national championship competitions.

The College follows NJCAA eligibility rules. Each varsity athlete must be a full-time student enrolled in at least twelve credit hours and must have a current (within the last year) physical on file. In order to continue playing past the first semester, a grade-point average of 1.75, with a minimum of twelve credits must be achieved. Prior to a second season, athletes must carry a 2.00 average, complete no fewer than twenty-four credit hours and make satisfactory progress within the College.

Special rules apply to transfer students, veterans, etc., and many eligibility situations need evaluation by the Director of Athletics.

ATHLETE MENTORING PROGRAM (AMP)

NCCC is focused on success and retention of our student-athletes through the Athlete Mentoring Program (AMP). The AMP Program was recognized as an Outstanding Student Affairs Program by the Office of University Life at SUNY and the Council of Community College Chief Student Affairs Officers.

The AMP program is a computer-based system designed to monitor, assist and retain student-athletes to increase graduation rates as well as maintain NJCAA eligibility. The primary mission is to ensure that NCCC student-athletes progress successfully in their academic, athletic, and personal endeavors. The desired outcome for NCCC’s student-athletes is to earn a degree and be able to continue their academic and athletic careers at a four-year institution or to begin their desired profession.

NCCC Association

The Association is an independent, not-for-profit group formed to enrich the lives of students at North Country Community College by providing services that NCCC cannot. These include college stores, student housing, food service, financial contribution to athletics, and distribution of student fees to the Student Government. Its mission is to “promote and cultivate educational, social, cultural, and recreational relations among students, community, alumni, and faculty of NCCC by assisting them in every way possible in their study, work, living, and extra-curricular activities.”

The Association is not funded by NCCC. The Association does not receive direct state aid. Fees for service support the housing, food service and stores. While NCCCA is a separate and distinct entity from North Country Community College, its main purpose is to benefit the College by providing auxiliary services to the College community.

The governing Board of Directors includes representatives from faculty, staff, students, alumni, and administration.

The NCCC Association manages:
- The Residence Halls adjacent to the campus in Saranac Lake
- Textbook operations on all campuses of North Country Community College
- Student Government Association Budgets / Activity Fees for All Campuses
- Intercollegiate Athletic Budget
- Food Service for the Saranac Lake Campus
DINING SERVICES
Malone Campus: Vending machines provide beverages and snacks.
Saranac Lake Campus: Breakfast, lunch, dinner and snacks are provided in the Connector. Regularly planned meals are provided for individual purchase or on the prepaid meal plan at minimal cost.
Ticonderoga Campus: Vending machines provide beverages.

THE COLLEGE STORE
The College Stores are run by NCCC Association, and are ever changing to improve our policies and services to meet the needs of our tri-campus community. Each store carries a variety of school supplies: among many other items are pens, calculators, notebooks, binders, USB drives, Skullcandy headphones, and index cards. Special items required for classes are also available. Our NCCC Insignia gift items include mugs, Camelbak water bottles, glassware, clothing, and college insignia and logo merchandise. Gift certificates are also available. If there are any questions feel free to email collegestoremain@nccc.edu.

A physical store is located on both the Malone and Saranac Lake Campuses. Our Ticonderoga campus utilizes the FHEG Virtual Online Bookstore. www.ncccti.bkstr.com.


TEXTBOOKS
Tri-campus Booklists & Prepack+ Reservation Order Forms along with “Important Dates” are available prior to each semester on the http://www.nccc.edu/bookstore_main.aspx website. Text/Bundle Requirement titles and prices are subject to change without notice. We suggest waiting to purchase your course requirements until three weeks prior to classes for the most up-to-date information. Textbook purchases through the College Stores are exempted from sales tax. The College Stores try to have a mix of new and used textbooks, and beginning in our 2014-15 academic year, our *New* In-store Rental program. Textbook Sales last 5 weeks (beginning two (2) weeks prior to first day of classes & continuing three (3) weeks after classes begin), and are distributed on a first come basis. After that point, overstock is returned to the publishers. Students can use our Prepack+ Reservation Order Form to have their semester texts reserved for no fee. We encourage students to use this service to shorten the lines at the beginning of the semester as well as ensure stock availability and new/used preference. Prepacks+ are available for purchase the two (2) weeks prior to class commencement. Students enrolled in online learning can have texts shipped to them for a minimal handling and shipping charge.

There are many options you have when purchasing your text:
- Malone or Saranac Lake campus students may visit the physical location store.
- Ticonderoga - Students taking classes at the Ticonderoga campus will be ordering their books through a virtual bookstore with Follett Higher Education Group. The textbook prices are on the Ticonderoga booklist (above) are estimated as Follett will be applying their own pricing. More information will be available at a later date. Ticonderoga bookstore link www.ncccti.bkstr.com.
- There is also a third party rental website available by going to http://northcountrycc.rentsbooks.com/.

Or you may explore other options. Textbooks that are purchased in the physical stores or on the Ticonderoga website are returnable. Textbook returns follow the add-drop period for classes. Texts are returnable with no fees within that time frame as long as a drop/add slip is provided. Returning texts is generally not accepted after that period.
At the end of the fall and spring semester, the College Store will serve as an agent for a national wholesaler and purchase used texts. The wholesaler sets the prices and quantities to be purchased. Information for each semester is posted around campus. Textbooks are generally not repurchased at any other times.

**HOUSING**

**SARANAC LAKE RESIDENCE HALLS**

North Country Community College, in cooperation with the North Country Community College Association, provides college-sponsored student housing on the Saranac Lake campus. Housing is available on a first-come, first-served basis. Complete information concerning the residence halls and availability can be attained by contacting the North Country Community College Association at association@nccc.edu.

The North Country Community College Association offers four residence halls (Essex & Franklin, High Peaks, and Saints Hall) housing 96 students in a safe, clean and convenient location adjacent to the Saranac Lake campus.

Each student in the Residence Halls has a furnished private bedroom, one of four in a suite. Each suite has a galley kitchen area equipped with a microwave and a small refrigerator. Each suite has its own bathroom. Each bedroom and the living room of each suite are wired for cable television, for telephone services, and for data connection for computers.

**OFF-CAMPUS HOUSING**

In addition to on-campus housing, each semester the College compiles a current housing list describing various facilities in and around the community. This list is available at the Office of Campus & Student Life at the Saranac Lake campus. A Student Housing Guide is provided containing a sample lease, roommate agreement and check lists to be used when looking for housing. Copies of the *New York State Tenant’s Rights Guide* are also available.
Academic Affairs at North Country Community College encompasses the full-range of educational opportunities and supports including: credit and non-credit courses, the College Bridge program, academic advising, and academic support services.

ACADEMIC INFORMATION

ACADEMIC CALENDAR
North Country Community College operates on a two-semester academic year, plus summer sessions. During the Fall and Spring semesters, special “mini-semester” sessions may be conducted. Credit and non-credit classes of special interest may also be offered. Some programs use three weeks in early January to offer specialized courses, such as internships and clinical experiences. During the summer, the college conducts six week and ten-week sessions. Each semester, a schedule of courses is published and can be obtained by contacting any NCCC campus or visiting the website. The calendar is subject to change, for unforeseen circumstances. For more information, refer to the updated calendar available at the college website, www.nccc.edu.

COURSE FORMATS

TRADITIONAL
A large portion of NCCC courses are offered in the traditional face-to-face classroom setting. Depending on the specific courses, your class may be in a traditional classroom, computer lab, science lab, art studio, or other type of classroom. While most individual classes have fewer than 35 students in them, depending on the course, there may be a class that has a larger number of students enrolled. There is an expectation that for every one hour spent in a classroom that the student will spend two to three hours on the course outside of the classroom.

ONLINE
Online courses are taught via the Internet and email. All materials for these courses are available on the NCCC web portal. The structure of online courses may vary per instructor, but curriculum expectations are the same as traditional courses. Expectations for technology capability include: regular access to a computer; familiarity with Microsoft Office software (most current editions); typing ability; email communication skills. Students need to set aside at least 6 to 9 hours each week to meet the course requirements of an online course.

HYBRID
Hybrid courses are blended; students will have both online and regularly scheduled in-class requirements. Students should expect to spend some time in face-to-face meeting, leaving the remaining course work online. The structure of hybrid may vary per instructor; however, curriculum expectations are the same as traditional courses. In addition to face-to-face meetings, expectations for technology capability include: regular access to a computer; familiarity with Microsoft Office software (most current editions); typing ability and email communication skills. Students need to set aside at least 6 to 9 hours each week to meet the course requirements of a hybrid course.

VIDEO
At NCCC some of our classes are taught using a video-conferencing format. In this format, an instructor will teach the class from one of the three campuses. Students in classrooms at receiving campuses will have audio and video connections to the instructor’s lectures. Students will be able to participate in class by observing the instructor’s lecture, viewing graphics, and asking questions of the instructor and/or other students. At times, the instructor may also be available for classes and office hours on all participating campuses.
ACADEMIC SERVICES

ACADEMIC ADVISING
Academic advising is provided to assist students in taking responsibility for and in planning their academic programs and/or their career goals. Where possible, a full-time faculty member in the student’s program of study is assigned as the student’s advisor.

It is the intent of the advisor to:
- Confirm the student’s choice of major makes sense in terms of their goals;
- Help students understand the rationale for degree and general education requirements;
- Aid in student socialization to college values and norms;
- Assist in the selection of courses appropriate to the student’s degree program, abilities, interests, and circumstances;
- Refer students to needed college resources;
- Advocate for the student on academic matters when appropriate;
- Counsel students having academic difficulty.

ACCOMMODATIVE SERVICES
In accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, NCCC works to ensure equal opportunity for qualified students with disabilities to participate in all educational programs, services, and activities. NCCC provides academic accommodations including a separate testing area, oral test reading, note-taking, and adaptive technology for students who have documented learning, emotional, and/or physical disabilities and have need for accommodations.

A student with a disability requiring reasonable academic accommodations should make the specific request for such assistance to the ADA/504 Coordinator and provide her/him with the required documentation supporting the need. It is the responsibility of students to identify themselves as having a disability and to inform the ADA/504 Coordinator that an accommodation is necessary. Accommodations will be determined on an individual basis.

LIBRARY SERVICES
There are library services available at each campus. These include access to printed periodicals, reference materials, and books. In addition, we subscribe to many databases available through SUNYConnect. These databases provide access to thousands of periodicals and online books.

NCCC’s own print circulating collection of 60,000+ volumes is housed almost entirely at the Saranac Lake campus, but library staff there or at Malone and Ticonderoga can quickly help you find books and get these to you.
We can also assist you in obtaining material.
Each campus library has computers and printing/copying/scanning available for student use. Students are also encouraged to use the campus libraries for quiet study.
Please explore the library on the College web site for more information or contact our staff.

SPECIAL NOTES FOR HYBRID AND ONLINE COURSES
- Students wishing to take an online or hybrid class must have completed or be concurrently enrolled in ENG101 – English Composition I. Continuing students have to be in good academic standing at the college maintaining a minimum cumulative GPA of 2.0.
- Some instructors may opt for proctored exams at various educational sites, and will require student identification before the exams are administered.
- Visit the College’s website for more details about technology requirements for online and hybrid courses.
- North Country Community College does not currently offer any online degree programs, so for a student to graduate they must complete more than 50% of their degree in a traditional classroom setting.
The Learning Assistance Center (LAC) provides a number of services to help all students reach their educational goals. We help struggling students become good students; good students become great students; great students reach for the stars. It includes a tutoring center, computer lab, and testing facilities. Students can receive assistance in specific subjects or on learning in general, including: comprehension and critical thinking, study and test-taking skills, and research and writing. This assistance helps to improve grades in every course. The LAC’s on each campus are open varied extended hours to enable full and part-time students with heavy class loads, outside workloads, and family schedules to receive academic help and computer access.

The LAC provides:

- Tutoring
- Study groups (currently available in Saranac Lake and Malone)
- Writing coaches (currently available in Saranac Lake and Malone)
- Study coaches (currently available in Saranac Lake and Malone)
- Computers available for academic use
- Accommodative services
- Strategies to develop study and test-taking skills
- Assistance to reduce test anxiety and math block
- Study and homework space

PROFESSIONAL AND PEER TUTORING
The LAC offers one-on-one and small-group tutoring with professional tutors, NCCC instructors, and peer student tutors. It is highly recommended that students fill-out a request and schedule an appointment with a tutor. Walk-ins will be assisted only if a tutor is available. Appointments can be made on a one-time only basis, for several times a week, for several weeks, or as a standing appointment throughout the semester. Students are responsible for calling in whenever they are unable to attend a scheduled appointment, so as not to lose their reserved space.

Any student interested in becoming a peer tutor or study group leader must be especially competent in the subject and must also obtain a good recommendation from the instructor. Please contact the LAC coordinator for more information.

STUDY GROUPS
Students can come into the LAC to sign-up for a study group in a particular course. The LAC will provide an instructor-recommended leader for the group who will review class notes, clarify textbook material, and assist in studying for tests. These groups are especially productive as they help group members compile a complete set of lecture notes and ensure they have gleaned the most important information from their assigned chapters in the textbook.

WRITING COACHES
Students can receive help from the LAC to improve their writing in two ways. First, they can obtain a standing weekly appointment with a writing coach who will work with them to strengthen their overall writing, with or without a specific paper. Second, students can drop-off a paper for a writing coach to review and discuss improvements. When the paper is dropped off, the student makes an hour appointment with a writing coach. At the appointment, the coach will assist the student in whatever may be needed - planning, organizing, revising or editing the essay or research paper. The writing coach will not correct and return the paper to the student, but rather works with the student, guiding them to recognize grammatical errors and helping them to brainstorm ways to improve and strengthen weak areas within their writing. Online writing tutoring is now available on the Saranac Lake campus as well.

ACADEMIC SKILL DEVELOPMENT
To help students "study smarter", the LAC provides a variety of study skill workshops, hand-outs, one-on-one appointments, or two to three week study coaching for those who are feeling overwhelmed. Skills addressed include: getting organized, developing good time management skills, reading text efficiently, using strategies appropriate for an individual's learning style, the latest research on studying for tests, and reducing test anxiety and math block.
ACADEMIC HONORS

Two types of Academic Honors are awarded each semester to matriculated students having completed 12 or more credits per semester in courses graded on the A-F system, numbered 100 or above, with appropriate grade point averages. The President’s List recognizes those students who have a semester grade point average of 3.50 or better. Students whose grade point average is between 3.25 and 3.49 are recognized by inclusion on the Vice President for Academic Affairs Honors List. To be considered for either, students must have no “IN” (Incomplete) grade(s) for that semester. Courses using the “S”, “P”, or “U” system may not be among the 12 hours.

HONOR SOCIETIES

PHI THETA KAPPA HONOR SOCIETY

The purpose of the Beta Theta Pi Chapter of the Phi Theta Kappa International Honor Society at North Country Community College is the promotion of scholarship, the development of leadership and service, and the cultivation of fellowship among qualified students of this College. The chapter sponsors and participates in events that promote scholarship, creativity, and learning in order to celebrate and promote academic achievement, thus setting an example to all North Country Community College students and stimulating their desire to set high goals for themselves in school and beyond. In addition to providing recognition and leadership opportunities, membership in Phi Theta Kappa makes students eligible for thousands of dollars in transfer scholarships. Membership is offered each fall and spring semester to students who have demonstrated significant academic achievement and qualities of citizenship as defined in the chapter’s bylaws and the Phi Theta Kappa Constitution and Bylaws.

LAMBDA NU HONOR SOCIETY

Lambda Nu is a national honor society for the radiologic and imaging sciences. Its objectives are to foster academic scholarship, promote research and investigation in the radiologic and imaging sciences, and to recognize commendable scholarship. Qualifications for membership: Students must achieve a GPA of 3.2 after their first full-time semester in the Radiological Technology program and maintain a GPA of 3.0 each subsequent semester.

ARTICULATION AND TRANSFER AGREEMENTS

North Country Community College has agreements with a variety of other schools to assist students who are interested in transferring to four year colleges/universities to complete their bachelor’s degree. Please contact the Office of Campus and Student Life for list of schools that we currently have agreements with and details on what you need to do to satisfy the transfer requirements. The Office of Campus and Student Life also assists students with the transfer process. The Office of Campus and Student Life wants to ensure that students experience a seamless transfer and avoid ‘transfer shock’.

STATE UNIVERSITY OF NEW YORK (SUNY) GENERAL EDUCATION REQUIREMENTS

The SUNY General Education Requirement (SUNY-GER) enables students to acquire knowledge and skills that are useful and important for all educated persons, regardless of their jobs or professions. (SUNY Board of Trustees Resolution, January 2010).

The SUNY-GER is required for all bachelor’s degree candidates. Every four-year SUNY campus has a general education curriculum that reflects the SUNY-GER and is designed to provide a solid foundation for your college education and make transfers within SUNY as smooth and seamless as possible.
HOW SUNY-GER WORKS
If you entered SUNY in Fall 2010 or later, to earn a SUNY bachelor’s degree you must earn 30 credits in at least seven of the following ten SUNY-GER subject areas, and demonstrate two competencies.

AREAS:
- Basic Communication (required)
- Mathematics (required)
- American History
- Other World Civilizations
- Foreign Language
- Social Sciences
- Humanities
- The Arts
- Natural Sciences
- Western Civilization

GENERAL EDUCATION COURSES AT NCCC
Below is a list of those courses at NCCC which meet SUNY General Education requirements. You will need to select courses from at least seven of these areas to ensure transferability of your degree from North Country Community College to a SUNY baccalaureate degree granting institution. Visit http://www.suny.edu/student/transfer_equiv.cfm and select your desired transfer institution to view the equivalent courses at NCCC. Consult with your advisor and/or the Office of Student and Campus Life if you have questions.

More information is available on the SUNY website at http://www.suny.edu/student/academic_general_education.cfm

NORTH COUNTRY COMMUNITY COLLEGE
APPROVED GENERAL EDUCATION COURSE REQUIREMENTS FOR TRANSMITTING WITHIN SUNY
These courses address general education transfer requirements only. Transfer equivalency information is available from the Office of Student and Campus Life. Students transferring are strongly encouraged to seek advisement from a transfer service provider.

| AMERICAN HISTORY | HIS 151; HIS 152; POS 102 |
| BASIC COMMUNICATION | ENG 101, ENG 102; ENG 105 |
| FOREIGN LANGUAGE | FRE 101; FRE 102; FRE 201; FRE 202; SPA 101; SPA 102; SPA 201; SPA 202 |
| HUMANITIES | ART 106; ART 107; DRA 101; ENG 112; ENG 115; ENG 120; ENG 129; ENG 135; ENG 203; ENG 204; ENG 210; ENG 220; ENG 250; HUM 100; HUM 101; HUM 104; HUM 106; HUM 112; HUM 155; HUM 202; HUM 246; MUS 100; MUS 115; MUS 116; PHI 100; PHI 110; PHI 115; PHI 140 |
| MATHEMATICS | MAT 121; MAT 123; MAT 125; MAT 129; MAT 132; MAT 240; MAT 241 |
| NATURAL SCIENCES | BIO 101; BIO 102; BIO 104; CHE 101; CHE 102; EAS 101; PHY 101; PHY 102 |
| OTHER WORLD CIVILIZATIONS | HIS 103 |
| WESTERN CIVILIZATION | HIS 104 |
| SOCIAL SCIENCES | ANT 101; ANT 135; ECO 101; ECO 102; GEO 101; GEO 103; GEO 201; PSY 103; PSY 202; PHY 120; SOC 101 |
| THE ARTS | ART 101; ART 108; ART 111; ART 150; ART 151; ART 155; ART 201; ART 203; ART 251; DRA 133; DRA 233; ENG 108; ENG 202; ENG 205; ENG 250 |

HIGH SCHOOL STUDENTS & COMMUNITY MEMBERS
LIFELONG LEARNING
NCCC offers community members opportunities to enroll in non-credit courses, workshops and special events designed to meet the interests of area residents. Regularly offered courses include driving courses and a wide variety of on-line offerings are available through www.ed2go.com/northcccc. The annual Holiday Craft Fair is held each year on the Saranac Lake campus.

WORKFORCE DEVELOPMENT
NCCC can work with local employers or organizations to provide training specific to the needs of the employer or workplace. These can be short-term, non-credit workshops that meet specialized needs.
DUAL ENROLLMENT OPTIONS

COLLEGE BRIDGE PROGRAM
The College partners with local high schools and BOCES to offer juniors and seniors college credit courses that also meet high school graduation requirements at the high school. These courses satisfy SUNY General Education requirements and are taught by qualified high school instructors and offer the same content and rigor as a campus course. Enrolled students are considered non-matriculated and can transfer the earned college credits to the college of their choice. Please contact your high school guidance counselor for information about your high school’s guidelines for participating and course offerings.

ON-CAMPUS OPPORTUNITIES
High School students who are 16 or older may be permitted to take an on-campus NCCC course that will also meet a high school graduation requirement. Any interested student should confer with the High School Counselor to determine the appropriate course and enroll as a non-matriculated student at the NCCC campus near them.

ACADEMIC POLICIES

CLASS ATTENDANCE
The classroom experience involving interaction with instructors and students is a vital component of the learning process and college experience. Therefore, students are expected to attend all scheduled classes and meetings. Each instructor maintains a policy of class attendance. Students must attend classes and adhere to the instructor’s course attendance policy.

Students are responsible for meeting all academic requirements of a course and following the attendance policy announced by individual instructors. This policy will be announced during the first class meeting and will be explicitly stated in the course syllabus.

The College supports the following attendance guidelines:

- The instructor may assess a penalty to a student’s grade for any absence.
- The instructor may count excessive tardiness or early departures as absences.
- If the student misses more than 20% of class meetings, absence may be considered excessive by the instructor and may result in a student either receiving an “F” or being requested to withdraw (W) from the course by the instructor, which may in turn affect Financial Aid. Students who register for a course and do not attend or stop attending, must officially drop or withdraw from the course within the announced deadlines, or they will receive an “F”.

Absence does not excuse the student from responsibility for class work or assignments missed. Instructors, at their own discretion, may establish procedures to allow students who have been absent for valid reasons to make up missed class work.

Students who require a lengthy absence from school due to illness, family emergencies, or other situations should contact each of their instructors and the Vice President for Academic Affairs prior to making a decision concerning their NCCC education.

Disputes arising from this policy shall be worked out between the student and the instructor.

ABSENCE DUE TO RELIGIOUS BELIEFS
No student will be expelled from or be refused admission because of his or her religious beliefs.
Student who are unable, due to their religious beliefs, to attend classes on a particular day or days will, because of such absence on the particular day or days, be excused from any examination or any study or work requirements. Students must inform instructors in advance and make alternative arrangements for meeting course requirements.
CLASSROOM CONDUCT

All students have a right to learn and faculty have the right to teach; therefore, it will be expected that all students conduct themselves in a manner that does not interfere with this process. Behaviors that are perceived to be disruptive, disrespectful, offensive and/or threatening will not be tolerated.

In accordance with the Preamble of the NCCC Code of Conduct, the College is committed to the well-being of all members of the College community – students, faculty, staff, and the family at large. The Code reflects that which appropriate, reasonable, and considerate conduct is for all members of the College community.

Listed below are examples of behaviors and/or situations that the College deems disruptive, disrespectful or inappropriate for the learning environment. These learning environments include, but are not limited to classrooms, video classrooms, computer labs, online learning forums, and field trips.

- Continual tardiness
- Continual exiting from class
- Persistent side conversations
- Inappropriate or offensive language or gestures
- Inappropriate monopolizing of class time or discussion
- Incivility and disrespect of others’ ideas and opinions
- Eating meals in class
- Distracting, inappropriate behavior
- Dressing in a manner not socially acceptable or befitting the various College activities (refer to Section 11 of the Code of Conduct)
- Bringing children to class (refer to “Children on Campus” section)

The following are deemed inappropriate use of technology in class:

- Texting or other electronic messaging during class
- Using electronic devices in a non-class related manner
- Allowing audible noises from electronic devices to disrupt the class
- Recording or photographing class without prior permission of the instructor
- Inappropriate postings or disrespectful emails and/or other electronic communications.

These lists are not inclusive of all disruptive or inappropriate behavior.

We ask that you adhere to the College Code of Conduct and commit to a positive and productive learning environment for the entire College community. If you are in violation of these Classroom Standards and the Code of Conduct, you can be asked to leave the class by your instructor or a college official and an Incident Report will be filed. The filings of Incident Reports on an individual indicate a misconduct problem which will be formally addressed by College Officers.

ACADEMIC INTEGRITY

Academic integrity is the commitment, even in the face of adversity, to the five values fundamental to the academic process: honesty, trust, fairness, respect, and responsibility (University of San Diego, 2000).

Honesty involves ethical behavior and abstaining from deceit in all academic work.

Trust involves having confidence in the integrity, ability, character, and truth of a student’s work (assignment, paper, project, test, etc).

Fairness involves all students having an equal chance at learning and participating in educational endeavors, and includes abiding by standards that are applied to everyone in an equitable manner.

Respect involves courteous regard, principled obedience, and proper concern for the welfare of other students, instructors, and oneself.
Responsibility involves taking charge of and being accountable for one’s own honesty, reliability, trustworthiness, and integrity.

Students are expected to maintain the highest standards of honesty and integrity in all academic matters. Expected behaviors which illustrate honesty, trust, fairness, respect, and responsibility include, but are not limited to:

- Acknowledging indebtedness and providing proper credit when using another’s ideas, discoveries, words, pictures, graphics, etc. (If unsure, seek guidance from instructors, librarians, or the LAC on how to acknowledge the contributions of others within your writing.)
- Doing one’s own work to receive an honest grade.
- Coming to an exam prepared and only using material and aids authorized by the instructor.
- Participating fully in group projects in which everyone receives a single grade for the work of the whole.
- Completing graded assignments and take-home tests without unauthorized collaboration.
- Reporting knowledge of intended cheating or actual witnessed cheating.

Cheating, allowing others to cheat, plagiarizing, and lying are serious academic offenses that are subject to disciplinary action.

Lack of awareness or understanding of what constitutes academic dishonesty will not be excused.

Example behaviors of academic dishonesty include, but are not limited to:

- Plagiarizing by claiming parts or entire works of another as one’s own without providing proper credit. This includes downloading, buying, or having another write your papers, reports, speeches, homework, etc.
- Plagiarizing by submitting a paper or assignment when someone else made extensive corrections or rewrote it without informing the instructor of the extent of that help.
- Self-Plagiarizing by submitting a paper written in an earlier course or using the same paper for two courses.
- Cheating by obtaining specific test content beforehand or by bringing information not preapproved by the instructor into the testing area.
- Cheating by getting answers from another or from a cell phone, the Internet, or other device not allowed by the instructor.
- Lying about attendance, missed exams, late papers, etc. to receive time extensions to study, hand in papers, receive credit for late work, etc., thereby asking for unfair advantage over fellow students.
- Attempting to dissuade fair, equitable, and appropriate grading.
- Lying and blaming others for one’s own lack of effort, preparedness, and choices.
- Cheating by allowing another to copy your answers or to use your work as their own.
- Cheating by providing the answers or by doing the work for another on a graded assignment.
- Cheating by telling what is on a test to someone who should not have that information.
- Collaborating on a take-home test or assignment with others without permission from the instructor.
- Cheating by falsifying experimental data in a laboratory in order to get a better result or to feign an experiment that was not actually conducted.
DISCIPLINARY PROCESS FOR ACADEMIC INTEGRITY VIOLATIONS

**Step 1:** The instructor will raise the concern quickly and directly with the student to determine if the action was knowing and intentional.

**Step 2:** The instructor will consult with the office of the Academic Vice President to discover whether the student had any previous academic integrity issues.

**Step 3:** The instructor will determine and implement the appropriate sanction for the offense:
- Warning/repair
- Fail test/assignment
- Fail Course

**Step 4:** Regardless of sanctions determined, the instructor will file an academic incident report and copy the Academic Vice-President and the Director of Student Services.

**Step 5:** If the instructor determines that the student fails the course, the student will be notified and copies sent to the Academic Vice-President and the Registrar’s Office, so the student cannot withdraw from the failed course.

**Step 6:** If the student receives two academic integrity reports, the Academic Vice President will arrange an appointment with the student to discuss next possible sanctions as outlined below.

**SANCTIONS**

**First Incident:** The instructor determines and implements appropriate sanction.

**Second Incident:** The instructor determines and implements appropriate sanction. The second incident report alerts the Academic Vice President who will meet with the student to determine possible further action to include reprimand, probation, suspension or expulsion for having committed two academic infractions.

**Third Incident:** The instructor determines and implements appropriate sanction. The third incident report alerts the Academic Vice President, who will alert the College President of the third offense. They will determine whether the student is suspended or expelled for repeated disregard for academic integrity.

Procedures outlined in the NCCC Code of Conduct, Section 4-“Formal Procedures Regarding Alleged Violations of the Code of Conduct by a Student” will be followed with the exception that 1) academic misconduct will be addressed by the Vice President of Academic Affairs and 2) student appeals of academic integrity sanctions will be presented to the sitting Academic Policy and Standards Committee.


**ACADEMIC DISMISSAL**

A student that is dismissed will not be allowed to enroll in college for the next available semester. After that time, a student who wishes to return as a matriculated student must reapply for admission. Normally, any student dismissed twice within a five-year period, will not be eligible to return to the College.

Dismissed students are not eligible for Financial Aid. The options open to dismissed students are:
- With the permission of the Vice President for Academic Affairs, enroll as a non-matriculated student, (no Financial Aid is available)
- Skip one semester and reapply for admissions at a later date
- Apply under the College’s Academic Forgiveness Policy (Fresh Start) after 3 years
ACADEMIC STANDING POLICY

Purpose: The purpose of this policy is two-fold:
1) To ensure that students are making steady and timely progress towards completion of degree requirements and will have the minimum cumulative GPA of 2.00 that is required to graduate with any certificate or degree from NCCC.
2) To ensure that students who need additional assistance receive that assistance as early as possible to continue to make steady and timely progress towards completing their program of study at NCCC.

Academic Requirements:
To remain a student at North Country Community College, a minimum Grade Point Average (GPA) of 2.00 for each semester at NCCC and an overall cumulative GPA of 2.00 must be maintained. Students who have a semester and cumulative GPA greater than or equal to 2.00 are in Good Academic Standing. Students who have a semester and/or cumulative GPA that is less than 2.00 will have an academic status (Academic Warning, Probation, or Suspension) that indicates a need to improve the GPA. Failure to make Good Academic Progress may lead to dismissal from NCCC.

Students’ transcripts will reflect one of the following statuses for each semester that they are in attendance at NCCC:

Good Academic Standing - This student is making Good academic progress and is on track to maintain the minimum 2.00 cumulative GPA that is needed to graduate from any program of study at NCCC. This status will be noted on a student’s transcript any time the student has a semester and cumulative GPA that is greater than or equal to 2.00.

Academic Warning - A student shall be placed on Academic Warning for the following semester if the student fails to earn a semester and/or cumulative GPA of 2.00 or higher. A student who is on warning needs to work with the appropriate advisor and the LAC to help improve the GPA. Nothing needs to be filed with the Vice President of Academic Affairs office.

After the Academic Warning Semester ends:
- If the semester and cumulative GPA is 2.00 or higher, then the student will be in Good Academic Standing for the next semester.
- If the semester or cumulative GPA below a 2.00, then the student will be on Academic Probation for the next semester.

Academic Probation - Following the Academic Warning term, if the semester and/or cumulative GPA is still below 2.00, a student shall be on Academic Probation. A student who is on probation is required to meet with his/her academic advisor and create an academic plan to improve the GPA. This plan needs to be signed by both the student and advisor and then filed with the Vice President for Academic Affairs Office. A final report from the advisor needs to be filed with the Vice President of Academic Affairs office on the student’s progress towards returning to Good Academic Standing.

After the Academic Probation Semester ends:
- If the semester and cumulative GPA is 2.00 or higher, then the student will be in Good Academic Standing for the next semester.
- If the semester GPA is below 2.00 but cumulative GPA is above 2.00, then the student will remain on Academic Probation for another semester.
- If the cumulative GPA is still below a 2.00, then the student will be on Academic Suspension for the next semester.

Academic Suspension - After completing a semester of Academic Probation if the student still has a cumulative GPA less than 2.00, then they will be on Academic Suspension for the following semester. A student who is on suspension will be required to sit out from NCCC for at least one semester. After sitting out a semester, the student will be
eligible to reapply to the college for readmission. Options available to a student who is on academic suspension from NCCC:

- Reapply to NCCC for re-admission after sitting out at least one semester.
- A student who sits out for at least 3 years can reapply for admission and Academic Forgiveness (refer to Academic Forgiveness policy for more details)
- If the student feels there were extenuating circumstances beyond his/her control that contributed their inability to maintain Good Academic Progress, then the student can submit a letter of appeal to the Vice President of Academic Affairs for consideration by the SAP Appeals Committee. A student who is granted the appeal will have Suspension Probation status.

- If student's appeal is approved, the student will be placed on Suspension Probation.

**Suspension Probation** - Any student who returns after being required to sit out for a semester or who petitioned and were granted their appeal from suspension will be on suspension probation. Students on Suspension Probation will follow a probation plan from the SAP Appeals Committee.

After the Suspension Probation Semester ends:

- If the semester and cumulative GPA is 2.00 or higher, then the student will be in Good Academic Standing for the next semester.
- If the semester GPA is below 2.00 but cumulative GPA is above 2.00, then student will be on Academic Probation for the next semester
- If the cumulative GPA is still below a 2.00, then the student will be on Academic Dismissal for the next semester.

**Academic Dismissal** - After completing a semester on Suspension Probation, a student who still has a cumulative GPA that is below 2.00 will be academically dismissed from NCCC. A student who is academically dismissed may not necessarily be readmitted to a matriculated program at NCCC. There is no appeal for Academic Dismissal.

*Note. Financial aid requirements are different from the academic requirements, so students should always check with the Financial Aid Office regarding financial aid eligibility.*

**ACADEMIC FORGIVENESS POLICY**

The Academic Forgiveness Policy (Fresh Start) allows readmitted students who previously accrued a record with a substantial number of grades below a “C” to be ‘forgiven’ for their earlier performance if they meet the following requirements:

- The student must have been separated from the College for a minimum of three (3) academic years.
- The student must have applied and been re-admitted to the College.
- The student must not have completed more than 50% of their desired degree program. If Academic Forgiveness is given, all previous work will be treated as transfer work, thus the student may not transfer in excess 50% of a degree program.
- The student must submit a written petition to the Registrar’s Office within the first semester of returning to NCCC as a matriculated student (electronic communication will not be accepted).

*Registrar’s Office
Academic Forgiveness Petition
North Country Community College
P.O. Box 89
23 Santanoni Avenue
Saranac Lake, NY 12983*
Academic Forgiveness is not an option for a student who:

- Has already received at least one degree or certificate from NCCC.
- Was in “Good Academic Standing” (per Satisfactory Academic Progress, NCCC catalog) when they last attended NCCC.
- Has already been granted Academic Forgiveness or Fresh Start in the past.
- Has not been readmitted to the College.
- Has an outstanding financial obligation to the College.

If the student is granted Academic Forgiveness, then the following occurs:

- Any courses with a grade of C or higher that meet degree program requirements will be treated as transfer credits. These grades will not be factored into the cumulative GPA.
- Student will be held to the same regulations/requirements as transfer students in number of credits and age limit on courses that can be transferred to NCCC.
- Transcript will still maintain a record of courses taken prior to the granting of Academic Forgiveness.
- Students granted Academic Forgiveness are eligible to graduate when degree requirements have been met.
- *For purposes of determining Academic status (warning, probation, dismissal, or graduation):* Cumulative average is determined beginning with the course work completed after Academic Forgiveness is granted.
- *For purposes of determining Financial Aid status:* All previous coursework at North Country Community College must be included in each review of academic progress for Federal and State aid; therefore, even coursework forgiven academically must be considered in the review. Students should contact the Financial Aid office should they require additional information.
ELECTRONIC RESOURCES

North Country Community College uses Microsoft Office software. While students may use other software if they prefer, anything that they send to a College office or employee needs to be Microsoft Office compatible. Helping to facilitate this requirement, web versions of Office software are available for use by all students via their Office 365 email accounts (https://owa.nccc.edu) via a web browser.

NCCC EMAIL AND WEB PORTAL

NCCC provides all students with an email account and web portal account when they first register. Each student is assigned a username and password which is required to access email, the web portal, and any NCCC computer. It is critical that students remember to logoff when they finish using a computer. These accounts are maintained throughout the students’ attendance at NCCC and for 365 days past the last date of attendance.

Student email (https://owa.nccc.edu) is a vital method of communication at NCCC, and the College uses this method in many of its official communications with students. Students are expected to check their email accounts daily to insure receipt of College-related communications. Students are responsible for the consequences of not reading College-related email communications sent to their official account.

The web portal (https://student.nccc.edu) provides students’ access to their academic, billing, and Financial Aid records as well as course information and a wide range of student services. Students can track their academic progress, register for courses, manage their Financial Aid and semester bills, access course information and grades, and access a wide variety of College services including an electronic library and career services. Students are required to use the web portal to communicate with the College and are encouraged to check their web portal accounts daily for updates.

Students are required to use their NCCC accounts in accordance with the Responsible Use of Electronic Communication and Code of Conduct, found in the appendix of this catalog and on the college website. Failure to comply with these policies while using your NCCC accounts could result in disciplinary action.

Web portal orientation sessions are held for new students. Familiarity with the web portal tools and email is essential for student success. All faculty and administrative offices use these tools to communicate with students.

The College’s web portal is used to provide students with access to grades. Students are encouraged to use the web portal to track their progress in courses. Many faculty require uploading of course assignments via the web portal. Uploaded file formats are required to be Microsoft Office compatible.

Course mid-term and final grades are posted within the web portal for all full-term classes. Mid-term grades are posted around week 8 of the course and finals are posted within 7 days of course completion.

NCCC maintains a technical support help desk to assist students with e-mail, web portal, and general use problems/questions. The NCCC helpdesk can be reached via email at helpdesk@nccc.edu or by calling 518-891-2915 ext. 4357.
ACADEMIC PROGRAMS

When selecting an academic program, students should note whether the desired program is offered at the campus they wish to attend. Students considering a program that is not offered at their desired campus should note that, while some applicable courses may be scheduled at that campus or be available, they will have to matriculate into an academic program that is offered at their desired campus.

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<td>Liberal Arts &amp; Science: Humanities &amp; Social Science</td>
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<tr>
<td>ASSOCIATE OF APPLIED SCIENCE DEGREE</td>
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<tr>
<td>Business Administration</td>
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<tr>
<td>Business: Office Technology</td>
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<tr>
<td>Chemical Dependency Counseling</td>
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<tr>
<td>Computer Graphics and Design</td>
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<tr>
<td>Criminal Justice</td>
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<tr>
<td>Entrepreneurship Management</td>
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<tr>
<td>Human Services</td>
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<tr>
<td>Individual Studies</td>
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<tr>
<td>Massage Therapy</td>
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<tr>
<td>Nursing - RN</td>
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<td>Radiologic Technology</td>
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<td>ASSOCIATE OF SCIENCE DEGREE</td>
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<td>Sports &amp; Events Management</td>
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<tr>
<td>Environmental Science</td>
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<tr>
<td>Fine Arts: Studio</td>
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<tr>
<td>Health Science</td>
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<td>Liberal Arts &amp; Science – Math &amp; Science</td>
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<td>Wilderness Recreation Leadership</td>
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<td>CERTIFICATE PROGRAMS</td>
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<td>Business: Office Technology</td>
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<td>Community Residence Aide</td>
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<td>Computer Graphics &amp; Design</td>
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<td>Gerontology</td>
</tr>
<tr>
<td>Health Sciences</td>
</tr>
<tr>
<td>Practical Nursing - LPN</td>
</tr>
</tbody>
</table>
**DEGREE PROGRAM REQUIREMENTS**

Please Note: Should program requirements change while a student is enrolled in a program, the student will graduate under the requirements stated at the time they matriculated into the program. Always check the web portal or website for the most up-to-date offerings between catalog preparations.

### ASSOCIATE OF ARTS DEGREE PROGRAM

#### A.A. LIBERAL ARTS & SCIENCE: HUMANITIES & SOCIAL SCIENCE

(HEGIS 5649) This degree is intended as a transfer program leading to the Bachelor’s degree. By appropriate course selection with a faculty advisor, students may prepare for transfer to upper-division study in a variety of Liberal Arts majors. The program requires a distribution of courses selected from the principal disciplines of Liberal Arts & Sciences.

<table>
<thead>
<tr>
<th>CREDITS</th>
<th>REQUIRED COURSES</th>
</tr>
</thead>
</table>
| 12      | SOCIAL SCIENCE ELECTIVES  
|         | Select from ANT, ECO, GEO, HIS, POS, PSY, or SOC |
| 3       | ENG 101: ENGLISH COMPOSITION I |
| 3       | ENG 102: ENGLISH COMPOSITION II |
| 3       | HUMANITIES ELECTIVE  
|         | Select from ART, DRA, or MUS |
| 9       | HUMANITIES ELECTIVE  
|         | Select from ART, DRA, ENG, FRE, HUM, MUS, PHI, or SPA |
| 4       | NATURAL SCIENCE ELECTIVES  
|         | Select from BIO, CHE, EAS, PHY, or SCI |
| 3       | MATHEMATICS  
|         | Select from MAT 121 or higher |
| 3       | MATH OR SCIENCE ELECTIVES  
|         | Select from MAT121 or higher, BIO, CHE, EAS, PHY, or SCI |
| 8       | LIBERAL ARTS AND SCIENCE ELECTIVES  
|         | Select from ANT, ART, BIO, CHE, DRA, EAS, ENG (except ENG 100), FRE, GEO, HIS, HUM, MAT (except MAT 095 or MAT 100), MUS, PHI, PHY, POS, PSY, SCI, SOC, or SPA |
| 12      | GENERAL ELECTIVES  
|         | Select from any credit course offering (200 level or higher) |
| 2       | PHYSICAL HEALTH  
|         | Select from PED or HED |

**62 MINIMUM TOTAL CREDITS**

**ASSOCIATE OF APPLIED SCIENCE DEGREE PROGRAMS**
A.A.S. BUSINESS ADMINISTRATION

(HEGIS 5004) This degree is intended for students who desire a career in business that will qualify them to enter directly into responsible and productive careers in industry and commerce in the public and private sectors of business. Students receive classroom instruction giving them a solid educational foundation and hands on experience to be successful in today's business world. If academically qualified, students may be given the option of completing an internship providing real world experience. This program may also be customized to allow for transfer to an upper division college.

<table>
<thead>
<tr>
<th>CREDITS</th>
<th>REQUIRED COURSES</th>
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<tbody>
<tr>
<td>3</td>
<td>BUS 100: BUSINESS ORGANIZATION &amp; MANAGEMENT</td>
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<tr>
<td>3</td>
<td>BUS 101: ACCOUNTING I</td>
</tr>
<tr>
<td>3</td>
<td>BUS 102: ACCOUNTING II</td>
</tr>
<tr>
<td>3</td>
<td>BUS 203: BUSINESS LAW I</td>
</tr>
<tr>
<td>3</td>
<td>BUS 204: BUSINESS LAW II</td>
</tr>
<tr>
<td>3</td>
<td>CIS 130: PRODUCTIVITY COMPUTING</td>
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<tr>
<td>15</td>
<td>PROGRAM CORE ELECTIVES</td>
</tr>
<tr>
<td></td>
<td>Select from BUS, CIS, ECO, OFT, REC 101, or REC/SPM 150 (BUS 211, BUS 212, or BUS 220 are recommended)</td>
</tr>
<tr>
<td>3</td>
<td>SOCIAL SCIENCE</td>
</tr>
<tr>
<td></td>
<td>Select from ANT, ECO, GEO, HIS, POS, PSY, or SOC</td>
</tr>
<tr>
<td>3</td>
<td>ENG 101: ENGLISH COMPOSITION I</td>
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<tr>
<td>3</td>
<td>HUMANITIES ELECTIVE</td>
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<tr>
<td></td>
<td>Select from ART, DRA, ENG (except ENG 100), FRE, HUM, MUS, PHI, or SPA (ENG 105 is recommended)</td>
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<tr>
<td>3</td>
<td>MATHEMATICS</td>
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<tr>
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<td>Please note: MAT 095 and MAT 100 do not meet this requirement</td>
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<tr>
<td>3-4</td>
<td>NATURAL SCIENCE</td>
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<td>Select from BIO, CHE, EAS, PHY, or SCI</td>
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<td>6</td>
<td>LIBERAL ARTS &amp; SCIENCE ELECTIVES</td>
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<tr>
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<td>GENERAL ELECTIVES</td>
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<td>Select from any credit course offering (100 level or higher)</td>
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<td>2</td>
<td>PHYSICAL HEALTH</td>
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<td>Select from PED or HED</td>
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</tbody>
</table>

62-63 MINIMUM TOTAL CREDITS
A.A.S. BUSINESS: OFFICE TECHNOLOGY

(HEGIS 5005) This degree is offered for students interested in preparation for office-related and administrative management careers. The curriculum provides computer related and business management skills, in addition to necessary general education courses. Application of classroom instruction in a "real-life" work setting is available for students who academically qualify for an internship. A high school background in business courses is not necessary for entry into this program. A minimum of 62 credits with a grade point average of 2.00 is required for graduation.

<table>
<thead>
<tr>
<th>CREDITS</th>
<th>REQUIRED COURSES</th>
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<tbody>
<tr>
<td>3</td>
<td>OFT 101: BEGINNING KEYBOARDING</td>
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<tr>
<td>3</td>
<td>OFT 102: INTERMEDIATE KEYBOARDING</td>
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<tr>
<td>3</td>
<td>OFT 118: MACHINE TRANSCRIPTION</td>
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<td>3</td>
<td>BUS 154: SMALL BUSINESS ACCOUNTING OR</td>
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<td>BUS 101: ACCOUNTING I</td>
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<tr>
<td>3</td>
<td>OFT 140: OFFICE PROCEDURES &amp; ADMINISTRATION</td>
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<td>3</td>
<td>CIS 130: PRODUCTIVITY COMPUTING</td>
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<tr>
<td>3</td>
<td>CIS 200: DESKTOP PUBLISHING OR</td>
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<td></td>
<td>CIS 221: DATA MANAGEMENT &amp; ANALYSIS</td>
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<tr>
<td>3</td>
<td>BUS 110: BUSINESS MATHEMATICS</td>
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<td>3</td>
<td>BUS 220: BUSINESS COMMUNICATIONS</td>
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<td>9</td>
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<td>Select from OFT, BUS, CIS, or HEA 200 (HEA 200 is recommended)</td>
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<td>SOCIAL SCIENCE ELECTIVE</td>
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<td></td>
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<td>3</td>
<td>ENG 101: ENGLISH COMPOSITION I</td>
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<tr>
<td>3</td>
<td>HUMANITIES ELECTIVE</td>
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<td></td>
<td>Select from ART, DRA, ENG (except ENG 100), FRE, HUM, MUS, PHI, or SPA (ENG 105 is recommended)</td>
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<td>3</td>
<td>MATHEMATICS</td>
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<td>Please note: MAT 095 and MAT 100 do not meet this requirement</td>
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<td>3-4</td>
<td>NATURAL SCIENCE</td>
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<td>Select from ANT 140, BIO, CHE, EAS, PHY, or SCI</td>
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<td>LIBERAL ARTS &amp; SCIENCE ELECTIVES</td>
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<td>Select from ANT, ART, BIO, CHE, DRA, EAS, ECO, ENG (except ENG 100), FRE, GEO, HIS, HUM, MAT (except MAT 095 or MAT 100), MUS, PHI, PHY, POS, PSY, SCI, SOC, or SPA</td>
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<td>6</td>
<td>GENERAL ELECTIVES</td>
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<td>Select from any credit course offering (100 level or higher)</td>
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<td>2</td>
<td>PHYSICAL HEALTH</td>
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<td>Select from PED or HED</td>
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62-63 MINIMUM TOTAL CREDITS
A.A.S. CHEMICAL DEPENDENCY COUNSELING

(HEGIS 5506) This program addresses the needs of a society rife with alcohol and substance abuse problems. These conditions have tremendous and far-reaching impacts on children, families and other members of our communities. Students in this program receive both academic and experiential preparation to serve those same individuals, families and communities. Graduates of the program have met the 350 Education and Training hour requirements of New York State’s Office of Alcoholism and Substance Abuse Services (OASAS) and may apply for CASAC-Trainee status with OASAS. Students are required to achieve a 2.0 final grade point average in each Program Core Course in order to progress in the program.

<table>
<thead>
<tr>
<th>CREDITS</th>
<th>REQUIRED COURSES</th>
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<tbody>
<tr>
<td>3</td>
<td>HUS 101: INTRO TO HUMAN SERVICES</td>
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<tr>
<td>3</td>
<td>HUS 200: HUMAN SERVICES DELIVERY</td>
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<tr>
<td>3</td>
<td>HUS 201: BASIC COUNSELING SKILLS</td>
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<tr>
<td>3</td>
<td>HUS 222: INTRO TO GROUP COUNSELING</td>
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<tr>
<td>3</td>
<td>HUS 230: INTRO TO SUBSTANCE ABUSE COUNSELING</td>
</tr>
<tr>
<td>3</td>
<td>BIO 211: PHYSIOLOGY &amp; PHARMACOLOGY OF ALCOHOL/DRUGS</td>
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<tr>
<td>3</td>
<td>PSY 203: ABNORMAL PSYCHOLOGY</td>
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<td>3</td>
<td>PSY 265: PERSONALITY</td>
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<td>3</td>
<td>SOC 107: SOCIOLOGY OF ADDICTION</td>
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<td>SOC 200: INTRO TO SOCIAL WELFARE</td>
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<tr>
<td>3</td>
<td>HUS 205: HUMAN SERVICES INTERNSHIP &amp; SEMINAR</td>
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<td>3</td>
<td>PSY 101: INTRO TO PSYCHOLOGY</td>
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<td>3</td>
<td>PSY 202: DEVELOPMENTAL PSYCHOLOGY</td>
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<td>3</td>
<td>ENG 101: ENGLISH COMPOSITION</td>
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<tr>
<td>3</td>
<td>ENG 102: ENGLISH COMPOSITION OR ENG 105: SPEECH FUNDAMENTALS</td>
</tr>
</tbody>
</table>
| 3       | MATHEMATICS  
  Please note: MAT 095 and MAT 100 do not meet this requirement (MAT 131, Elementary Statistics is recommended) |
| 4       | BIO 109: HUMAN BIOLOGY |
| 3       | LIBERAL ARTS & SCIENCE ELECTIVES  
  Select from ANT, ART, BIO, CHE, DRA, EAS, ECO, ENG (except ENG 100), FRE, GEO, HIS, HUM, MAT (except MAT 095 or MAT 100), MUS, PHI, PHY, POS, PSY, SCI, SOC, or SPA (PSY 130 is recommended) |
| 6       | GENERAL ELECTIVES  
  Select from any credit course offering  
  (100 level or higher; CIS 130 is recommended) |
| 2       | PHYSICAL HEALTH  
  Select from PED or HED  
  (PED 138: Introductory Yoga is recommended) |

63 MINIMUM TOTAL CREDITS
A.A.S. COMPUTER GRAPHICS & DESIGN

(HEGIS 5012) Through hands-on learning, students will be prepared to work professionally in today's digital age. Students learn the basic concepts of graphic design and develop their artistic potential while working to master the tools and technologies applied in both traditional and digital imaging. In addition, students perfect their hand-art skills with studies in drawing and design, and master essential concepts related to multimedia, print, and web-based publishing. Students train on state-of-the-art computers and learn the software applications currently used by graphics professionals. Students master vector and raster-based drawing programs as well as the techniques essential to production of attractive digital documents. Graduates of the program are well-prepared for transfer into Baccalaureate institutions as well as for employment.

Note: CIS 100 is required for those without proven computer competency.

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<th>CREDITS</th>
<th>REQUIRED COURSES</th>
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<tr>
<td></td>
<td>ART 101: DRAWING I</td>
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<td>ART 105: INTRO TO COMPUTER GRAPHICS</td>
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<td>ART 106: ART HISTORY SURVEY: PREHISTORIC TO GOTHIC</td>
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<td>ART 111: 2D DESIGN</td>
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<td>ART 125: DIGITAL ILLUSTRATION</td>
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<td>ART 245: DIGITAL PHOTOGRAPHY</td>
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<td>CIS 200: DESKTOP PUBLISHING</td>
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<td>CIS 230: MULTIMEDIA SOFTWARE</td>
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<td></td>
<td>CIS 231: WEBSITE DESIGN &amp; MANAGEMENT</td>
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<td>9</td>
<td>PROGRAM CORE ELECTIVES</td>
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<td></td>
<td>Select from BUS, CIS (except CIS 200, CIS 231), ART 131, ART 150, ART 151, ART 155, ART 203, ART 205, ART 206, ART 220, ART 235, ART 245, ART 104, or ART 297</td>
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<tr>
<td>3</td>
<td>PSY 101: INTRODUCTION TO PSYCHOLOGY</td>
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<td>ENG 101: ENGLISH COMPOSITION</td>
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<td>ENG 102: ENGLISH COMPOSITION II</td>
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<td>MATHEMATICS</td>
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<td>Select from MAT 121 or higher</td>
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<td>NATURAL SCIENCE ELECTIVE</td>
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<td>Select from BIO, CHE, EAS, PHY, or SCI</td>
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<tr>
<td>3</td>
<td>HISTORY OR POLITICAL SCIENCE</td>
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<td>PHYSICAL HEALTH</td>
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<td>Select from PED or HED</td>
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63 MINIMUM TOTAL CREDITS
A.A.S. CRIMINAL JUSTICE

(HEGIS 5505) The Criminal Justice program offers students an opportunity to prepare for local, state, and federal positions related to city police forces, industry controls, correctional facilities, conservation and environmental departments, private investigation agencies, and parole offices. Instruction goes beyond the classroom in this field of study; our graduates have the opportunity to complete hands-on work as well. By appropriate course selection, in consultation with faculty advisors, graduates of the program will have an opportunity to transfer to four-year colleges to acquire a bachelor’s degree in related areas of study. A grade of 2.0 or higher is required for all program core courses to meet degree requirements.

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<tr>
<th>CREDITS</th>
<th>REQUIRED COURSES</th>
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<tbody>
<tr>
<td>3</td>
<td>CRJ 101: INTRO TO CRIMINAL JUSTICE</td>
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<tr>
<td>3</td>
<td>CRJ 102: POLICE IN CONTEMPORARY SOCIETY</td>
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<td>CRJ 135: INTO TO CORRECTIONS</td>
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<tr>
<td>1</td>
<td>CRJ 140: LAW ENFORCEMENT REPORT WRITING</td>
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<tr>
<td>3</td>
<td>CRJ 202: SUBSTANTIVE CRIMINAL LAW</td>
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<tr>
<td>3</td>
<td>CRJ 208: CRIMINAL INVESTIGATION</td>
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<tr>
<td>3</td>
<td>CRJ 290: CRIMINAL EVIDENCE LAW</td>
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<tr>
<td>3</td>
<td>SOC 155: JUVENILE JUSTICE &amp; DELINQUENCY</td>
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<tr>
<td>3</td>
<td>PSY 101: INTRODUCTION TO PSYCHOLOGY</td>
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<tr>
<td></td>
<td>Select from PSY 130: PSYCHOLOGY OF PERSONAL GROWTH; or PSY 138: PSYCHOLOGY OF HUMAN RELATIONS</td>
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<tr>
<td>3</td>
<td>SOC 101: INTRO TO SOCIOLOGY</td>
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<tr>
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<td>Select from POS 101: PRINCIPLES OF POLITICAL SCIENCE; or POS 102: AMERICAN GOVERNMENT &amp; POLITICS; or POS 110: STATE &amp; LOCAL GOVERNMENT</td>
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<td>ENG 101: ENGLISH COMPOSITION I</td>
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<td>ENG 102: ENGLISH COMPOSITION II</td>
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<tr>
<td>3</td>
<td>MATHMATICS</td>
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<td>Please note: MAT 095 and MAT 100 do not meet this requirement (MAT 121, Elementary Statistics, is preferred)</td>
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<td>3-4</td>
<td>NATURAL SCIENCE ELECTIVE</td>
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<td>Select from BIO, CHE, EAS, PHY, or SCI</td>
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<td>GENERAL ELECTIVES</td>
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<td>Select from any credit course offering (100 level or higher)</td>
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<td>3</td>
<td>OFT 101: BEGINNING KEYBOARDING; CIS ELECTIVE: To be selected from any CIS course</td>
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<td>2</td>
<td>PHYSICAL HEALTH</td>
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<td>Select from PED or HED</td>
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</tbody>
</table>

62-63 MINIMUM TOTAL CREDITS
**A.A.S. ENTREPRENEURSHIP MANAGEMENT**

(HEGIS 5004) This degree is offered for students who desire preparation and experience for the business world, with an emphasis on management skills. The program is occupationally oriented with an opportunity for an internship after two semesters if the student demonstrates successful academic achievement. The site of the college affords the student to be immersed into the tourism trade of the Adirondack Park.

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<tr>
<th>CREDITS</th>
<th>REQUIRED COURSES</th>
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<tbody>
<tr>
<td>3</td>
<td>BUS 110: BUSINESS MATHEMATICS</td>
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<td>3</td>
<td>BUS 154: SMALL BUSINESS ACCOUNTING OR BUS 101: ACCOUNTING I</td>
</tr>
<tr>
<td>3</td>
<td>BUS 203: BUSINESS LAW I</td>
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<td>3</td>
<td>BUS 211: HUMAN RESOURCE MANAGEMENT</td>
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<tr>
<td>3</td>
<td>BUS 212: MARKETING PRINCIPLES</td>
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<td>3</td>
<td>BUS 215: SMALL BUSINESS MANAGEMENT</td>
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<td>BUS 220: BUSINESS COMMUNICATIONS</td>
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<td>3</td>
<td>CIS 130: PRODUCTIVITY COMPUTING</td>
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<td>9</td>
<td>PROGRAM CORE ELECTIVES</td>
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<td>Select from BUS, CIS, ECO, OFT, REC 101, or REC 150</td>
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<td>SOCIAL SCIENCE ELECTIVES</td>
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<td>Select from ANT, ECO, HIS, POS, PSY, or SOC</td>
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<td>3</td>
<td>ENG 101: ENGLISH COMPOSITION</td>
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<td>HUMANITIES ELECTIVE</td>
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<td>Select from ART, DRA, ENG (except ENG 100), FRE, HUM, MUS, PHI, or SPA</td>
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<td>Select from ANT 140, BIO, CHE, EAS, PHY, or SCI</td>
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<td>Select from ANT, ART, BIO, CHE, DRA, EAS, ECO, ENG (except ENG 100), FRE, GEO, HIS, HUM, MAT (except MAT 095 or MAT 100), MUS, PHI, PHY, POS, PSY, SCI, SOC, or SPA</td>
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<td>Select from any credit course offering (100 level or higher)</td>
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<tr>
<td>2</td>
<td>PHYSICAL HEALTH</td>
</tr>
<tr>
<td></td>
<td>Select from PED or HED</td>
</tr>
</tbody>
</table>

**62 MINIMUM TOTAL CREDITS**
A.A.S. HUMAN SERVICES

(HEGIS 5506) This program is offered for students interested in preparing for work in community and institutional settings in mental health, developmental disabilities, substance abuse, gerontology, and education. Students work directly with clients at nearby facilities as part of their course of study. Many students choose to transfer to Bachelor's Degree programs in social work, human services, education, and social sciences. Students are required to achieve a 2.0 final grade point average in each Program Core Course in order to progress in the program.

<table>
<thead>
<tr>
<th>CREDITS</th>
<th>REQUIRED COURSES</th>
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<tbody>
<tr>
<td>3</td>
<td>HUS 101: INTRO TO HUMAN SERVICES</td>
</tr>
<tr>
<td>3</td>
<td>HUS 200: HUMAN SERVICES DELIVERY</td>
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<tr>
<td>3</td>
<td>HUS 201: BASIC COUNSELING SKILLS</td>
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<tr>
<td>3</td>
<td>PSY 130: PSYCHOLOGY OF PERSONAL GROWTH</td>
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<tr>
<td>3</td>
<td>PSY 203: ABNORMAL PSYCHOLOGY</td>
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<tr>
<td>3</td>
<td>SOC 200: INTRO TO SOCIAL WELFARE</td>
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<td>HUS 205: HUMAN SERVICES INTERNSHIP &amp; SEMINAR</td>
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<td>PROGRAM CORE ELECTIVES</td>
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<td>3 credits to be selected from ANT, CRA, CRI, HUS, POS, PSY, SOC, or HUM 112</td>
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<td>SOC 101: INTRO TO SOCIOLOGY</td>
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<td>PSY 202: DEVELOPMENTAL PSYCHOLOGY</td>
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<td>ENG 101: ENGLISH COMPOSITION I</td>
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<td>ENG 102: ENGLISH COMPOSITION II; or ENG 105: SPEECH FUNDAMENTALS</td>
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<td>Please note: MAT 095 and MAT 100 do not meet this requirement (MAT 121, Elementary Statistics, is preferred)</td>
</tr>
<tr>
<td>4</td>
<td>BIO 109: HUMAN BIOLOGY</td>
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<td>LIBERAL ARTS &amp; SCIENCE ELECTIVES</td>
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<td>PHYSICAL HEALTH</td>
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<td>Select from PED or HED</td>
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</table>

63 MINIMUM TOTAL CREDITS
A.A.S. INDIVIDUAL STUDIES

(HEGIS 5699) This program affords students an opportunity to explore career options. A base of Liberal Arts and Sciences courses is combined with a program core designated to expose students to a wide range of disciplines outside the Liberal Arts and Sciences. This program core allows students to develop a concentration in a specific area once previous course work has revealed an individual interest in that area. Areas of concentration include Business, Humanities, Human Services, Math/Science, and Social Science.

<table>
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<tr>
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<tr>
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<td>3-4</td>
<td>NATURAL SCIENCE&lt;br&gt; Select from BIO, CHE, EAS, PHY, or SCI</td>
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</tr>
</tbody>
</table>

62-63 MINIMUM TOTAL CREDITS
A.A.S. MASSAGE THERAPY

(HEGIS 5299) North Country’s Massage Therapy program is a path to a rewarding profession and a commitment to personal development. The program provides a quality educational experience, in a rich interpersonal environment. The campus features its own student run massage therapy clinic; open to students, staff and the surrounding college community. Through their interactive experience in the classroom and the clinic, students are provided with the tools to be the facilitators for the well-being and growth of others. The program includes the classroom hours in science and massage theory; and hands-on experience required for professional licensure. North Country’s Massage Therapy Program is registered and approved by the New York State Education Department. Program graduates will be qualified to take the New York State Massage Therapy Exam and the National Certification Exam. A grade of C or higher is required for all classes within the Core Curriculum to continue in the Massage Therapy Program.

<table>
<thead>
<tr>
<th>CREDITS</th>
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<tr>
<td>4</td>
<td>BIO 215: ANATOMY &amp; PHYSIOLOGY I</td>
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<tr>
<td>4</td>
<td>BIO 230: INTRO TO KINESIOLOGY</td>
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<td>3</td>
<td>BIO 240: MYOLOGY</td>
</tr>
<tr>
<td>3</td>
<td>BIO 255: INTRO TO DISEASE</td>
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<td>0.5</td>
<td>HED 115: CPR</td>
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<tr>
<td>0.5</td>
<td>HED 140: BASIC FIRST AID</td>
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<td>HED 150: SOMATIC KINESIOLOGY</td>
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<td>MAS 110: WESTERN MASSAGE I</td>
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<td>MAS 120: EASTERN MASSAGE I</td>
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<td>4</td>
<td>MAS 121: EASTERN MASSAGE II</td>
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<td>4</td>
<td>MAS 210: WESTERN REMEDIAL MASSAGE</td>
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<td>MAS 211: ADVANCED TOPICS IN MASSAGE THERAPY</td>
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<td>MAS 251: MASSAGE CLINICAL I</td>
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<td>PSY 130: PSYCHOLOGY OF PERSONAL GROWTH</td>
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<td>3</td>
<td>PSY 138: PSYCHOLOGY OF HUMAN RELATIONS</td>
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<td><strong>64 MINIMUM TOTAL CREDITS</strong></td>
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</table>
A.A.S. NURSING

(HEGIS 5208.10) The Nursing Program adheres to a career-ladder concept in nursing education that provides upward mobility for students, without repetition of previous education and experience. Courses of study in Nursing consist of a two-semester, full-time Practical Nursing Program and a two-semester, full-time Associate Degree Nursing Program for students that have a successful completion of the Practical Nursing Certificate, and eligibility to make application to take the examination for licensure as a Licensed Practical Nurse. Completion of the Practical Nursing course of study does not assure admission into the Associate Degree Nursing Program. Students must apply for entry into this program and compete with all other applicants of that year. Successful completion of the Associate Degree Nursing course of study leads to an Associate in Applied Science degree and eligibility to make application to take the New York State Board Nursing examination for licensure as a registered professional nurse.

To enroll in the Nursing programs, students must meet medical and physical eligibility requirements. All students must complete a yearly physical examination, obtain student professional liability insurance and fulfill health, clinical and reporting requirements.

Note: Current New York State LPN licensure and completion of prerequisite courses are required for entry into program.

<table>
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<th>CREDITS</th>
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<td>BIO 201: MICROBIOLOGY</td>
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<td>BIO 215: ANATOMY &amp; PHYSIOLOGY I</td>
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<td>BIO 216: ANATOMY &amp; PHYSIOLOGY II</td>
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<td>NUR 108: NURSING PHARMACOLOGY II</td>
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<td>NUR 202: PSYCHIATRIC/MENTAL HEALTH NURSING</td>
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<td>NUR 204: ADULT MEDICAL/SURGICAL NURSING</td>
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<td>PSY 101: INTRO TO PSYCHOLOGY</td>
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<td>3</td>
<td>PSY 202: DEVELOPMENTAL PSYCHOLOGY</td>
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</tbody>
</table>

74 MINIMUM TOTAL CREDITS
A.A.S. RADIOLOGIC TECHNOLOGY

(HEGIS 5207) A Radiologic Technologist is an allied health professional who combines patient care procedures with an in-depth knowledge of human anatomy and proficient utilization of radiographic equipment. A Radiologic Technologist produces informative diagnostic images of the human body while exposing the patient to minimum amounts of radiation. By appropriate course selection, in consultation with a faculty advisor, graduates of the program will have an opportunity to transfer to a four-year college to acquire a bachelor’s degree in related areas of study. The Radiologic Technology program at North Country is one of the oldest in the country and is accredited by the Joint Review Committee on Education in Radiologic Technology and registered by the New York State Department of Health as an approved program.

Program graduates will be qualified to take the examination of the American Registry of Radiologic Technologists for national certification and subsequent licensure by the State of New York. A GPA of at least 2.00 is required in all core courses and Science courses.

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<td>RAD 102: RADIOLOGIC TECHNOLOGY II</td>
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<td>RAD 120: RADIOGRAPHIC PROCEDURES I</td>
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<td>1</td>
<td>RAD 125: CLINICAL EDUCATION I</td>
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<tr>
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<td>RAD 130: RADIOLOGIC SCIENCE I</td>
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<td>RAD 140: RADIOGRAPHIC PROCEDURES II</td>
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<td>RAD 145: CLINICAL EDUCATION II</td>
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<td>RAD 150: RADIOLOGIC SCIENCE II</td>
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<td>RAD 245: ADVANCED IMAGING &amp; CURRENT TECHNOLOGY I</td>
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<td>RAD 248: ADVANCED IMAGING &amp; CURRENT TECHNOLOGY II</td>
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<td>RAD 255: CLINICAL EDUCATION IV</td>
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<td>RAD 265: CLINICAL EDUCATION V</td>
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<td>RAD 270: RADIATION BIOLOGY &amp; PROTECTION</td>
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<td>Select from ART, DRA, ENG (except ENG 100), FRE, HUM, MUS, PHI, or SPA</td>
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<td>BIO 215: ANATOMY &amp; PHYSIOLOGY I</td>
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<td>MATHEMATICS</td>
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<td>Select from MAT 129 or higher</td>
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<td>0.5</td>
<td>HED 115: CPR</td>
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<tr>
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<td>HED 140: BASIC FIRST AID</td>
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</tbody>
</table>

70 MINIMUM TOTAL CREDITS
ASSOCIATE OF SCIENCE DEGREE PROGRAMS

A.S. BUSINESS ADMINISTRATION

(HEGIS 5004) This degree is intended primarily as a transfer program leading to the Bachelor’s degree. The program requires a distribution of courses representing the freshman and sophomore years of a four-year Bachelor’s program. By appropriate course selection with input from transfer institutions, transfer counselors and academic advisors, students may prepare for transfer to upper division study in business administration, accounting, management, marketing and related fields.

<table>
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<td>BUS 101: ACCOUNTING I</td>
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<td>BUS 102: ACCOUNTING II</td>
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<td>BUS 203: BUSINESS LAW I</td>
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<tr>
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<td>BUS 204: BUSINESS LAW II</td>
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<tr>
<td>3</td>
<td>CIS 130: PRODUCTIVITY COMPUTING</td>
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<tr>
<td>3</td>
<td>ECO 101: INTRO TO MACROECONOMICS</td>
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<td>ECO 102: INTRO TO MICROECONOMICS</td>
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<td>HUMANITIES ELECTIVE</td>
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<td>Please note: MAT 095 and MAT 100 do not meet this requirement (MAT 132 is recommended)</td>
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<td>LIBERAL ARTS &amp; SCIENCE ELECTIVES</td>
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<td>Select from any credit course offering (100 level or higher)</td>
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<td>PHYSICAL HEALTH</td>
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<td></td>
<td>Select from PED or HED</td>
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</table>

63 MINIMUM TOTAL CREDITS
A.S. ENVIRONMENTAL SCIENCE

HEGIS (5604) The Environmental Science curriculum provides students with a scientific foundation exploring the management of the Earth’s systems. With a focus on the interaction between the natural world, human activity, and the larger environment, students will develop an understanding of the earth’s systems and their interdependence and learn to critically evaluate diverse sources of information necessary for sound environmental analysis.

<table>
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<tr>
<th>CREDITS</th>
<th>REQUIRED COURSES</th>
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<td>BIO/ENV 108: ENVIRONMENTAL SCIENCE LAB</td>
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<td>BIO/ENV 204: CONSERVATION OF NATURAL RESOURCES</td>
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<td>BIO/ENV 205: FIELD METHODS IN ENVIRONMENTAL SCIENCE</td>
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<td>CHE 101: PRINCIPLES OF CHEMISTRY I</td>
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<td>GENERAL ELECTIVES</td>
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<td>Select from any credit course offering (100 level or higher)</td>
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</table>

64 MINIMUM TOTAL CREDITS
A.S. FINE ARTS - STUDIO

HEGIS (5610) The Fine Arts: Studio degree is designed to prepare students for transfer to baccalaureate fine arts programs. The curriculum anchors students in the liberal arts, while providing a concentrated focus on the studio arts, through theory and praxis. The core blends survey courses in Art History with traditional and modern studio offerings. A healthy requirement of three courses are reserved for core electives, where student choice is preserved and academic advisement will help students tailor selections that best fit their aspirations.

<table>
<thead>
<tr>
<th>CREDITS</th>
<th>REQUIRED COURSES</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>ART 101: DRAWING I</td>
</tr>
<tr>
<td>3</td>
<td>ART 104: 3D DESIGN</td>
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<tr>
<td>3</td>
<td>ART 105: INTRO TO COMPUTER GRAPHICS</td>
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<tr>
<td>3</td>
<td>ART 106: ART HISTORY SURVEY- PREHISTORIC TO GOTHIC</td>
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<td>ART 107: ART HISTORY SURVEY- RENAISSANCE TO POST MODERN</td>
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<td>ART 111: DESIGN</td>
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<td>Select from ART 125, ART 131, ART 150, ART 151, ART 155, ART 203, ART 205, ART 206, ART 220, ART 235, ART 245, or ART 297</td>
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<td>3</td>
<td>ENG 101: ENGLISH COMPOSITION I</td>
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<tr>
<td>3</td>
<td>MATHEMATICS</td>
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<tr>
<td></td>
<td>Select from MAT 121 or higher</td>
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<td>NATURAL SCIENCE WITH LAB</td>
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<td>Select from BIO, CHE, EAS, PHY, or SCI</td>
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<td>MATH OR SCIENCE ELECTIVE</td>
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63 MINIMUM TOTAL CREDITS
## A.S. HEALTH SCIENCE
(HEGIS 5299)

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<td>SOC 107: SOCIOLOGY OF ADDICTION</td>
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<td>HED 102: INTRO TO NUTRITION</td>
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<td>HED 115: CPR</td>
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<td>HED 140: BASIC FIRST AID</td>
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<td>BIO 109: HUMAN BIOLOGY</td>
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<td>4</td>
<td>BIO 215: ANATOMY &amp; PHYSIOLOGY I</td>
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<tr>
<td>4</td>
<td>BIO 216: ANATOMY &amp; PHYSIOLOGY II</td>
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<td>OR</td>
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<td>ENG 105: SPEECH FUNDAMENTALS</td>
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<tr>
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<td>Select from any credit course offering (100 level or higher)</td>
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</tbody>
</table>

61-62 MINIMUM TOTAL CREDITS
A.S. LIBERAL ARTS & SCIENCES: MATH & SCIENCE

(HEGIS 5649) This degree is intended as a transfer program leading to the Bachelor’s degree. By appropriate course selection with a faculty advisor, students may prepare for transfer to upper-division study in a variety of Liberal Arts majors. The program requires a distribution of courses selected from the principal disciplines of Liberal Arts and Sciences. The program requires a distribution of courses representing the freshman and sophomore years of a four year Bachelor’s program, although A.S. graduates possess skills and knowledge to take their places in the work force.

<table>
<thead>
<tr>
<th>CREDITS</th>
<th>REQUIRED COURSES</th>
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<tbody>
<tr>
<td>6</td>
<td>MATHEMATICS</td>
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<td>Select from any CIS course</td>
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<td>To be selected from PED or HED</td>
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</table>

62 MINIMUM TOTAL CREDITS
A.S. SPORTS & EVENTS MANAGEMENT

(HEGIS 5099) North Country was the Official College of the 1980 Winter Olympics in Lake Placid. The College’s location in the 6 million acre Adirondack Park and Olympic Region provides a perfect location for the Sports and Events Management Program. Designed in cooperation with the Olympic Regional Development Authority of New York State, this program prepares students to transfer to four-year institutions or gain employment in the Recreation, Leisure, and Sports Management field. The required Internship allows our students to gain invaluable practical experience at a vast and diverse array of Internship sites in one of the finest year around recreation areas in the world. The program combines course work in Sports Management, Recreation, Business, Liberal Arts, and Physical Education and Health.

<table>
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<td>BUS 203: BUSINESS LAW I</td>
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<td>BUS 211: HUMAN RESOURCE MANAGEMENT</td>
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<td>CIS 130: PRODUCTIVITY COMPUTING</td>
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<td>REC 101: INTRO TO LEISURE SERVICES</td>
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<td>3</td>
<td>REC/SPM 150: INTRO TO SPORT MANAGEMENT</td>
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<td>3</td>
<td>REC/SPM 201: SPORTS &amp; EVENTS MANAGEMENT INTERNSHIP</td>
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<td>PHYSICAL HEALTH</td>
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</tbody>
</table>

63 MINIMUM TOTAL CREDITS
A.S. WILDERNESS RECREATION LEADERSHIP

(HEGIS 5506.10) To enroll in the Wilderness Recreation Leadership (WRL) program, students must meet medical and physical eligibility requirements; all students must complete yearly physical examination and fulfill health information reporting requirements. The WRL program is selective and progression to the second year is dependent upon successful completion of prerequisites and approval of the Program Director.

The Wilderness Recreation Leadership degree program has been training outdoor educators, professionals and guides since 1979. The program shared its beginnings with the Wilderness Education Association and continues with strong curriculum and traditions today. By offering students hands-on opportunities to practice leadership and wilderness skills in a backcountry setting, WRL offers a unique and unparalleled college experience. Ideally located in the heart of the Adirondack mountains, WRL students enjoy easy access to world-class climbing, paddling, skiing, backpacking, hunting & fishing. Additionally, Whiteface Ski Mountain and Lake Placid Olympic venues are just a short drive from campus.

<table>
<thead>
<tr>
<th>CREDITS</th>
<th>REQUIRED COURSES</th>
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<tr>
<td>3</td>
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<td>REC 115: INTRO TO WILDERNESS RECREATION LEADERSHIP</td>
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<td>1</td>
<td>REC 235: WILDERNESS RECREATION LEADERSHIP CAREER SEMINAR</td>
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<td>REC 240: WILDERNESS FALL PRACTICUM</td>
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<tr>
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<td>REC 249: WILDERNESS WINTER PRACTICUM</td>
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<td>REC 251: WILDERNESS MANAGEMENT</td>
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<td>ENG 101: ENGLISH COMPOSITION I</td>
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<td>ENG 105: SPEECH FUNDAMENTALS</td>
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<td>3</td>
<td>MATHEMATICS Please note: MAT 095 and MAT 100 do not meet this requirement (MAT 121 is recommended)</td>
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<td>PED 167: LIFEGUARDING</td>
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</tbody>
</table>

64-65 MINIMUM TOTAL CREDITS
CERTIFICATE DEGREE PROGRAMS

COMMUNITY RESIDENCE AIDE
(HEGIS 5506) This program trains individuals for career opportunities as Community Residence Aides working with the developmentally disabled. As mandated by the New York State Office of Mental Retardation and Developmental Disabilities, this program includes "on-the-job" training in-state and voluntary agency settings as well as classroom training in the necessary aspects of client care.

<table>
<thead>
<tr>
<th>CREDITS</th>
<th>REQUIRED COURSES</th>
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<td>HUS 100: INTRODUCTION TO HUMAN SERVICES</td>
</tr>
<tr>
<td>1</td>
<td>HUS 141: STRATEGIES IN CRISIS INTERVENTION &amp; PREVENTION</td>
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<tr>
<td>3</td>
<td>HUS 142: MEDICATION ADMINISTRATION</td>
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<tr>
<td>3</td>
<td>HUS 205: HUMAN SERVICES INTERNSHIP &amp; SEMINAR</td>
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<td>HUS 240: COMMUNITY RESIDENCE SKILLS</td>
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<td>HUS 241: BEHAVIOR MODIFICATION</td>
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<td>HUS 242: DEVELOPMENTAL DISABILITIES</td>
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<tr>
<td>3</td>
<td>HED 110: EMERGENCY CARE &amp; SAFETY</td>
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<td>ENG 101: ENGLISH COMPOSITION I</td>
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<td>PSY 101: INTRO TO PSYCHOLOGY</td>
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<td>PSY 130: PSYCHOLOGY OF PERSONAL GROWTH</td>
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</table>

31 MINIMUM TOTAL CREDITS

COMPUTER GRAPHICS & DESIGN
(HEGIS 5012) The Computer Graphics certificate educational and career objectives are vocational in nature. Employment preparation as well as seamless entry into numerous Associate Degrees at NCCC is available to graduates of the program. There are numerous businesses within the Adirondack Park that would employ graduates from this program. One of the College's goals in fulfilling its mission specifically relates to the development of this program proposal.

<table>
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<th>CREDITS</th>
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<tr>
<td>3</td>
<td>ART 101: DRAWING I</td>
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<td>ART 105: INTRO TO COMPUTER GRAPHICS</td>
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<td>Select from</td>
<td>ART 106: ART HISTORY SURVEY-PREHISTORIC TO GOTHIC; OR ART 107: ART HISTORY SURVEY-RENAISSANCE TO POST MODERN</td>
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<td>ART 111: 2D DESIGN</td>
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<td>ART 125: DIGITAL ILLUSTRATION</td>
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<td>ENG 101: ENGLISH COMPOSITION</td>
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<td>CIS 230: MULTIMEDIA SOFTWARE</td>
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<td>CIS 231: WEBSITE DESIGN &amp; MAINTENANCE</td>
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30 MINIMUM TOTAL CREDITS
GERONTOLOGY

(HEGIS 5506.20) The Certificate Program in Gerontology prepares students in five general areas: written communication, cultural awareness, gerontology knowledge, management skills, and service skills. The student completing this program will be equipped with the skills necessary to function effectively in an agency or organization serving the aged or in working directly with older adults.

<table>
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<td>PSY 254: PSYCHOLOGY OF ADULT DEVELOPMENT &amp; AGING</td>
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<td>SOC 125: DEATH &amp; DYING</td>
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<td>SOC 165: AGING IN AMERICA</td>
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<td>SOC 291: PERSONAL STUDY IN GERONTOLOGY</td>
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<td>ENG 101: ENGLISH COMPOSITION I</td>
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<td>3</td>
<td>HUS 150: AGING SERVICES NETWORK</td>
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30 MINIMUM TOTAL CREDITS

HEALTH SCIENCE

(HEGIS 5299) The purpose of the Health Science certificate is to give students a background in biology, chemistry, health, English, and math courses. This will prepare them for further study in fields such as nursing and radiologic technology. It could also prepare students for entry-level health related jobs such as ER admit clerk, ward clerk, or clinical receptionist. It can be completed in one year of full-time study.

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<td>BIO 109: HUMAN BIOLOGY</td>
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<td>HEA 101: MEDICAL TERMINOLOGY</td>
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<td>2-3</td>
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<td>HED 102: INTRO TO NUTRITION</td>
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<td>3-4</td>
<td>Select from BIO 201: MICROBIOLOGY; OR BIO 211: PHARMACOLOGY OF ALCOHOL/DRUGS; OR BIO 255: INTRO TO DISEASE; OR PHY 100: CONCEPTS OF PHYSICS</td>
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<td>3</td>
<td>ENG 101: ENGLISH COMPOSITION I</td>
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<tr>
<td>6</td>
<td>GENERAL ELECTIVES</td>
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<tr>
<td></td>
<td>Select from any credit course offering (100 level or higher)</td>
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31-33 MINIMUM TOTAL CREDITS
OFFICE TECHNOLOGY  
(HEGIS 5005) This certificate prepares the student for employment in public and private industry. This program is offered for students who are interested in preparation for office-related and administrative assistant careers. The curriculum provides instruction in computer related cutting edge technology skills. All successfully completed coursework may be applied to the A.A.S. Degree in Office Technology. All successfully completed coursework in the Office Technology Certificate Program may be applied to the Business: Office Technology A.A.S. Degree.

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<th>CREDITS</th>
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<tr>
<td>3</td>
<td>Select from BUS 101: ACCOUNTING I; OR BUS 154: SMALL BUSINESS ACCOUNTING</td>
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<td>3</td>
<td>CIS 130: PRODUCTIVITY COMPUTING</td>
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<td>3</td>
<td>ENG 101: ENGLISH COMPOSITION I</td>
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| 3       | OFT 101: BEGINNING KEYBOARDING  
  Please note: student must achieve a “C” grade or higher in OFT 101 to enter OFT 102; Fall offering only; OR BUS, CIS, OFT ELECTIVE (based on placement testing) |
| 3       | OFT 102: INTERMEDIATE KEYBOARDING |
| 3       | OFT 118: MACHINE TRANSCRIPTION |
| 3       | OFT 140: OFFICE PROCEDURES & ADMINISTRATION |
| 1       | PHYSICAL HEALTH  
  Select from PED or HED |
| 3       | BUS 110: BUSINESS MATH |
| 3       | BUS 220: BUSINESS COMMUNICATIONS |
| 3       | CIS ELECTIVE  
  Select from CIS 200 or higher |

31 MINIMUM TOTAL CREDITS

PRACTICAL NURSING  
HEGIS (5209.20) Successful completion of the Practical Nursing course of study leads to a Certificate of Achievement and eligibility to make application to take the examination for licensure as a Licensed Practical Nurse. Completion of the Practical Nursing course of study does not assure admission into the Associate Degree Nursing Program. Students must apply for entry into this program and compete with all other applicants of that year. Since the Practical Nursing Program and the Associate Degree Nursing Program are separate programs, all individuals, including graduates of the Practical Nursing program at NCCC, must make formal application for consideration for entry into the Associate Degree Nursing Program.

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<tr>
<td>4</td>
<td>BIO 109: HUMAN BIOLOGY</td>
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<td>PSY 101: INTRO TO PSYCHOLOGY</td>
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<td>NUR 101: NURSING I</td>
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<td>NUR 102: INTRO TO PHARMACOLOGY</td>
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<td>4</td>
<td>BIO 201: MICROBIOLOGY</td>
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<td>PSY 202: DEVELOPMENTAL PSYCHOLOGY</td>
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<td>NUR 104: NURSING II</td>
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<td>NUR 108: NURSING PHARMACOLOGY II</td>
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<tr>
<td>3</td>
<td>ENG 101: ENGLISH COMPOSITION I</td>
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34 MINIMUM TOTAL CREDITS
COURSE DESCRIPTIONS

Please note that not all courses are offered every semester. Refer to the semester course schedule for detailed information for that semester. Course Descriptions are subject to change, refer to the College's website for up-to-date specifics. For a complete listing of all active courses please contact the Registrar’s Office.

ANTHROPOLOGY

ANT 101 Introduction to Human Origins 3 credits
Explores the origins and subsequent evolution of the human species based upon analysis of the fossil record. Our biological inheritance, including the origins of culture, language and other characteristics which make us human, will be investigated as will the methods used by physical anthropologists. Contemporary human variation will also be examined.

ANT 102 Cultural Anthropology 3 credits
A branch of anthropology focusing on the study of cultural variation. Based upon ethnographic, linguistic, social, and psychological data, human cultures are scientifically examined. Areas of study traditionally include social structure, language, law, politics, religion, magic, art, and technology.

ANT 135 Archaeology 3 credits
The study of past cultures based upon their physical remains: buildings, tools, and other artifacts. Archaeology produces a better understanding of the human past, showing how people lived and used their environment and resources.

ART

ART 101 Drawing I 3 credits
An introductory studio art course that teaches students how to draw still life and landscape through direct observation. Through correct observation and various sighting techniques, students can become aware of their own ability to draw and to express themselves creatively.

ART 104 3D Design 3 credits
This is an introductory course that addresses the elements and the principles of 3D design through materials such as wire, illustration board, clay, wood and mold making. Projects are designed to heighten the student’s awareness of spatial concerns.

ART 105 Introduction to Computer Graphics 3 credits
An introductory course focused on various computer software and hardware components for computer graphics. Also included are the underlying principles and processes employed in the dynamic field of computer graphics.

ART 106 Art History Survey: Prehistoric to Gothic 3 credits
An examination of the importance of art as cultural expression from the Prehistoric European Art periods to Gothic Art of the 12th & 13th centuries as well as a global perspective. Each course section will cover basic issues and approaches to art, including stylistic analysis, patronage, art’s relationship to religion, ideology, society and economy, gender roles, and the interaction of cultures. Case studies will include architecture, sculpture, paintings, and other arts such as ceramics and textiles.

ART 107 Art History Survey: Renaissance to Post Modern 3 credits
Through a series of case studies, this course examines the importance of art as cultural expression from the 14th century Renaissance Period to Early 21st century Postmodernism as well as a global perspective. Each course section will cover basic issues and approaches to art, including stylistic analysis, patronage, art’s relationship to religion, ideology, society and economy, gender roles, and the interaction of cultures. Case studies will include architecture, sculpture, paintings, and other arts, such as ceramics, textiles, photography, installation art, and new media.

ART 111 2D Design 3 credits
Investigation of the tools, materials, and principles of design in two dimensional form. The elements and principles of design of line, shape, texture, color, value, space, balance, rhythm, unity, variety, scale, proportion and emphasis will be discussed and applied in a series of exercises. The student will develop critical skills for evaluating their own work and that of others through group/class critiques.

ART 125 Introduction to Digital Illustration 3 credits
An introductory course focused on expanding student knowledge of software and hardware components for computer illustration design. Students will master vector-based drawing tools and the techniques essential to the production of digital drawings and illustrated documents.

ART 131 Sculpture 3 credits
An introduction to the materials, techniques, and theories of sculpture. Students will create small scale sculptures and maquettes with an
emphasize on 3D design. The student will work with a variety of materials including clay, wire, found materials, and mat board constructions. Students will develop critical skills for evaluating their own work and that of others through group/class critiques.

ART 150 Photography I
3 credits
A technical and aesthetic approach to black and white photography that enables the individual to approach the subject creatively. Major topics include the camera, film, light, composition, the darkroom, and processing. Film and darkroom work are required outside of class time.

ART 151 Photography II
3 credits
Develops a greater professionalism in photography. Understanding the basic black and white photographic techniques, students will expand their abilities through documentary, commercial, free shooting, and portrait themes. Advanced techniques in camera operation, film selection and processing, metering, studio lighting, and printing will be studied. Alternative techniques in photographic concepts will be explored. Independent work is required. (Prerequisite: ART 150)

ART 155 Ceramics
3 credits
This is a beginning course in the techniques related to traditional handbuilding with some pottery wheel work. Emphasis will be placed on learning the proper properties of clay and glaze materials used in pottery/vessel making. Students will learn to design, build, glaze and evaluate forms in clay. Students will develop critical skills for evaluating their own work and that of others through group/class critiques.

ART 203 Painting
3 credits
Introduces a variety of painting techniques using various traditional paints. Students produce work through precise exercises. Finished canvases through observation are encouraged as well as creating their own solutions and subject matter. Students will develop critical skills for evaluating their own work and that of others through group/class critiques.

ART 205 Digital Painting
3 credits
This is an introductory art course to teach students the basic skills and techniques of digital painting, as well as all aspects of traditional introductory painting, including the history of painting. Students learn to use computer hardware, software, and materials associated with current practices in the digital medium replacing traditional painting. Specifically, current digital imaging and painting software and hardware will be used.

ART 206 Drawing II
3 credits
The course continues the development of the student’s technical skills while broadening comprehension of various materials. Students will be introduced to the use of color and drawing from live models. Students will broaden knowledge through expanded space and form content. (Prerequisite: ART 201)

ART 220 Contemporary Printmaking
3 credits
This course is an introduction to the fine art of printmaking as well as digital and non-toxic printing processes. Concentration will be on the creation of visual images that use traditional printmaking techniques along more contemporary approaches. Students explore a wide variety of printmaking processes including intaglio, relief, non-toxic lithography, and monotypes.

ART 235 3D Modeling
3 credits
Students will be introduced to 3D modeling tools and techniques and will learn essential technical concepts in building, texturing, and lighting 3D forms and modeled environments. A current 3D modeling application will be used.

ART 245 Digital Photography
3 credits
Students complete various photographic assignments using current imaging software and digital cameras in order to master the tools and techniques of pixel based photographic design, editing and output. This class includes the investigation of photography as an art form. It encompasses a more in-depth exploration of aesthetic consideration in photography. The student will develop critical skills for evaluating their own work and that of others.

ART 297 Special Projects Seminar
3 credits
A unique study opportunity to work with a visiting professional artist who works in a very specific medium, aesthetic, or context that is otherwise not offered through the regular North Country Community College curriculum. (Prerequisite: Any studio art course)

BIOLOGY

BIO 101 Principles of Biology I
4 credits
Covers basic chemistry, the cell, energetics, genetics, and evolution. First part of the two semester biology sequence.

BIO 102 Principles of Biology II
4 credits
Covers plant structure and function, animal structure and function, and principles of ecology. Second part of the two semester biology sequence.

BIO 103 Introduction to Biological Sciences
3 credits
An introduction to the study of the chemistry of life, cell division and inheritance, evolution and diversity, and ecology.

BIO 104 Environmental Science
3 credits
Explores the biological processes occurring in physical, biological, and human environments. Issues of ecology, resource utilization, pollution, global warming, wilderness, energy, solid waste management, risk assessment, and environmental ethics and citizenship are studied. A one-credit laboratory may be separately scheduled. (Cross-listed with ENV 104)

BIO 108 Environmental Science Lab
1 credit
A laboratory that complements but is independent of the Environmental
Science lectures. Labs study a core of material on water pollution, air pollution, human population, and additional topics representing local concerns. (Prerequisite: Prior or concurrent enrollment in BIO 104 or permission of instructor). (Cross-listed with ENV 108)

BIO 109 Human Biology 4 credits
This course considers the human being as a whole organism with emphasis on the major organ systems of the body. The organ systems covered include the skeletal, muscular, nervous, endocrine, cardiovascular, lymphatic, digestive, respiratory, urinary, and reproductive. Other topics covered include basic chemistry, cells, tissues, genetics, and may include the incorporation of relevant areas such as ecology, medicine, and others.

BIO 112 Introduction to Biological Sciences Lab 1 credit
A laboratory course that complements the Introduction to Biological Science lecture (BIO103) and explores the scientific method; the microscope; the cell; acids and bases; the cell cycle; evolution; Domains Bacteria, Archaea, and Eukarya; population, community, and ecosystem ecology; and sustainability. A one-credit lab that may be scheduled separately.

BIO 114 Life on Earth 3 credits
This course is designed to introduce students to the history of life on earth as it is currently understood by scientists. Scientific explanations for the origins of the earth and life will be discussed. Principles of heredity and evolution will be used to explain life's progression over time. Adaptations of life will be viewed as progressive challenges to new environments and conditions. A variety of living things such as bacteria, plants, invertebrates, reptiles, birds, and mammals will be explored. The development of primates, humans, and civilization will be covered. This course is primarily designed for non-science majors.

BIO 125 Ecology 3 credits
An introduction to major ecological concepts and functions designed to show the interrelationships between organisms and their environments. Topics will include population dynamics, community structure, ecosystem diversity, biochemical cycles, natural selection and relevant environmental issues. (Cross-listed with ENV 125)

BIO 160 Adirondack Biology 3 credits
A survey of the natural history of the Adirondacks. This course looks at the ecology of the plant and animal communities of this region, and involves both classroom and outdoor activities. Background in biology beneficial but not necessary.

BIO 201 Microbiology 4 credits
An introduction to the world of microbes. This course is oriented toward medical microbiology and the main subject is the biology of bacteria and their role in health and disease. Important groups of other microbes including fungi, protozoans, and viruses are also studied. Lab activities provide training in safe methods for studying, growing, and controlling the growth of microorganisms. Lecture and laboratory. (Prerequisite: BIO 101 or BIO 109)

BIO 204 Conservation of Natural Resources 4 credits
This course explores the rich tapestry of life with which we share our world and how we can maintain it. Students will examine conservation management as to its history and develop a model of conservation biology. They will investigate the concept of biodiversity, including species diversity, ecosystem degradation and loss, overexploitation, and exotic species. Methods of maintaining biodiversity will be investigated such as managing ecosystems, managing populations, zoos and gardens, and setting priorities where multiple criteria are involved. Lastly, human factors such as social, economic, and political considerations will be evaluated as they relate to conservation management. (Cross-listed with ENV 204; Prerequisites: BIO/ENV 104, BIO/ENV 108)

BIO 205 Field Methods in Environmental Science 3 credits
Problem-oriented, hands-on approach emphasizing the tools, techniques, and observational skills necessary for the understanding of forest and stream ecology. Students will conduct field and laboratory work as well as data analysis and interpretation. (Cross-listed with ENV 205; Prerequisites: BIO/ENV 104, BIO/ENV 108)

BIO 211 Physiology & Pharmacology of Alcohol/Drugs 3 credits
An introduction to the basic human physiology and pharmacology as it relates to the use/abuse of alcohol and drugs. Attention is given to the pharmacological classification of drugs, their actions and their consequences for the human being. (Prerequisite: BIO 101 or BIO 109)

BIO 215 Anatomy & Physiology I 4 credits
The first half of a two-semester in-depth study of the structures and functions of the human body. This course begins with an introduction to the basic chemistry of life and proceeds to the study of cells and cell metabolism, tissues, and the integumentary, skeletal, muscular, and cardiovascular systems. The main focus is on normal processes of growth, maintenance, and repair, rather than on pathological conditions, though departures from a state of health will be discussed as appropriate at the discretion of the instructor. (Prerequisite: BIO 109 or permission of the Department Chair)

BIO 216 Anatomy & Physiology II 4 credits
The second half of a two-semester, in-depth study of the structures and functions of the human body. This course begins where BIO 215 left off, with a study of each of the remaining organ systems, from the respiratory system through the reproductive systems, and ends with the study of pregnancy, growth, and development. As in part one, the main focus remains...
on normal processes of growth, maintenance, and repair rather than pathologies though departures from a state of health will be discussed in context. (Prerequisite: BIO 215)

**BUSINESS**

**BUS 100 Business Organization & Management**

Provides a solid foundation in the essentials of the business world. Specialized fields within business organizations are analyzed, and the role of business in modern society is examined.

**BUS 101 Accounting I**

An introduction to the fundamental concepts and principles of accounting theory and the preparation of financial statements.

**BUS 102 Accounting II**

A continuation of BUS 101 with emphasis on partnerships and corporations, the use of accounting information for managerial decisions, analysis of financial statements, and budget preparation. (Prerequisite: BUS 101)

**BUS 110 Business Mathematics**

Develop skills and understanding of the fundamental arithmetic operations as applied to modern business transactions and accounting practices. Topics include fundamental mathematical procedures, pricing and discounting of merchandise, simple and compound interest, depreciation, discounting, and consumer credit.

**BUS 153 Hospitality Management**

Emphasis on managing people and places in all phases of hospitality management: resorts, hotels, motels, inns and restaurants. Special attention is paid to the problems faced by proprietors operating in a seasonal resort area.

**BUS 154 Small Business Accounting**

A practical approach to the principles of accounting pertaining to sole proprietorships, emphasizing the accounting cycle, special journals, and the preparation of financial statements.

(Registration prohibited after completion of BUS 101 with a grade of C+ or higher)

**BUS 200 Administrative Internship**

3 credits

Offers the student an internship experience in the business sector. Classroom instruction is applied in the business environment. (Prerequisite: BUS 100 and/or permission of instructor)

**BUS 203 Business Law I**

3 credits

An introduction to the study of law and dispute resolution, litigation, courts, and procedures. Criminal law and tort law will be examined. Emphasis will be placed on contract law, particularly in the following areas: Offer and acceptance, consideration, defenses, performance, breach, and rights of third parties.

**BUS 204 Business Law II**

3 credits

An introduction to the legalities involving commercial paper, agency and employment, and property. The following related areas are emphasized: contractual and tort liability of principals, agents and third parties, duties of principal and agent, termination of agency, acquiring title to real property and personal property, real estate sales transactions, leases and bailments, wills and trusts, sales contracts, breach and remedies, warranties, and product liability. (BUS 203 is not required as a prerequisite)

**BUS 211 Human Resource Management**

3 credits

A study of human resource management areas of staffing and employment, employee performance, compensation, employee relations, and human resource management programs. Employer-employee relationships are emphasized.

**BUS 212 Marketing Principles**

3 credits

An introduction to the basic aspects of controllable and, in pragmatic terms, uncontrollable variables relative to the individual firm. The firm's product, pricing distribution, and promotional strategies will be studied. A behavioral approach will be applied to the
environmental aspects facing the business manager, including the economic, sociological, demographic, legal, and technical dimensions.

**BUS 214 Advertising**  
**3 credits**  
Theories and practices of advertising management and its relationship to the marketing program of the firm. Advertising media to be analyzed include television, radio, newspapers, magazines, direct mail, transit and outdoor posters. Their relevance to daily business activity will be emphasized.

**BUS 215 Small Business Management**  
**3 credits**  
Theories and practices of management relating to the retail level of business activity. Analysis of procedures and terminology relating to the daily operation of retail outlets to be emphasized.

**BUS 217 Principles of Management**  
**3 credits**  
This course reviews management theories and practices applicable to all organizations. Students will study the improvement of the performance of organizations and departments by combining the management functions of planning, organizing, leading, and controlling. Advisors are encouraged to enroll only those students with 30 or more credit hours completed.

**BUS 220 Business Communications**  
**3 credits**  
A study of the structure and types of business communications from a behavioral approach. Emphasis is placed on the organization and composition of various business letters, development of resumes, and techniques of report writing.

**BUS 221 Computerized Accounting**  
**3 credits**  
An introduction to current software used by small businesses for bookkeeping and accounting. Students will adapt common accounting functions to electronic spreadsheets and use a comprehensive accounting software package. (Prerequisite: BUS 101 or BUS 154, and CIS 130)

**BUS 231 Organizational Behavior**  
**3 credits**  
An introduction to significant theories and concepts in organizational behavior from the social and behavioral disciplines. Emphasis is placed on individual and group interaction within the realm of organization structure, design, and function.

**BUS 243 E-Commerce**  
**3 credits**  
The course explores the methods in which businesses are using the Internet and Web to conduct transactions today. The course focuses specifically on digitally enabled commercial transactions between and among organizations and individuals. Students will learn basic e-commerce terminology and concepts; explore various e-commerce business models, learn about the e-commerce website development process; learn to select appropriate infrastructure components for e-commerce websites; look at various methods for scrutinizing online transactions and explore advances in e-commerce expansion.

**CHEMISTRY**

**CHE 100 Chemistry for the Life Sciences**  
**3 credits**  
The study of the fundamental definitions, theories, and principles of general (inorganic), organic, and biochemistry. Designed for majors in the health sciences in order to prepare them for the study of anatomy and physiology or pharmacology. There is no laboratory component for this course.

**CHE 101 General Chemistry I**  
**4 credits**  
A study of fundamental definitions, reaction stoichiometry, solutions, theories of chemical reactions, kinetics, equivalence, equilibrium, synthesis, acids, bases, salts, and hydrolysis. Laboratory work in fundamental techniques synthesis and quantitative analysis. (Prerequisite: High school algebra, previous or concurrent registration in MAT 128 or 129. High school chemistry is desirable, but not required)

**CHE 102 General Chemistry II**  
**4 credits**  
A continuation of the study of chemistry, including oxidation-reduction reactions, the solubility product principle, atomic structure, thermodynamics, and an introduction to organic chemistry. Laboratory work in qualitative analysis. (Prerequisite: CHE 101)

**CHE 105 Forensic Science**  
**3 credits**  
This course will familiarize students with the basic principles and uses of science in forensic applications. The evidence collected at a crime scene can often tell the story of the criminal act if interpreted properly. Detection and analysis of DNA, blood, fiber, hair, footprints, toxic substances, trace evidence, and illegal drugs are important in crime scene analysis. The student will be exposed to a variety of techniques used to collect and process crime scene evidence as well as gain an understanding of the fundamental concepts and methodologies of science. Previous or concurrent enrollment in MAT 121 or CRJ 208 is recommended.

**COMPUTER & INFORMATION SCIENCES**

**CIS 100 Intro to Computers**  
**3 credits**  
An introduction to computer hardware and software. Students with minimal computer experience will learn concepts related to hardware, software, information processing, and the Internet. Students will use personal computers in a laboratory environment to gain experience using an operating system (including file management), a Web browser, electronic mail, word processing software, electronic spreadsheet software, and graphics. Students who have completed CIS courses higher than CIS 100 are not eligible to take this course.

**CIS 130 Productivity Computing**  
**3 credits**  
An exploration of personal productivity application software. Students with moderate computer experience will utilize an integrated personal
COURSE DESCRIPTIONS

CIS 135 Info Systems/Programming Method 3 credits
An introduction to computer and business information systems, including a basic introduction to computer programming. Topics include information technology, business information system, and systems development. The student is introduced to basic programming concepts using a limited language repertoire to develop procedures and major control structures. (Prerequisite: 3 CIS credits or equivalent experience)

CIS 200 Desktop Publishing 3 credits
An advanced application of computer concepts using graphics and layout will be explored. Utilizing the latest available software, the student will produce effective layouts using basic elements of design, typography and graphics to generate a business publication. (Prerequisite: 3 CIS credits or equivalent experience)

CIS 221 Data Management & Analysis 3 credits
Students will use electronic spreadsheet and database software to store, manipulate, and manage textual and numeric data. Students will utilize spreadsheets to create formulas and functions, perform what-if analysis, and create charts. Using a relational database management system, students will create data tables, forms, reports, and queries. The course includes instruction in database design and structuring data elements appropriately to best obtain useful information from the data.

CIS 230 Multimedia Software 3 credits
Learn to use today’s software to create dynamic presentations and exciting web sites. Audience evaluation, text and text alignment, graphics enhancement, animation, and much more will be studied. (Prerequisite: 3 credits CIS or equivalent experience)

CIS 231 Web Site Design & Management 3 credits
Learn to develop and design real-world web sites, from the initial considerations in web design, through creation and ongoing maintenance and upkeep. (Prerequisite: ART 105)

CIS 235 Problem Solving with Computers 3 credits
Introduces the concepts of problem solving using computers. Students will learn methodologies and techniques of computer programming using a modern programming language. Topics include simple data types, control structures, an introduction to array and string data structures, and algorithms, as well as debugging techniques and the social implications of computing. (Prerequisite: 3 CIS credits or equivalent experience [CIS 135 recommended] and mathematical preparation sufficient to qualify for pre-calculus at the college level)

CRIMINAL JUSTICE

CRJ 101 Introduction to Criminal Justice 3 credits
This course provides an introduction to the three main entities of the Criminal Justice system: law enforcement, the courts, and corrections. The course addresses the elements of a crime, the constitutional requirements regarding search and seizure, use of force, and arrests. The course also covers the organizational and jurisdictional matters regarding local, state and federal courts. The student will become familiar with the goals of the criminal justice sanction, the sentencing process, and the various types of sanctions available to meet those goals. This course provides an overview of the correctional system, including probation, intermediate sanctions, and incarceration.

CRJ 102 Police in Contemporary Society 3 credits
This course addresses the origins of the law enforcement system implemented in the United States, the evolution of that system, and the effects the legislative and judicial bodies have had on law enforcement’s progress up to the present. It provides a description of the various law enforcement agencies and jurisdictions. It addresses and compares the law enforcement models that have been tried, those that have succeeded or failed, and attempts to define why. The course covers issues such as the causes and solutions regarding corruption in law enforcement, the influence of politics, and public pressures.

CRJ 135 Introduction to Corrections 3 credits
This course provides each student with a thorough understanding of how the correctional system fits into the criminal justice system and it defines the various organizational structures in the correctional system, the terminology used, and the numerous management models that have been implemented. It addresses those models that have succeeded and those that have failed, and the students will debate why. The student will have a working knowledge of the established goals of the system including retribution, incapacitation, deterrence, and rehabilitation. There is an in-depth study of the various types of sanctions available, the advantages or disadvantages if each, and the manner in which they are used to accomplish the goals. The death penalty is addressed and debated, along with other current issues in corrections.

CRJ 140 Law Enforcement Report Writing 1 credit
This course is designed to teach students how to write law enforcement related documents in a professional manner. These documents include letters, arrest reports, supporting memoranda, and affidavits. Students are taught how these documents often become evidence and/or exhibits in court. (Prerequisite: Completion of ENG
100 or placement testing eligibility for ENG 101

CRJ 202 Substantive Criminal Law
3 credits
This course focuses on the Model Penal Code (MPC) in defining for the student the laws that describe what constitutes criminal behavior. It provides a detailed explanation of each criminal act and how the criminal acts are classified based on seriousness and culpability. The course addresses the elements of a crime and the various defenses legally available to the defendant. (Taking CRJ 101 is recommended but not a prerequisite)

CRJ 203 Criminal Procedures
3 credits
This course offers a study of the United States Supreme Court decisions on law enforcement procedures involving arrests, search and seizures, use of seized evidence in court, requirements for warrants, and interrogations. These decisions are reviewed, with a focus on the Supreme Court's rationale, in concert with a study of the 4th, 5th, 6th, 8th, and 14th Amendments to the United States Constitution. (Prerequisite: CRJ 101)

CRJ 208 Criminal Investigation
3 credits
The student is introduced to statutory and case law governing the manner in which law enforcement may conduct investigations. It also addresses the various entities involved in a criminal investigation, jurisdictions (federal and state), and the use of forensic science, criminalistics, terminology, and techniques. (Prerequisite: CRJ 101)

CRJ 218 Criminal Justice Field Study
3 credits
The participating student has the opportunity to work on site with a law enforcement or criminal justice related agency's staff. The student is exposed to the day-to-day practical applications of the concepts each student has studied in the various criminal justice courses previously completed. The student also meets with college staff to discuss and debate how the experiences relate to the material covered in those previously completed criminal justice classes. (Prerequisite: Completed 30 credit hours with minimum GPA of 2.5 and must have approval of college faculty)

CRJ 238 Issues in Law Enforcement
3 credits
Provides an analysis of present issues and problems in law enforcement and a forum for debate and consideration of selected topics. (Prerequisite: CRJ 101 and CRJ 102 or law enforcement experience)

CRJ 290 Evidence
3 credits
The student will study how evidence is sought, gathered, and processed for use in a criminal trial and the legal ramifications of law enforcement's failure to comply with the laws addressing how evidence can be sought, gathered, and processed. The course addresses the various types of evidence, what evidence is, and the rationale for the rules regarding the admissibility of evidence in court. At the completion of this course, the student will have a working knowledge of the 4th Amendment to the United States Constitution. (Prerequisite: CRJ 101 and/or related police work)

CAREER & COLLEGE PREPAREDNESS

CSP 100 College Success
1 credit
An exploration of the tools, techniques, and skills necessary for success in college life.

CSP 105 Personal Ethics/Social Responsibility
1 credit
An applied ethics course that explores the links between individuals' beliefs and actions and the effects of those beliefs and actions on others. Students will define, clarify, and revise their personal code of ethics through the exploration of classroom scenarios as well as community-based projects.

CSP 115 Job Preparedness Seminar
1 credit
This course is designed to provide consistent support to students and curriculum within current terminal degree programs by addressing the career development process, and promoting job preparedness and placement. This course will ensure that students will have the formal opportunity and required time to clarify interests, values, and skills; prioritize and organize goals; and strengthen and apply job search strategies.

DRAMA

DRA 101 Introduction to Theater
3 credits
Acquaints the student with various aspects of the theater, including theater history, play analysis, acting, directing, scenic design, lighting, and costuming.

DRA 115 Plays & Production
3 credits
Examines three plays in depth, both as literature and as productions. When possible, this course will be taught in conjunction with a local theater company's summer repertory program to allow students to study many facets of plays and production and to appreciate the unique qualities of dramatic literature. (Prerequisite: ENG 100 or Placement test results)

DRA 133 Acting I
3 credits
An experiential course that acquaints students with several techniques and exercises used to explore and awaken their creativity and acting abilities. Topics include movement, voice, improvisation, and character development.

DRA 233 Acting II
3 credits
The study of techniques and exercises used to explore one's acting abilities. Experimenting with various periods and styles will be emphasized in this course. (Prerequisite: DRA 133)

EARTH SCIENCE

EAS 100 The Physical Earth
3 credits
An introduction to physical geology, including classification of minerals and rocks and a study of the geologic forces of water, wind, earthquakes, and glaciers. Topics include geologic time,
fossils, the evolution of the ocean floor, plate tectonics, erosion and counter erosion, sources of energy and mineral resources, and a brief introduction to planetary geology.

**EAS 101  Principles of Geology**  
*4 credits*

A study of the development of the earth’s surface; its origin, processes, topography, composition, and structure. The recognition of common minerals and rocks, and the study of aerial photographs and topographic maps will form a major part of the course. Lecture and laboratory.

**EAS 110  Astronomy I**  
*3 credits*

An introductory course involving geophysics, timekeeping, navigation, the moon, solar system, sun stellar astronomy, galactic astronomy, spectroscopy, radio astronomy, and cosmography.

**EAS 115  Meteorology**  
*3 credits*

The study of weather and climate, including solar and terrestrial radiation, atmospheric pressure and wind patterns, moisture and precipitation, types of storms, regional and world climates and climatic change.

**ECONOMICS**

**ECO 101  Introduction to Macroeconomics**  
*3 credits*

Introductory study of macroeconomics, including the American economic system, national income, employment, fiscal policy, money, monetary policy, and economic growth.

**ECO 102  Introduction to Microeconomics**  
*3 credits*

Introductory study of microeconomics, including the domestic economics of the firm, price setting, resource allocations, monopoly, agriculture, and labor relations, inequality and insecurity, and a comparative overview of international economics.

**EDUCATION**

**EDU 201  Foundations of Education**  
*3 credits*

A comprehensive introduction to the historical, sociological, and philosophical foundations of education. This course will require students to examine the social purposes of education in historical and contemporary contexts; engage students in the study of education through the academic disciplines of sociology, history, and philosophy; examine the significance of social differences (class, culture, race/ethnicity, gender, sexual orientation, religion) for education; develop and express a personal philosophy of education; and examine the relationship of schooling to democratic practices and principles.  
*(Prerequisite: ENG 101)*

**ENGLISH**

**ENG 100  Essentials of Effective Writing**  
*3 credits*

Offers instruction in the fundamentals of writing to students who are unprepared to enter ENG 101. Successful students will write clear and correct sentences, arrange sentences in a variety of paragraph types that develop a central thesis, and write short essays on a variety of topics.  
*(Prerequisite: placement examination)*

**ENG 101  English Composition I**  
*3 credits*

Emphasizes development of the writing process and key skills required in writing clear, concise, and effective essays using various rhetorical devices. Special attention will be given to a research paper requiring MLA documentation.  
*(Prerequisite: ENG 100 or placement examination)*

**ENG 102  English Composition II**  
*3 credits*

Emphasizes reading and writing essays with particular attention given to the generation, development, and presentation of ideas. Studying the role of tone and style as well as developing critical thinking skills to assist with communicating complex ideas are key components of this course.  
*(Prerequisite: C- or better in ENG 101)*

**ENG 105  Speech Fundamentals**  
*3 credits*

Helps students make a clear, effective speech and evaluate speeches presented by others. Students will be acquainted with the minimum theory necessary for speech-making and will be offered practice in delivering a number of speeches, each of which will accomplish a specific goal.

**ENG 108  Introduction to Creative Writing**  
*3 credits*

An exploration of creative writing as a means of self-expression in three genres: poetry, short fiction, and creative nonfiction. This course emphasizes the process of creative writing, topic and form selection, draft planning, development of imagination, and revision. All work will focus on the characteristics of good writing and the discipline, practice, and self-awareness required to produce contemporary literature.  
*(Prerequisite: ENG 101 placement)*

**ENG 112  Literature Appreciation**  
*3 credits*

Introductory study of the elements of fiction, drama, and verse. Critical skills are also developed.  
*(Prior or concurrent enrollment in ENG 101)*

**ENG 115  Modern World Literature**  
*3 credits*

Introductory study of literature with an international and multicultural focus.  
*(Prior or concurrent enrollment in ENG 101)*

**ENG 120  Short Fiction**  
*3 credits*

Develops a critical awareness of short fiction, specifically the short story and the novella. Students will study writing techniques in fiction, including plot, theme, characterization, setting, and style.  
*(Prior or concurrent enrollment in ENG 101)*

**ENG 129  Poetry**  
*3 credits*

An introduction to poetic forms within a variety of traditional and contemporary
forms reflecting the history of the genre as well as its many styles, interpretations, and functions as an art form. The craft of poetry, including key devices and elements, will also be discussed. (Prior or concurrent enrollment in ENG 101)

ENG 135 Fantastic Literature 3 credits
Explores the interrelationship of three popular literary and cinematic genres: fantasy, horror, and science fiction (Prior or concurrent enrollment in ENG 101)

ENG 202 Short Story Writing 3 credits
Includes both the reading and writing of quality short stories, emphasizing the use of life experiences to create fiction in the short story form. Analysis of student’s works and published stories will center on elements such as theme, character, plot, setting, point of view, tone, and style. (Prerequisite: ENG 101)

ENG 203 American Literature I 3 credits
Examines literature in various genres from the early colonial period (1600s) through the Civil War (1865) in the Americas. Authors discussed may include Franklin, Paine, Irving, Poe, Hawthorne, Emerson, Thoreau, Melville, Whitman, Dickinson, Douglas, and Truth, among others. Writers historically left out of the traditional canon shall also be included.

ENG 204 American Literature II 3 credits
Examines literature from the Civil War through the contemporary period in the Americas. Authors discussed may include but are not limited to Twain, London, Eliot, Wharton, Hemingway, Vonnegut, Morrison, Wright, Baldwin, Faulkner, Frost, Fitzgerald, Silko, Kingston, Bellow, Rich, Kerouac, Alexie, among others. Writers historically left out of the traditional canon shall also be included, as well as recent authors.

ENG 205 Poetry Writing 3 credits
An introduction to the creative process of writing poetry, in which students will study a variety of work from published poets, as well as the movements associated with them. They will study the basic elements and forms of poetry and develop their own skill in writing a collection of poems. (Prerequisite: ENG 101)

ENG 210 Children’s Literature 3 credits
A survey of literature for children, including critical analysis and study of the history of this genre. (Prerequisite: ENG 101)

ENG 220 Drama 3 credits
Examines dramatic literature in its cultural and historical context with attention to the original modes of production that may have been used, as well as to the social and artistic trends of the era in which it was written. (Prerequisite: ENG 101)

ENG 250 Nature Writing 3 credits
Introductory study of creative nature writing. Students will write their own nature pieces, using classic and contemporary nature texts, as well as writings particular to the Adirondacks, as models of artistic technique. (Prerequisite: ENG 101)

ENV 104 Environmental Science 3 credits
Explores the biological processes occurring in physical, biological, and human environments. Issues of ecology, resource utilization, pollution, global warming, wilderness, energy, solid waste management, risk assessment, and environmental ethics and citizenship are studied. A one-credit laboratory may be separately scheduled. (Cross-listed with BIO 104)

ENV 108 Environmental Science Lab 1 credit
A laboratory that complements but is independent of the Environmental Science lectures. Labs study a core of material on water pollution, air pollution, human population, and additional topics representing local concerns. (Prerequisite: Prior or concurrent enrollment in ENG 104 or permission of instructor). (Cross-listed with BIO 104)

ENV 204 Conservation of Natural Resources 4 credits
This course explores the rich tapestry of life with which we share our world and how we can maintain it. Students will examine conservation management as to its history and develop a model of conservation biology. They will investigate the concept of biodiversity, including species diversity, ecosystem degradation and loss, overexploitation, and exotic species. Methods of maintaining biodiversity will be investigated such as managing ecosystems, managing populations, zoos and gardens, and setting priorities where multiple criteria are involved. Lastly, human factors such as social, economic, and political considerations will be evaluated as they relate to conservation management. (Cross-listed with BIO 204)

ENV 205 Field Methods in Environmental Science 3 credits
Problem-oriented, hands-on approach emphasizing the tools, techniques, and observational skills necessary for the understanding of forest and stream ecology. Students will conduct field and laboratory work as well as data analysis and interpretation. (Cross-listed with BIO 205)

ENV 210 The Environment & Society 3 credits
An exploration of the impacts of human behavior and social systems on their environment. (Prerequisite: ENV 104/BIO 104)
FRENCH

FRE 101 Introductory French I 3 credits
Enables students to understand spoken and written French and to speak it and write it themselves. A focus on French culture will provide subjects with significant breadth and depth to provoke significant exchanges. Students will become conversant enough with the basic vocabulary to express themselves meaningfully both orally and in writing. (Prerequisite: No more than two years of secondary school French)

FRE 102 Introductory French II 3 credits
A continuation of FRE 101. (Prerequisite: FRE 101 or three years of secondary school French)

FRE 201 Intermediate French I 3 credits
Enables students to build upon their basic French grammatical concepts to more complex oral, written, and reading proficiencies. French and francophone cultures will be explored through selected readings. (Prerequisite: FRE 102 or three years of high school French)

FRE 202 Intermediate French II 3 credits
A continuation of what students began in FRE 201. We continue to build upon basic French grammatical concepts to more complex oral, written, and reading proficiencies. French and francophone cultures are further explored through selected readings. (Prerequisite: FRE 201 or 4 years of high school French)

GEOGRAPHY

GEO 101 Introductory Geography 3 credits
An introduction to world regional geography. Topics include the basic concepts of geography, emphasizing the physical environment, natural resources, cultural characteristics, and economics.

GEO 102 Human Geography 3 credits
An introduction to the interaction of people and social groups with their environment. This course will examine spatial variation and the how and why things differ from place to place on the earth.

HEALTH PROFESSIONS

HEA 101 Medical Terminology 3 credits
Designed for majors in the health sciences and will review common physiological, anatomical, biological, and chemical terminology and introduce pathologic, therapeutic, and analytical terms and concepts. (Prerequisite: Previous or concurrent registration in BIO 109)

HEA 102 Introduction to Health Science 3 credits
This course will serve as an introduction to the vast array of career options in healthcare and the health sciences. In this course, students will have the opportunity to assess their own skills and interests, hear from guest speakers from different professions and explore career opportunities.

HEA 106 Introduction to Phlebotomy 2 credits
Students will gain skill in venipuncture, identify common blood tests and practice methods to accurately and safely perform these procedures in a healthcare setting.

HEED 103 Stress Management 3 credits
Stress Management is an introductory course designed to expose students to a holistic approach to stress management through theoretical and experiential learning. Students will become more aware of the nature and origins of stress and learn to prevent and/or alleviate the physical symptoms of stress through coping strategies and relaxation techniques.

HEED 104 Consumer Health 3 credits
An overview of the science-based and alternative health care industries, including products and services available for multiple health concerns, and parameters for assuming responsibility for one’s own health care.

HEED 106 Addressing Risky Behaviors 3 credits
This is a survey course that will address common lifestyle choices that negatively affect one’s well-being. An overview of topics such as alcohol and other drugs, cigarette smoking, unintended pregnancy, unhealthy relationships, STI infections, stress, etc. will be addressed. Students will also be given opportunities to assess their current attitudes regarding their personal risk factors and engage in activities that will assist them in planning for positive behavior changes.
HED 107 Understanding Cancer & Cardiovascular Disease
3 credits
This course explores the major agents that cause cancer and cardiovascular disease and means of prevention and treatment. The physiological aspects of both diseases will be discussed.

HED 108 Nutrition-Athletic Performance & Physically Active Individuals
1 credit
This course introduces nutrition in regard to optimal athletic performance, fitness and wellness. It provides nutritional information for the active person or trained athlete.

HED 109 Somatic Self Care
1 credit
The Somatic Self-Care course utilizes sequentially programmed sensory-motor exercises to effectively develop greater voluntary control of posture and movement. The course is useful for anyone desiring to relieve chronic muscle/joint pain, enhance flexibility and/or improve coordination. It is appropriate for anyone capable of doing non-strenuous floor exercise. The class will focus on one or more of the following topics: stress control, low back pain relief, better breathing, control of neck and skull muscles, hips/legs and walking, etc.

HED 115 Cardiopulmonary Resuscitation for the Professional
0.5 credits
This course meets the American Red Cross standards. It is designed as a first aid procedure in which the trained person can provide immediate care for the victims of heart disease, including heart attacks resulting in clinical death. Preventative medicine techniques are included to provide information for students to plan a life style which diminishes their own chances of being a heart disease victim.

HED 120 Health Aspects of Aging
3 credits
An introduction to health, well-being and aging. Emphasis on health as multidimensional, including physical, social, and mental. Integration of theory and research in examining issues related to health and physical aspects of aging.

HED 140 Basic First Aid
0.5 credits
Prepares participants to make appropriate decisions about the first aid care provided during medical emergencies. Injury prevention, personal safety, and the skills needed to provide emergency first aid are taught. Students may obtain American Heart Association or American Red Cross certification in First Aid.

HED 150 Somatic Kinesiology
3 credits
Somatics is the field that looks at the human body as directly experienced from within. Kinesiology is the study of human movement. This course utilizes our proprioceptive (self-sensing) capability as a means for investigating the movement systems of the body including posture, locomotion, and respiration. We will examine the role of stress and trauma in the etiology of loss of function and postural decline often mistakenly attributed to aging. The practical-experiential portion of this class will explore methods of sensory-motor training designed to prevent or reverse the loss of voluntary control of neuromuscular function at the heart of negative aging, non-pathological chronic pain and a variety of functional illnesses. Topics to be covered include: somatic movement education, sensory-motor function, positive aging, stress management, survey of somatic philosophy and theory and new perspectives on modern medical enigmas such as essential hypertension and chronic back pain.

HED 160 Wilderness First Responder
3 credits
This course provides knowledge and skills necessary to administer emergency and medical care in non-urban environments. Covers basic anatomy and physiology, assessment and treatment of injuries, appropriate short-term to multi-day patient care, and evacuation considerations. Students will be awarded nationally recognized WFR certification upon successful completion of the course. Medical and physical eligibility requirements must be met for enrollment in this course.

HED 161 Wilderness First Aid
1 credit
Course provides knowledge and skills necessary to administer first aid in non-urban environments. Topics include response and assessment, musculoskeletal injuries, environmental emergencies, survival skills, soft tissue injuries, and medical emergencies. Students will be awarded nationally recognized WFA certification upon successful completion of the course.

HISTORY

HIS 103 World History I
3 credits
A survey and analysis of world civilizations and institutions from their origin through the Seventeenth Century. Influences on modern civilization will be explored.

HIS 104 World History II
3 credits
A survey and analysis of world civilizations and institutions from the Seventeenth Century to the present. Revolution, industrialization, conflict, shifting political polarities, and the evolution of modern society will be major topics.

HIS 121 Adirondack History
3 credits
An introduction to the history and people of the Adirondacks.

HIS 150 The French & Indian Wars
3 credits
A study of the early French and Indian influence in the Champlain Valley from the 1400s through the Colonial Wars. This course will emphasize the French occupation of the Champlain Valley, the Anglo-French struggle for supremacy, the involvement of the Iroquois, and the role played by Fort Ticonderoga.

HIS 151 U.S. History I
3 credits
Frontier psychology, isolationism, and regional interests are major topics to be examined in the study of the early development of American civilization to the Civil War.
HUM 100 Introduction to Film  
3 credits  
Focuses on the study of the film as an art form. Students will learn the elements of a film and develop a theory of film criticism by understanding how films relate to art and literature and how the technical aspects of filmmaking contribute to the literary and visual experiences.

HUM 101 Introduction to the Humanities  
3 credits  
An interdisciplinary survey course designed to give students a broad introduction to the humanities. The course encompasses the fine and performing arts and will engage students in discussion of multi-cultural perspectives and creative expression in society. Throughout the survey course students will explore the most basic question: What does it mean to be human?

HUM 104 Popular Culture  
3 credits  
Examines the cultural elements in a variety of media, including advertising, cartoons and comics, music, television, newspapers, sports, computer games, and the Internet.

HUM 106 Native American Culture  
3 credits  
An introduction to Native American cultures, past and present. Mohawk, Lakota, Cherokee, and Hopi/Navajo art, lifestyles, beliefs and values will be studied.

HUM 107 Introduction to Mohawk Language & Culture  
3 credits  
An introduction to the language and customs of the Mohawk people. Students will learn basic communication skills and gain insight into the history and customs of the Haudenosaunee (People of the Long House). A traditional healing component is part of this course.

HUM 112 Introduction to Women’s Studies  
3 credits  
An introductory survey course focusing on major cultural, economic, political, and legal issues concerning women and gender. An integral part of this course is the study of successful individuals, social movements, established organizations, and viable problem solving strategies to effect change. Contributions by women to the field of science, literature and the arts will also be examined. (Prerequisite: ENG 100 or ENG 101 placement)

HUM 124 International Travel  
1 credit  
An international travel experience. Students will have the opportunity to travel within another country experiencing the unique cultural heritage of another part of the world.

HUM 126 International Travel  
3 credits  
An international travel experience. Students will have the opportunity to visit and travel in another country experiencing the unique cultural heritage of another part of the world. Students will prepare for this experience by engaging in an in-depth study of a cultural, political, or historical aspect of the culture that they will visit.

HUM 128 World Mythology  
3 credits  
A study of the mythologies of several cultures in order to demonstrate how environment and custom create differences among them, but also how the experience of life creates similarities. (Prerequisite: ENG 101)
HUMAN SERVICES

HUS 101 Introduction to Human Services 3 credits
This course is designed for those interested in investigating human services as a field of study and/or employment. It surveys the diverse field of the human services and examines the aptitudes and skills of effective helpers. Field visits to human services agencies will occur throughout the semester to enable students to experience first-hand this diversity and explore career options.

HUS 141 Strategies in Crisis Intervention/Prevention 3 credits
Designed to manage verbal and physical aggression through the use of calming strategies and techniques, non-abusive physical intervention, and prevention techniques.

HUS 142 Medication Administration 3 credits
To certify persons who will become direct care workers in medication administration in NYS community residences. State and Federal laws related to dispensing medications, pharmacology with an emphasis on drug classifications, therapeutic action, side effects, responsibilities when administering medications, documentation, and actual medication administration will be covered. (Prerequisite: No course work; however, there should be a genuine interest in acquiring and mastering mandatory administrative skills to ensure safe and accurate medication administration to developmentally disabled in community-based programs)

HUS 150 Aging Services Network 3 credits
An introduction to the variety of programs and services available to older Americans. This course will examine legislative initiatives and programs formulated by the federal government and implemented by state and local governmental units. Programs and services focusing on income, health care, housing, and nutrition will be emphasized.

HUS 200 Human Service Delivery 3 credits
Focusing on the skills/competencies that are critical to effectively deliver human services to clients and communities. These competencies include documentation, assessment, treatment planning, intervention, discharge, and referral processes. The course also explores ethics of the helping professions, helper wellness, and the uniqueness of the client-counselor relationship. The Core Competencies and Skill Standards of Human Services and the 12 Core Functions of Chemical Dependency Counselors provide the primary framework for the course. (Prerequisite: PSY 101)

HUS 201 Basic Counseling Skills 3 credits
Designed to teach basic counseling skills including attending, active listening, goal-setting, program development, implementation, and evaluation. There will be ample opportunity for monitored practice. This course is appropriate not only for those anticipating a formal role in human services (e.g. group assistant, personnel manager, probation officer), but also for anyone interested in increasing their ability to help others (e.g. friend or parent). (Prerequisite: Any previous course in Psychology)

HUS 205 Human Service Internship 3 credits
An approved fieldwork experience designed for human services and chemical dependency counseling majors. Students will participate in a supervised fieldwork experience where they will apply course theory, method, and skills in their day-to-day interactions with clients.

HUS 210 Substance Abuse Prevention 3 credits
This course is an introduction to alcohol and substance abuse prevention. The course will explore the field of prevention, its guiding principles and practices, as well as examining its applications with individuals, families, and the wider communities we live in. (Prerequisite: PSY 202)

HUS 230 Community Residence Skills 3 credits
Designed for persons interested in working in non-institutional settings serving the developmentally disabled. To provide students with practical “on-the-job” strategies such as: individual program planning, team process, goal setting techniques, writing behavioral objectives, nutritional planning and considerations, and argumentative communication systems/skills. In addition, students will receive training in: stress and time management, assertiveness and prevention of burnout to enable them to cope effectively with job demands. (Prerequisite: HUS 140)

HUS 241 Behavior Modification 3 credits
An introductory survey of the major principles of behavior modification as well as their application in a variety of clinical and non-clinical settings. An integration of theories and principles of behavior change across a wide range of settings and problem areas is provided. Students will apply behavioral principles to their own lives and learn to do behavioral assessment and measurement. (Prerequisite: PSY 101)
HUS 242 Developmental Disabilities 3 credits
This course offers a general introduction to an overview of the major developmental disabilities, including intellectual disorders, autism spectrum disorders, developmental disabilities, and learning disabilities. Special emphasis will be placed on pre and post-natal development, manifestations, etiologies, and treatment of each disability. The course will include examination of social attitudes and influences on current understandings of disability. (Prerequisite: PSY 101)

MASSAGE THERAPY

MAS 110 Western Massage I 4 credits
This course focuses on forming a solid foundation for the safe and effective practice of western massage methods. Students will learn how to perform and monitor the effects of the basic strokes of Swedish (relaxation-circulatory) massage, contraindications and precautions for their use, and proper body mechanics in their application. Proper hygiene and draping techniques, organization and timing of the massage session and communication skills will be covered. Students will be introduced to the body of knowledge constituting the field of massage therapy including the history and current cultural trends. An introduction to thermal modalities will be included. Fifteen hours will be devoted to the discussion of pathology. (Prerequisite: MAS 110, BIO 109)

MAS 120 Eastern Massage I 4 credits
This course will focus on Eastern Philosophy and Methods of Healing as they pertain to the practice of massage therapy. The basic principles of Yin/Yang and Five Element Theory will be learned as a part of Oriental Acupoint Therapy. Students will learn the concepts of the basic substances of Qi, Jing, Blood, Body Fluids, and Shen. The Meridian System, Zang-Fu, and Eight Principles will be introduced as a guide to understanding the nature of the soma’s harmonies and disharmonies. An introduction to the hands-on practice of Eastern Massage and contraindications for treatment will be explored. Emphasis will be on palpatory literacy, body mechanics, and fluidity of movement. Knowledge of the integration of the philosophy and methods of Traditional Chinese Medicine (TCM) with knowledge of acupuncture points and meridian/channels/pathways will allow students to create a full body session adaptable to each client. Five hours will be devoted to the study of pathology. (Pre-requisite: Western Massage 110, 111, 210)

MAS 121 Eastern Massage II 4 credits
This course will focus on Ayurvedic Medical Science, an ancient science of self-healing and natural preventative health maintenance. Students will learn Indian and Thai philosophical principles as they relate to the practice of Thai Massage. They will learn how to apply the basic principle that all living beings have the five elements of nature within them. An introduction to the hands-on practice of Thai Massage and benefits and contraindications for treatment will be explored and practiced (Prerequisite: MAS 120)

MAS 210 Western Remedial Massage 4 credits
This course is an amplification of theory and methods introduced in Western Massage II, continuing on to more advanced goal-specific techniques of massage therapy and somatic education. Students will learn restorative approaches for working with the loco motor system with a focus on the needs of individuals performing intense physical activity such as athletes, dancers, laborers, and those with soft tissue trauma. Special applications of massage in athletics for pre and post-performance situations will be included. They will continue their refinement of palpatory literacy and observation skills and be introduced to procedures for assessing musculoskeletal health. Students will become familiar with the SOAP method of treatment charting. Ten hours will be devoted to the discussion of pathology. (Prerequisite: MAS 110, BIO 240)

MAS 211 Advanced Topics in Massage Therapy 4 credits
This course integrates theories, methods and techniques of massage therapy and somatic education including an introduction to research methods. They will be introduced to advanced methods of massage therapy such as myofascial release and muscle energy techniques. Students will practice self-care massage techniques for the relief of common myofascial pain syndromes caused by trigger points. Students will learn methods of orthopedic assessment including how to assess and treat trigger point activity. They will refine their ability to assess and treat functional impairments within the loco motor system, identify appropriate methods of treatment and develop a treatment plan. Case studies will be presented and discussed in class. Practice issues in the field of massage therapy will be discussed. The business and legal aspects relating to
professional practice including the marketing of massage services and preparation for state board and national certification exams will be included. Students will complete a business plan. Upon completion of this course, students will be prepared to offer their services in a variety of professional and business settings including private practice. Ten hours will be devoted to the discussion of Pathology. (Prerequisite: MAS 210)

MAS 251  Massage Clinical I
1.5 credits

Each student shall be required to directly apply massage therapy techniques to another individual, under the on-site supervision of a person licensed in NYS to practice massage therapy. The clinical experience will include table massage at NCCC’s campus massage clinic, massage lab and at a variety of outreach locations. Outreach practice will be primarily non-table massage at local sites such as hospitals, nursing homes, hospice, athletic events, and health fairs. Students will learn the essential elements of record keeping including the use of intake forms, SOAP notes and professional communication. (Prerequisites: Successful completion of MAS 110, 111, 210, and 211 and C grade or better in all core program courses)

MAS 252  Massage Clinical II
1.5 credits

Each student shall be required to directly apply massage therapy techniques to another individual, under the on-site supervision of a person licensed in NYS to practice massage therapy. The clinical experience will include table massage at NCCC’s campus massage clinic, massage lab and at a variety of outreach locations. Outreach practice will be primarily non-table massage at local sites such as hospitals, nursing homes, hospice, athletic events, and health fairs. Students will learn the essential elements of record keeping including the use of intake forms, SOAP notes and professional communication. (Prerequisites: Successful completion of MAS 110, 111 and 210, 251 and C grade or better in all core program courses)

Note: Once a course is taken, a student cannot take the prerequisite for that course afterward.

MAT 095  Prealgebra
3 credits

This mathematics course is a concentrated study of arithmetic and introductory algebra designed to ready students for college mathematics. Topics include whole numbers, decimals, fractions, signed numbers, applications of percent and an introduction of algebra. Students will be allowed to use a basic four-function calculator in this course. This course does not earn credit toward graduation. (Prerequisite: Math Placement Examination)

MAT 100  Elementary Algebra
3 credits

This course is an in-depth study of introductory algebra intended as preparation for college mathematics. Topics include signed numbers, solving equations, graphing, exponents, polynomials, and factoring. There will be attention to applications throughout the semester. This course earns general elective credit toward graduation, but does not fulfill a MAT requirement. Students will be allowed to use only a basic four-function calculator in this course. (Prerequisites: Math Placement Examination or successful completion of MAT 095)

MAT 110  Elementary Statistics
3 credits

This course is an introductory course in statistics that enables students to comprehend and compute the various measures of statistics. Topics include the basic concepts of statistics, sampling, measures of central tendency, measures of dispersion, normal and binomial distributions, fundamentals of probability, and confidence intervals. Scientific calculator required for this course. (Prerequisite: Math Placement Examination or completion of MAT 100 or MAT 108 with C- or higher grade)

MAT 121  Precalculus
3 credits

This course is a continuation of the mathematical topics covered in MAT 129. Topics include mathematical modeling, functions, linear, quadratic, and polynomial applications and graphing, exponential and logarithmic functions, analytic geometry and trigonometry, in addition to an introduction to limits. (Prerequisite: Math Placement Examination or completion of MAT 129 with C- or higher grade)

MAT 125  Finite Mathematics
3 credits

An intermediate level mathematics course intended for students who are not interested in continuing on to calculus based courses. Topics to be covered include linear functions, matrices, logic and set theory, and probability. Applications of the various topics will also be included. Applications will cover a variety of areas, but the primary focus will be on business world problems. Additional topics may be included based on interests of the instructor and students. (Prerequisites: Mat placement examination or MAT 100)

MAT 129  Intermediate Algebra
3 credits

This algebra course is designed as a preparation for further work in mathematics. Topics include the real numbers, rational exponents, algebraic expressions, linear equations and inequalities, graphing inequalities, polynomials, factoring, algebraic fractions and equations, radicals, and quadratic equations. (Prerequisite: Math placement Examination or completion of MAT 100 with C- or higher grade)

MAT 132  Precalculus
4 credits

This course is a continuation of the mathematical topics covered in MAT 129. Topics include mathematical modeling, functions, linear, quadratic, and polynomial applications and graphing, exponential and logarithmic functions, analytic geometry and trigonometry, in addition to an introduction to limits. (Prerequisite: Math Placement Examination or completion of MAT 129 with C- or higher grade)

MAT 240  Calculus I
4 credits

This course is an introduction to the basic concepts of differential and
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integral calculus. Topics include limits and continuity, differentiation of algebraic functions, applications of the derivative to curve sketching, related rates and maximum-minimum problems, Riemann sums and the definite integral, and applications of the integral to areas and other real-world problems. (Prerequisite: Math Placement Examination or completion of MAT 132 with C- or higher grade)

MAT 241 Calculus II 4 credits
This course is a continuation of the study of calculus that began in MAT 240. Topics include the calculus of exponential, logarithmic, trigonometric, and inverse trigonometric functions, techniques of integration, improper integrals, L'Hôpital's rule and indeterminate forms. (Prerequisite: Completion of MAT 240 with C- or higher grade)

MUSIC

MUS 100 Music Appreciation 3 credits
An introduction to interest, taste, and discrimination in music and its relationship to other art forms. Topics include a survey of music forms, instruments of the orchestra, music in national cultures, and biographies of composers.

MUS 103 Music Theory/Composition I 3 credits
A study of basic topics in music theory as they relate to composition and performance. The course covers basic arranging and composition techniques including the study of scales, keys and pitch, intervals, chords, harmonic progression, melody and modulation.

MUS 104 Music Theory/Composition II 3 credits
A continuation of MUS 103. Emphasis will be placed on chart writing with more advanced compositional and arranging techniques. Advanced concepts in chord voicings and progressions will be explored. Students will learn melodic and harmonic considerations, including counterpoint and background writing techniques and applications. In addition to traditional manuscript, various electronic mediums for production will be utilized including synthesizers and computer programs.

MUS 107, 108, 109 Performance Ensemble I, II, III 1 credit each semester
Introductory performance course designed to instruct students in acquiring the necessary skills needed to compose songs in the genres of jazz and some rock and pop. The result will be a performance ensemble, providing students with a forum to display their original compositions, as well as standards in the aforementioned genres. A "fake book" will be used to learn the standards, as is common with such a performance ensemble.

MUS 115 American Popular Music 3 credits
A survey exploring American popular music from colonial times to the present by means of recordings, films and live performances.

MUS 116 Jazz 3 credits
A study of the origins and development of jazz. Consideration will be given to the place of jazz in the United States and other cultures. There will be ample opportunity for guided listening to a variety of jazz styles.

NURSING

NUR 101 Nursing I 7 credits
An introductory course in the fundamental principles of nursing. The focus of this course is to learn how to meet the basic needs of the patient throughout the lifespan. The conceptual framework of the nursing program is introduced. Nursing process theory is used to assist in understanding stress and adaptation, wellness/illness, the biological, psychological, and social systems, communication, and nursing accountability. Basic technical skills regarding patient care and medication administration are learned in the campus lab. Nursing faculty provide supervised clinical experiences at the nursing home and hospital which provide opportunities for students to apply theoretical content to nursing needs. (Prerequisites: Acceptance and enrollment into the LPN program, compliance with medical requirements, CPR certified)

NUR 102 Introduction to Pharmacology 1 credit
An introduction to the general concepts and terminology of the preparation and administration of medications, including the nursing responsibilities and legal implications involved. Basic drug classifications and prototypes are studied. Clinical practice, reinforcement and enhancement of content is continued in NUR 101. (Prerequisite: Taken concurrently with NUR 101; exceptions made by the Director of Nursing)

NUR 104 Nursing II 7 credits

MEDICAL/SURGICAL SEGMENT
This course emphasizes application of the nursing process to the care of adult patients who are experiencing common medical surgical health problems. In addition to the study of the nursing process and the holistic care of the adult patient, the principles of pharmacology, human biology and the social sciences are integrated into the course material. Campus laboratory and hospitals are utilized to provide opportunity for application of theory. On occasion selected community agencies are also utilized to provide opportunity for application of theory.

MATERNAL CHILD SEGMENT
This course emphasizes application of the nursing process to the care of children and adults who are experiencing common medical surgical health problems. The childbearing family will be studied with an emphasis upon individual needs and health maintenance of the mother and child. In addition to the study of the nursing process, principles of nutrition, pharmacology, biological, and social sciences are integrated. Campus laboratory hospitals, and on occasion, selected community agencies are utilized to provide opportunity for application of theory. (Prerequisites: Successful completion of NUR 101, NUR 102 and BIO 109)
NUR108 Nursing Pharmacology II  
2 credits
A continuation of the concepts first introduced in NUR 102 Nursing Pharmacology. The administration of medications and the relationship to specific disease processes, including the nursing responsibilities and legal implications involved are discussed. Basic drug classification and prototypes are studied. Opportunities for clinical practice, reinforcement, and enhancement of content are offered concurrently in NUR 104 Nursing II.

NUR 201 Maternal/Child Nursing  
5 credits
This course builds on knowledge gained in previous nursing courses related to the expected physiological and psychological changes experienced by children as a result of pregnancy. RN level assessment, planning, and evaluation re-emphasized in the use of the nursing process as a mechanism for assisting pregnant individuals, children, and their families who are experiencing actual or potential alterations in functional health patterns. The impact of developmental changes and health alterations on the family are studied from a systems perspective. Teaching as an intervention to promotion health is emphasized. Innovative approaches to the clinical laboratory experience will enable the student to explore and understand the role of the registered nurse in the maternal/parent-child health setting. (Prerequisite: Successful completion of NUR 200)

NUR 202 Psychiatric & Mental Health Nursing  
5 credits
This course builds on previous nursing courses with a focus on mental health/mental illness across the lifespan and communication with patients, families, and the health care team. It prepares AAS nursing students to the care of clients experiencing difficulty adapting to biopsychosocial stressors and mental illness as well as those clients who are at risk for less than optimum adaptation. Special emphasis is placed on the hospitalized psychiatric client and the hospitalized physically ill client as well as clients in the community. Use of the nursing process in caring for clients is an expectation. Focus includes psychosocial assessment in acute and chronic mental illness, symptom management, and patient advocacy. Students continue to develop nursing knowledge, skills, and attitudes in the competencies of safety, and quality improvement through learning experiences in the classroom, and acute care/community mental health facilities with faculty supervision. (Prerequisite: Successful completion of NUR 200)

NUR 203 Managing Patient Care  
1 credit
This course continues to assist students in their transition from the role of LPN to the role of the RN. The student is introduced to the role of the RN in managing patient care. It prepares the student to move from the narrow perspective of managing the care of a few clients to managing the care of many. It introduces student nurses to the critical element of nursing in monitoring cardiac telemetry, intravenous medications, and laboratory and diagnostic tests with nursing implications among patients with various medical complications. The course will build on previous nursing courses and knowledge and assist students to develop a greater understanding about important role of nursing in health care settings. It will promote the understanding of diversity in patients and its effect on the planning and delivery of care. Various models of nursing delivery systems will be explored, as well as health care delivery systems and their impact on nursing care delivery systems. (Prerequisite: Second year nursing student or permission of the Director of Nursing)

NUR 204 Adult Medical-Surgical Nursing  
9 credits
A focus on the role of the RN in the application of the nursing process to care of people experiencing moderately to severely stressful health problems and in the delivery of nursing care to medical and surgical patients across the life span. Clinical work and interpretation of data and decision making regarding the role and responsibilities of the RN as an individual and as a member of the health care team are emphasized. Students are exposed to the leadership roles of team leader/charge nurse. Promotion of competence in formulating and evaluating nursing care plans is integrated throughout. (Prerequisites: Successful completion of NUR 200, NUR 201, NUR 202, NUR 203 and BIO 215)

NUR 205 Professional Seminar  
1 credit
Preparation of the AAS nursing student as working members of a health care team and environment with an exploration of the interrelationships of its members being emphasized. Current issues and trends in the profession are explored as well as nursing history, nursing theory, nursing education. Legal and ethical concepts are examined to broaden students' understanding of the scope of professional nursing and its influence on present and future nursing practice. Professional development including resume writing, professional interviewing and job search preparation as well as student professional role transition clarity. (Prerequisites: Successful completion of NUR 200, NUR 201, NUR 202, NUR 203)

OFFICE TECHNOLOGY

OFT 101 Beginning Keyboarding  
3 credits
Provides instruction in the mastery of the "touch" method of keyboarding on the microcomputer, correct keyboarding techniques, and development of keyboarding skill that combines speed and accuracy. These basic skills will be applied to the keyboarding of simple problems in correspondence, tabulations, manuscripts, forms, and reports.

OFT 102 Intermediate Keyboarding  
3 credits
A continuation of OFT 101 that concentrates on building speed and accuracy. Detailed analysis of correspondence, centering, manuscripts, tabulations, business forms, and reports is provided. (Prerequisite: OFT 101 with a Grade of C or better)
OFT 118  Machine Transcription  3 credits
Provides intensive training in the transcription of letters, memoranda, and reports using machine transcription equipment. Mail ability and production work are emphasized on developing editing and proofreading skills. (Prerequisite: OFT 101 or typing speed of 30 words per minute)

OFT 140  Office Procedures & Administration  3 credits
Prepares the student to perform the operational functions within the modern office environment, including the procedures necessary to function efficiently in today's business world. Decision-making competencies are developed so that the student can operate with a minimum of supervision. (Prerequisite: OFT 101 prior to or concurrently)

OFT 240  Office Internship & Seminar  3 credits
Offers an internship experience, allowing the student to apply skills in the classroom to an office situation. (Prerequisites: OFT 101, 102, 118, 140 or permission of instructor)

PHYSICAL EDUCATION
The Department of Physical & Health Education seeks to provide opportunities to explore the mind/body connection through movement and wellness education. By participating in purposeful learning experiences, students are empowered to establish lifelong wellness activity as a foundation for a healthy and fulfilling life as a productive scholar and citizen. Whenever possible, courses emphasize Adirondack geographical location and celebrate local history, particularly in outdoor pursuits and supportive wellness activities.

Physical Education activity courses develop basic to intermediate skills and movement consistent with the activity. Students will also be exposed to rules, strategy, free play, and competition providing activity and cognitive opportunities dependent on each student's own level of ability. Improved physical health and wellness are goals of the courses. Students should come to the first day of class prepared to participate in the indicated activity. The Intercollegiate Athletics courses are team sports and are available only to those Student-Athletes that participate on their respective teams.

The following Physical Education Activity courses are available:

<table>
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<tr>
<th>PHYSICAL ACTIVITIES AND SPORTS</th>
<th>CREDITS</th>
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<td>PED 158 Zumba</td>
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<td>PED 167 Lifeguarding</td>
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<td>PED 176 Coed Indoor Soccer</td>
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<td>PED 291 PED Individual Study</td>
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| HEALTH AND WELLNESS           |         |
| Ped 134 Teambuilding and Challenge Activities | 1 |
| PED 137 Wellness Through Movement | 1 |
| PED 138 Introduction to Yoga | 1 |
| PED 141 Introduction to Relaxation | 1 |
| PED 237 Intermediate Wellness Through Movement | 1 |
| PED 238 Intermediate Yoga | 1 |

| OUTDOOR AND ADVENTURE ACTIVITIES |         |
| PED 129 Basic Rock Climbing | 1 |
| PED 146 Alpine Snow Sports | 1 |
| PED 151 Adirondack Hiking and Yoga | 1 |
| PED 152 Snowshoeing and Yoga | 1 |
| PED 154 Snowshoeing | 1 |
| PED 171 Adirondack Hiking | 1 |
| PED 178 Backpacking | 1 |
| PED 185 Canoeing | 1 |
| PED 187 XC Ski Touring | 1 |
| PED 199 Mountain Biking | 1 |
| PED 229 Intermediate Rock Climbing | 1 |

| INTERCOLLEGIATE TEAM SPORTS    |         |
| PED 183 Intercollegiate Athletics I-Basketball | 1 |
| PED 192 Intercollegiate Athletics I-Softball | 1 |
| PED 193 Intercollegiate Athletics I-Soccer | 1 |
| PED 283 Intercollegiate Athletics II-Basketball | 1 |
| PED 292 Intercollegiate Athletics II-Softball | 1 |
| PED 293 Intercollegiate Athletics II- Soccer | 1 |
PHILOSOPHY

PHI 100  Philosophical Issues  3 credits
A theoretical and contemporary problem approach to four basic ideas of philosophy: metaphysics (humans and their universe; knowledge (humans and their capacity for knowing); morality (humans and their actions); free will and determinism (humans and their freedom).

PHI 110  World Religions  3 credits
Provides a wide understanding of the great world religions, Eastern and Western.

PHI 112  Critical Thinking  3 credits
An introduction to the elements of rational thought, this course teaches problem-solving and decision-making skills with an emphasis on analyzing and constructing sound arguments. The course will also help students identify the issues in their lives, cast them in solvable form, and use logical reasoning to find the answers that are most right or useful for the particular situation.

PHI 115  Ethics  3 credits
Introduces the student to the most important systems of ethical thought, past and present, with emphasis on contemporary issues.

PHI 140  Meanings of Life  3 credits
An appreciative and critical consideration of diverse world views and approaches to questions about the meaning of life. This interdisciplinary exploration will utilize philosophy, religion, social science, literature, music, and film.

PHYSICS

PHY 100  Concepts of Physics  4 credits
A conceptual one-semester course in the basic principles of classic and modern physics that allows students to investigate and understand the workings of the physical universe. Course topics will include discussions of matter and its properties; energy, work and power; mechanics and motion; electricity and magnetism; and light & sound. A lecture and laboratory course designed for non-science Liberal Arts majors and students preparing to enter technical programs. (Prerequisite: MAT 100 or Placement test results into MAT 108 or 121)

PHY 101  Principles of Physics I  4 credits
An algebra-based course in the basic principles of classic and modern physics which allows students to investigate and understand the workings of the physical universe from atoms and molecules to stars and galaxies. Course topics will include discussions of mechanics and motion, energy and work, waves and sound and thermodynamics. A lecture and laboratory course designed for Liberal Arts math/science majors including those intent on transferring to a 4-year-program and for students in select technical programs. (Prerequisite: MAT 128 concurrent enrollment or Placement Test results into MAT 129)

PHY 102  Principles of Physics II  4 credits
An algebra-based course in the basic principles of classic and modern physics which allows students to investigate and understand the workings of the physical universe from atoms and molecules to stars and galaxies. Course topics will include discussions of electricity and magnetism, light and optics, properties of matter, and theories of relativity. A lecture and laboratory course designed for Liberal Arts math/science majors including those intent on transfer to a 4-year program and for students in select technical programs. (Prerequisite: PHY 101)

PSYCHOLOGY

PSY 101  Introduction to Psychology  3 credits
The systematic study of mental functioning and human behavior. Topics include perception, cognition, emotion, motivation, development, social psychology, personality, and abnormality. Theoretical perspectives and psychological research methods will be applied to better understand individual and group behavior.

PSY 105  Leadership  3 credits
An introduction to the study of leadership. This course will enable the student to develop leadership knowledge and skills for future roles in business, community, and professional organizations.

PSY 130  Psychology of Personal Growth  3 credits
This course examines behavioral and cognitive approaches and strategies for
enhancing one's personal growth. It is designed for students interested in relating psychology to their life experience. Topics include wellness, self-discovery, cultural and developmental concerns, stress management, sexuality, and spirituality.

**PSY 138 Psychology of Human Relations 3 credits**
This course explores the field of interpersonal communication. Communication concepts, theories, and principles of human behavior relevant to interpersonal relationships are discussed and demonstrated. Opportunities to practice human interaction skills and to understand the necessity for skilled interpersonal relationships are provided. The individual and the individual response in a group setting are emphasized.

**PSY 202 Developmental Psychology 3 credits**
Traces human development from conception through death. The physical, emotional, intellectual, and social growth and development of humans through the life stages will be studied. (Prerequisite: PSY 101)

**PSY 203 Abnormal Psychology 3 credits**
A study of historical and contemporary perspective on psychological and behavioral responses that depart from social norms. This course will examine definitions, causes, and treatments of these abnormalities. Attention will be also given to current legal and policy issues. (Prerequisite: PSY 101)

**PSY 222 Human Sexuality 3 credits**
A study of theoretical and empirical data regarding the sexual behavior of human beings. Topics include information about reproductive anatomy and physiology, contraception and population control, and sexual deviations, dysfunctions, and diseases. Emphasis is placed on discussing opinions and values with the intention of leading to mature, rational decision making. (Prerequisite: PSY 101)

**PSY 253 Child Psychology 3 credits**
A topical study of child development from infancy through adolescence. Topics include physical, social, cognitive, moral, and expressive development, language, and personality. Each topic will be examined chronologically, allowing students to understand what developmental characteristics to expect at any given age as well as what changes to expect in an area of development over time. (Prerequisite: PSY 101)

**PSY 254 Psychology of Adult Development & Aging 3 credits**
Surveys theories, concepts, and the results of empirical research pertaining to aging related physiological changes that affect mental performance, emotional well-being, and behavior. Aging related changes in cognitive abilities, the developmental psychology of adulthood, mental illness in late life, and the psychosocial ecology of early, middle, and late adulthood will be examined. (Prerequisite: PSY 101)

**PSY 263 Health Psychology 3 credits**
A study of the relationship between psychology and health, emphasizing how psychological factors promote health or disease. Behavioral and cognitive variables in the causation, prevention, and treatment of various illnesses are considered. Attention is also paid to psychological consequences of health status. (Prerequisite: PSY 101)

**PSY 265 Personality 3 credits**
An introduction to the major models, theories, and approaches in the study of personality. A systematic examination of how personality is conceptualized by the various orientations in psychology is provided, and the uses of personality theory in clinical or applied settings are surveyed. (Prerequisite: PSY 101)

**PSY 270 Social Psychology 3 credits**
The scientific study of the way in which people affect the behaviors, thoughts, and feelings of other people. Students will examine how social interactions and groups influence the individual in a social context and how individuals influence the group. (Prerequisite: PSY 101)

**RADIOLOGY**

**RAD 101 Radiologic Technology I 3 credits**
This course provides an overview of the foundations in radiography and the practitioner’s role in the health care delivery system. Principles, practices, and policies of the health care organization will be examined and discussed in addition to the professional responsibilities of the radiographer. Basic concepts of patient care, physical and psychological needs of the patient and family, routine and emergency patient care procedures, and infection control procedures will be presented. The role of the radiographer in patient education will be identified. A fundamental background in ethics will be introduced. Elements of ethical behavior will be discussed and students will examine ethical issues and dilemmas found in clinical practice.

An introduction to the origins of medical terminology and the word building system will be presented. Medical language including prefixes, suffixes, combining forms and root words will be presented along with abbreviations and symbols. Students will analyze, pronounce and spell basic and advanced medical terms. (Prerequisites: Enrollment in Radiologic Technology Program)

**RAD 102 Radiologic Technology II 3 credits**
This course is the second half of a two semester sequence in Radiologic Technology and is only offered in the spring semester.

Course content is designed to maintain and build upon the concepts learned in the first half of the course and is intended to provide a fundamental background in ethics. The historical and philosophical bases of ethics, as well as the elements of ethical behavior, are discussed. The student will examine a variety of ethical issues and dilemmas found in clinical practice. An introduction to legal terminology, concepts and principles will also be
presented. Topics include misconduct, malpractice, legal and professional standards, and the ASRT scope of practice. The importance of proper documentation and informed consent is emphasized. (Pre-requisites: successful completion of RAD 101)

RAD 120 Radiographic Procedures I 3.5 credits
This course is the first half of a two-semester sequence designed to provide a knowledge base necessary to perform standard radiographic procedures along with the application to special studies. This semester we will concentrate on radiographic procedures for the chest, abdomen, upper limbs, shoulder girdle, lower limbs, pelvis and upper femora and the spinal column. During the lecture period, radiographic anatomy, patient education, positioning, image analysis, and radiation protection are discussed. Positioning and radiograph image critique is demonstrated and practiced in the Radiologic Technology laboratory. This course is offered in the fall semester only. (Prerequisites: Enrollment in Radiology Technology Program)

RAD 130 Radiologic Science I 3 credits
This course is the first half of a two-semester sequence in Radiologic Science. Course content is designed to establish a strong knowledge base of radiologic physics to include topics such as atomic structure, electricity, and electromagnetism. Topics to include radiographic equipment, the x-ray tube and x-ray production (nature and characteristics of radiation) and radiation protection concepts will be presented. Topics on filtration, the prime factors of mA’s, kVp and distance x-ray interactions and beam restriction will also be presented. (Pre-requisites: Enrollment in Radiologic Technology Program)

RAD 140 Radiographic Procedures II 3.5 credits
This is the second half of a two-semester sequence designed to teach students routine and advanced radiographic anatomy and positioning. This semester we will concentrate on anatomy and radiographic procedures for the cervical and thoracic spine, lumbar spine, sacrum/coccyx, bony thorax, skull/cranium, facial bones/sinuses, abdomen/upper and lower GI tract, gall bladder and biliary ducts, and the urinary system. We will also discuss trauma, mobile, surgical, and pediatric radiography. Students will receive an introduction to venipuncture and contrast media.

During the lecture period, radiographic anatomy, patient education, positioning, image analysis, and radiation protection are discussed. During laboratory period, positioning, radiograph critique, and radiation protection practices are demonstrated and practiced.

This course is offered in the spring semester only. (Prerequisite: successful completion of RAD 120)

RAD 150 Radiographic Science II 3 credits
This course is the second half of a two-semester sequence in Radiologic Science and is only offered in the spring semester.

Course content is designed to maintain and build upon the concepts learned in the first half of the course. The factors that govern and influence the production and recording of radiologic images, fluoroscopic and mobile equipment, design, and image quality are topics to be covered. (Prerequisite: successful completion of RAD 130)

RAD 201 Digital Imaging 2 credits
Content is designed to impart an understanding of the components, principles, and operation of digital imaging systems found in diagnostic radiology. Factors that impact image acquisition, display, archiving, and retrieval are discussed. Guidelines for selecting exposure factors and evaluating images within a digital system assist students to bridge between film-based and digital imaging systems. Principles of digital system quality assurance and maintenance are presented.

RAD 220 Pharmacology & Drug Administration 2 credits
Content is designed to provide basic concepts of pharmacology. The theory and practice of basic techniques of venipuncture and the administration of diagnostic contrast agents and/or intravenous medications is included. The appropriate delivery of patient care during these procedures is emphasized.
COURSE DESCRIPTIONS

RAD 250 Basic Principles of Computed Tomography  
3 credits
Content is designed to provide entry-level radiography students with an introduction to, and basic understanding of, the operation of computed tomography (CT) devices. This course will provide a basic introduction and instruction in cross sectional anatomy as it relates to structures visualized on CT images. Content is not intended to result in clinical competency.

RAD 270 Radiation Biology & Protection  
2 credits
This course offers essential information on the biological effects of ionizing radiation and radiation protection to ensure safe use of x-rays in diagnostic imaging. Also presented is radiation physics relevant to radiation protection, cell structure, effects of radiation on humans at the cellular and systemic levels, radiation quantities and units, regulatory and advisory limits for human exposure to radiation, and the implementation of patient and personnel radiation protection practices. Content is designed to provide an overview of the principles of the interaction of radiation with living systems. Radiation effects on molecules, cells, tissues, and the body as a whole are presented. Factors affecting biological response are presented, including acute and chronic effects of radiation.

READING

RDG 099 College Reading & Analysis  
3 credits
This developmental course focuses on reading and comprehension skills necessary to successfully interpret college textbooks and academic articles. Critical reading and thinking (including topics such as evaluating sources, recognizing author’s purpose, tone, and bias) are emphasized. Learning and study techniques for textbook reading, note taking, test preparation, and test taking are also covered.

RECREATION

REC 101 Introduction to Leisure Services  
3 credits
This introductory course is a comprehensive and practical look at recreation, leisure, and play from philosophical, psychological, sociological, and historical viewpoints. This multidisciplinary approach provides a unifying perspective. It further investigates current issues and challenges affected by demographic trends, diversity, education, finances, public sentiment, laws, and legislation.

REC 115 Intro to Wilderness Recreation Leadership  
3 credits
An introduction to wilderness recreation from a professional perspective. Topics include contemporary issues in outdoor recreation, the rationale and techniques of minimum impact backcountry use, outdoor leadership, and introduction of fundamental outdoor skills.

REC 117 Outdoor Equipment Maintenance  
1 credit
Course will familiarize students with techniques required to manage, maintain, and repair outdoor equipment. Students will examine various types of outdoor equipment focusing on the anatomy and function, maintenance concerns, and repair techniques for each. Hands on experience will be provided. (Prerequisite: WRL students only)

REC 118 Backcountry Navigation with GPS  
1 credit
Introduces navigation techniques using GPS, USGS map, compass, and digital maps. Covers a brief explanation of global positioning system along with basic skills necessary for route-planning and navigating in the backcountry. Basic skills include interpreting topographical map terrain, integrating compass and map, configuring a handheld recreational GPS device, and transferring data between GPS and digital mapping software.

REC 150 Introduction to Sport Management  
3 credits
This introductory course provides students with a comprehensive overview of the field of Sport Management by presenting extensive discussions of the foundational aspects of the profession including current topics from the field. The course also discusses the significance of sport as an international social institution. Students will learn the relevance of sociological, cultural, historical, political, and legal concepts to the management of sport, the professional skills and attitudes of sport managers, and ways in which the globalization of sport continues to affect sport management professions.

REC 201 Sports & Events Management Internship  
3 credits
This Sports and Events Management Program Internship is designed as an opportunity for the students to get practical “real world” experience in the areas of leisure, recreation, and sports management. During this internship, students will work in a business, organization, program, or facility of their choice based on their career interests. This internship is considered to be the highlight and culmination of the degree program. (Prerequisites: REC 101 and REC 150 or permission of instructor)

REC 203 Recreation Apprenticeship  
1 credit
40 hour workplace experience designed to allow students to explore potential career options, apply theoretical classroom principles to real world work environment, and develop interpersonal, leadership and other prerequisite management skills. Depending on their chosen field and/or workplace setting, students may experience varying levels of responsibility for administrative tasks, support functions, or front-line service. (Prerequisites: 2nd semester standing in Sports & Events Management or Wilderness Recreation Leadership Program and approval of Program Coordinator/ Director)
REC 235 Wilderness Recreation Leadership Career Seminar 1 credit

An overview of wilderness recreation as a career choice and an in-depth look at job and educational opportunities in the field. Students will investigate current job openings, develop a resume package, research college transfer options, assess personal and professional needs, practice interview skills, and explore professional training opportunities. (Prerequisites: REC 240 or permission of instructor)

REC 240 Wilderness Fall Practicum 4 credits

This 30-day based course introduces students to back packing and canoe expeditioning with an emphasis on leadership, risk management, and minimum impact techniques. In a supervised, experiential setting, students will learn and practice wilderness living skills and expedition leadership. Outdoor industry standards and professionalism are emphasized as students assist in expedition preparations and execution. (Prerequisite: C or better in the following courses – PSY 105; REC 115; PED 167; HED 160; overall cumulative average of 2.0 or higher; successful completion of 15 credits)

REC 249 Wilderness Winter Practicum 3 credits

REC 249 is a three-phase course that provides students with an opportunity to learn and apply winter expedition skills and become familiar with accepted industry practices for winter activities. Phase 1 occurs in the classroom and includes instruction on winter hazards, risk management, and winter expedition planning with opportunities to plan various aspects of the field experience. Phase 2 includes a 7-day field experience emphasizing winter travel and camping skills. Mode of travel may be hiking, snowshoeing, x-country skiing, or crampon travel, depending on weather conditions. Phase 3 consists of a post-trip evaluation process, including equipment de-issue and preparation of a PowerPoint presentation. (Prerequisite: REC 240 and permission of instructor)

REC 251 Wilderness Management 3 credits

Introduces philosophical foundations of wilderness and fundamentals of wilderness area allocation and management. Course explores the history of wilderness in the U.S., as well as current wilderness issues on a regional, national, and global scale. Topics include wilderness values, legislation, principles of management, recreational impacts, threats to wilderness, and Adirondack Wilderness areas. (Prerequisites: REC 239 or permission of instructor).

SCIENCE

SCI 105 Survey of Physical Science 3 credits

An introductory study of physical science with an emphasis on fundamental principles of chemistry and physics. Foundations of the scientific method with practical examples will be emphasized throughout. The course is designed for non-science majors and no prior experience with physics or chemistry is assumed.

SOCIOLOGY

SOC 101 Introductory Sociology 3 credits

The systematic study of society, social institutions, and social behavior. Basic sociological concepts pertaining to cultural heritage, social stratification, social class and mobility, gender issues and ageism, and social change are explored. Sociological theory and research methods are applied to common sociological institutions such as the family, religion, education, and law.

SOC 107 Sociology of Addiction 3 credits

This course examines the social dimensions of addictive behavior. Social, historical, and cultural forces that have shaped human understanding of drug and other addictive behaviors will be explored. Social responses to these will also be an area of focus.

SOC 109 Sociology of Family 3 credits

A study of the family from the sociological perspective. Factors influencing the behavior and development of the modern family are analyzed. Students study the social milieu of the family from birth to death, from conformity to nonconformity, and from action to reaction.

SOC 110 Contemporary Social Problems 3 credits

The study of contemporary social problems. Topics include inequality in wage, gender, and educational inequality; social conflict and violence; and environmental threats and sustainability. Applied sociological theory and scientific research are considered as viable solutions to these challenges.

SOC 125 Death & Dying 3 credits

An introduction to the study of thanatology. The course will examine the social and psychological realities of death and the dying process. Contemporary issues including hospice care, AIDS, assisted suicide, and the social impact of violent death will be explored.

SOC 126 International Travel 3 credits

An international travel experience. Students will have the opportunity to visit and travel in another country experiencing the unique cultural heritage of another part of the world. Students will prepare for this experience by engaging in an in-depth study of a cultural, political, or historical aspect of the culture that they will visit.

SOC 145 The Sociology of Crime 3 credits

A study of criminal/deviant social behavior from anthropological, sociological, psychological, and legal viewpoints, with equal emphasis on the basic theoretical research findings and practicum applications.

SOC 155 Juvenile Justice & Delinquency 3 credits

A study of the juvenile justice system with a primary focus on causation
factors from a sociological perspective. This course addresses the models, theories, laws, procedures, and practices currently in force.

**SOC 150  The Aging Services Network  3 credits**
An introduction to the variety of programs and services available to older Americans. This course will examine legislative initiatives and programs formulated by the federal government and implemented by state and local governmental units. Programs and services focusing on income, health care, housing, and nutrition will be emphasized.

**SOC 165  Aging in America  3 credits**
An introduction to the myths and realities of the aging process. This course will examine the social, psychological, biological, economic, political, and demographic issues surrounding growing old in America today.

**SOC 200  Introduction to Social Welfare  3 credits**
An introduction to the field of social welfare. This course examines historical, social, and theoretical underpinnings of the field including the emergence of the social work profession. Students will also study intervention issues. (Prerequisite: SOC 101)

**SOC 215  Deviant Behavior  3 credits**
Deviant behavior is any activity or action that attracts widespread social disapproval. In this course, students gain the ability to analyze a variety of deviant behaviors from sociological, critical, and cross-cultural perspectives. Topics include homicide, rape, family violence, mental disorders, unconventional sexuality, drug use, and suicide. (Prerequisite: SOC101)

**SPANISH**

**SPA 101  Introductory Spanish I  3 credits**
Introduction to the basic phonology, grammar, vocabulary, and cultural information necessary for comprehending, speaking, reading, and writing first-year Spanish. Listening, comprehension, and speaking will be stressed from the outset. (Not open to students having more than two years of secondary school Spanish)

**SPA 102  Introductory Spanish II  3 credits**
A continuation of SPA 101. (Prerequisite: SPA 101 or three years of secondary school Spanish)

**SPA 201  Intermediate Spanish I  3 credits**
Continuation of the study of phonology, grammar, vocabulary, and cultural information necessary for comprehending, speaking, reading and writing intermediate level Spanish I and II. Listening comprehension and speaking will be stressed. Hispanic cultures will be explored through selected readings and writing assignments. (Prerequisite: SPA 102 or three years of high school Spanish)

**SPA 202  Intermediate Spanish II  3 credits**
Extension of Intermediate Spanish I, pursuing the study of phonology, grammar, vocabulary, and cultural information necessary for comprehending, speaking, reading, and writing intermediate level Spanish. Listening comprehension and conversation skills will be stressed. Hispanic cultures will be explored through selected readings and writing assignments. (Prerequisite: SPA 201 or four years of high school Spanish)

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**CHILDREN ON CAMPUS**

As an institution of higher learning, focused primarily on the needs of adult registered students, North Country Community College desires to maintain a collegial atmosphere conducive to learning. In order to comply with safety and health regulations, the children of guests, students and/or employees of the College and their children are required to comply with the following:

- Only registered students may attend credit bearing and non-credit classes. Some Lifelong Learning children’s programs may require the presence of a parent or guardian;
- All minors under the age of 18 attending any sanctioned activity deemed appropriate for children, present in any College venue, must be supervised by a parent or guardian at all times;
- Employees of the College are prohibited from bringing children to offices and other areas where the day-to-day business of the College is conducted. This includes work-study employees acting in the performance of their duties.

The College recognizes that childcare is an important issue in the lives of its guests, students, and employees. Parents and guardians are encouraged to seek reference information for appropriate childcare from the Director of Campus and Student Life 1-888-TRY-NCCC, Extension 1204.

**USE OF COLLEGE FACILITIES**

The use of College facilities is monitored and regulated by procedures enforced by the Vice...
President for Enrollment Management and Student Services, the Vice President for Academic Affairs, the Vice President for Fiscal Operations and/or the Site Coordinators. Those offices can provide copies of the procedures for use of any facility. Those procedures are incorporated herein by reference.

Specific activities prohibited include, but are not limited to, the following:

- Any failure to comply with directions of a College official or approved vendor acting in the performance of their duties.
- Failure to show proper identification to a requesting College official or approved vendor acting in the performance of their duties.
- Falsifying information such as forgery, alteration, or intentional misuse of College documents, records, or identification or failure to provide required records as requested.
- Theft or damage to College property or property of a member of the College Community, including guests.
- Unauthorized possession, duplication, or use of keys to any College property, premises, or vehicles or unauthorized entry or use of any College facilities.
- Disorderly, lewd, indecent, or obscene conduct or aiding or procuring another individual to breach the peace.
- Disruption of teaching, programming, administration, elections, judicial proceedings, or any other College sanctioned activity or the normal operations of a College event, whether on or off-campus.
- Tampering with safety equipment, including but not limited to fire alarms, fire extinguishers, or emergency exits.
- Unlawful possession of firearms and other dangerous weapons as defined by New York State’s Penal Law Article 265 or explosives, or dangerous chemicals while on the campuses/sites of the College or at sanctioned off-campus events.
- Unauthorized use of the name of North Country Community College or a College related organization, or claiming to speak or act in the name of the College or any related departments. All official North Country Community College news releases (other than drama or athletic activities) shall be channeled through the President’s Office. All news releases will be prepared and distributed by the College staff member designated by the President.

THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974

The Family Educational Rights and Privacy Act (FERPA) grants current and former students the right to have access to their educational records, to determine whether records will be released to a third party, and to challenge information in those records.

The College may release Directory Information concerning currently enrolled students, unless directed by the student to withhold such information. Students wishing to restrict access to Directory Information must so notify the College Registrar in writing by the end of the first week of classes.

Directory Information includes the student’s name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, dates of attendance, degrees received, and most recent previous educational institution attended by the student.

Further information regarding FERPA is available from the Office of the Vice President for Enrollment Management and Student Services.

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

- The right to inspect and review the student’s education records within 45 days of the day the College receives a request for access.

A student should submit to the Registrar’s Office a written request that identifies the record(s) the student wishes to inspect. The College official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the college official to whom the request was submitted, that
official shall advise the student of the correct official to whom the request should be addressed.

- The right to request the amendment of the student’s education records that the student believes is inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA. A student who wishes to ask the college to amend a record should write the Registrar’s Office, clearly identifying the part of the record the student wants changed, and specify why it should be changed. If the College decides not to amend the record as requested, the College will notify the student in writing of the decision and the student’s right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

- The right to provide written consent before the College discloses personally identifiable information from the student’s education records, except to the extent that FERPA authorizes disclosure without consent. The College discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance Office U.S. Department of Education 400 Maryland Avenue, SW Washington, DC 20202-5920

### DISCIPLINARY RECORDS

While student disciplinary records are protected as education records under FERPA, there are certain circumstances in which disciplinary records may be disclosed without the student’s consent. A postsecondary institution may disclose to an alleged victim of any crime of violence or non-forcible sex offense the final results of a disciplinary proceeding conducted by the institution against the alleged perpetrator of that crime, regardless of whether the institution concluded a violation was committed. An institution may disclose to anyone – not just the victim – the final results of a

### HEALTH OR SAFETY EMERGENCY

In an emergency, FERPA permits college officials to disclose without student consent education records, including personally identifiable information from those records, to protect the health or safety of students or other individuals. At such times, records and information may be released to appropriate parties such as law enforcement officials, public health officials, and trained medical personnel. See 34 CFR § 99.31(a)(10) and § 99.36. This exception to FERPA’s general consent rule is limited to the period of the emergency and generally does not allow for a blanket release of personally identifiable information from a student’s education records. In addition, the Department interprets FERPA to permit institutions to disclose information from Education records to parents if a health or safety emergency involves their son or daughter.
disciplinary proceeding, if it determines that the student is an alleged perpetrator of a crime of violence or non-forcible sex offense, and with respect to the allegation made against him or her, the student has committed a violation of the institution's rules or policies.

THE CLERY ACT

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act requires postsecondary institutions to provide timely warnings of crimes that represent a threat to the safety of students or employees and to make public their campus security policies. It also requires that crime data be collected, reported, and disseminated to the campus community and to the Department annually. The Clery Act is intended to provide students and their families with accurate, complete, and timely information about safety on campuses so that they can make informed decisions. Such disclosures are permitted under FERPA. The following Web site provides more information about these and other provisions about campus safety:


The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA.

The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education

400 Maryland Avenue, SW
Washington, DC 20202-5920

RESPONSIBLE USE OF ELECTRONIC COMMUNICATIONS

North Country Community College provides electronic mail services to students and encourages appropriate use of email. However, responsibilities are attached to its use. By using College email, students agree to adhere to the College's email policy as stated below.

Email accounts are automatically created for students of the College when they register for classes and are maintained 60 days past the last date of attendance. Students are encouraged to make extensive use of email to communicate with their instructors, support staff, and fellow students. Email use by students over the campus network is a privilege and is accompanied by a corresponding responsibility to use it in an appropriate manner, i.e. to comply with all applicable local, state and federal laws and with other College policies.

Student account information is assigned upon a student's initial registration for classes. This account is maintained as long as the student remains registered. Students will be notified by mail of their account user name and password. Lost or forgotten user names and/or passwords will be reissued only upon presentation by the student of two (2) forms of identification, one form being a picture ID. This may be done at the Registrar's Office in Saranac Lake or at the Malone or Ticonderoga Branch Campus office.

All email correspondence conducted using the College's resources are part of the College's email system and are the property of North Country. The College treats individual communications as confidential and will only examine or disclose their contents when authorized by the owner, or when required to evaluate and/or adjust the email system to ensure effective operation; or when directed by an authorization of a College Officer. Such actions will be taken when there is evidence or reasonable information that inappropriate use of computing and networking facilities and resources is taking place, when situations involve health or safety of people or property, and when required by legal obligations or responsibilities.

However, email is inherently an insecure communications medium, and no one should expect its confidentiality to be guaranteed. In general, email is not appropriate for transmitting sensitive or confidential information.

All use of email will be consistent with other College policies, including the North Country Community College Responsible Use of Electronic Communications and the Code of Conduct. If there is reason to believe that a student's email account is being used in a violation of law or College policy, or if an account is
used in a way that threatens to disrupt service to other users, the College may restrict, suspend or disable that account's access to email services and/or network access until the College is assured that the illegal or disruptive use of the account will cease. Complaints brought by another user will result in a thorough investigation by College personnel.

Appropriate use should always be legal, ethical, reflect academic honesty, reflect College standards, and show restraint in the consumption of shared resources. It should demonstrate respect for intellectual property, ownership of data, system security mechanisms, and individual rights to privacy and freedom from intimidation, harassment, and unwarranted annoyance. It shall not be used to conduct private business operations not connected with College projects nor for electoral or issue-oriented political campaigning. North Country reserves the right to refuse mail and other connections from outside hosts that send unsolicited, mass or commercial messages, or messages that appear to contain viruses to College and other users, and to filter, refuse, or discard such messages.

Appropriate use includes the following practices:

- Identify yourself clearly and accurately in email. Concealing or misrepresenting your name or affiliation is not appropriate.
- Take care to avoid disseminating computer viruses or other programs that may damage or place excessive load on email or other College resources.
- Nuisance email and other online messages such as chain letters, obscene, pornographic, harassing or other unwelcome messages are prohibited.
- Unsolicited email messages to multiple users are prohibited unless explicitly approved by the Vice President of Academic Affairs.
- Treat email messages and attachments as private and confidential, unless the author(s) make them explicitly available to others. Users should not view, read, listen to, copy, change, execute, or delete another user's information without that user's or the owner's permission.
- Respect the copyright, patent protection and authorizations, intellectual property rights, contracts and/or licenses of others, including the College. Violators of the Digital Millennium Copyright Act who have illegally shared copyrighted files are subject to civil penalties of between $750 and $150,000 per song. As of 2008, past pre-litigation settlements offered by copyright owners such as the Recording industry Association of America (RIAA) have ranged from $3,000 to $4,000 and up. Additionally, a court may, in its discretion, grant the copyright owner reasonable attorney fees. Although prosecution of students for this type of file sharing is extremely rare, 17 USC § 506 lays out criminal penalties for intentional copyright infringement which can include fines and jail time.

Email is an official method of communication at North Country Community College, and the College may send official communications to students via email. Students are responsible for the consequences of not reading College-related communications sent to their official email account in a timely fashion.

Students are expected to check their College email frequently to insure receipt of College-related communications. It is recommended that students check their North Country email account daily. Sharing accounts or passwords is not permitted. Students are also responsible for maintaining their account by not keeping large files or large amounts of email. The College is not responsible for official communications that are lost due to lack of email account maintenance. To ensure continued availability of disk space, email messages should be kept no longer than 30 days. All email messages that need to be kept for a longer period should be printed or forwarded to a students' external email service (Yahoo, Hotmail, etc.). Students may also use external email services such as Yahoo and Hotmail in addition to their North Country email address. Students may choose to forward their College email to such a service but do so at their own risk. Such services are often subject to limited account space, delays and failures.
in receiving email due to heavy loads and network instability. Students are responsible for reading official College email, regardless of which other email services they may use. The College is not responsible for the handling of email by outside vendors or unofficial servers. North Country strongly recommends that students use the College’s email services to regularly read their email. Policy Approved by NCCC Board of Trustees, 1/20/2009

CODE OF CONDUCT

North Country Community College (NCCC) has a commitment to the well being of all the members of the College community—students, faculty, staff and the family at large. To the students, that philosophy is defined in the college’s mission statement – to serve the students at NCCC with “quality educational opportunities.” The College expects each member of the College community will be aware of this commitment and that each member will not hinder the rights of others to pursue the objectives of the College’s philosophy within the rules set forth in the College policy.

Responsibility is the key. Individual responsibility for one’s own actions and responsibility towards others of the College community insures that they also gain the full benefits offered by NCCC. Members of the College community have the right of expression and advocacy within the law. All members of the College community accept both the rights and responsibilities when they enter the College as students or employees. By accepting the privilege of being a member of the College community, one must be willing to live within the basic framework set forth in the Code of Conduct.

The NCCC Code of Conduct provides realistic guidelines for individuals to follow regarding their academic, social, and personal conduct. The Code reflects that which is appropriate, reasonable, and considerate action for members of the College community. The Code is monitored by the College Review Board and applies to all members of the College community. It is appropriate and reasonable to expect members of the College community to:

- Comply with all laws of the Villages and Towns in which the respective College campuses/sites are located, as well as State and Federal laws.
- Comply with all College rules and regulations, particularly those in Appendix A hereof and in the College catalog.
- Proceed in an orderly, lawful and responsible manner when attempting to change or modify College rules and regulations that are considered in need of reconsideration or modification.
- Not engage in harassment of individuals based on status, age, sexual orientation, handicap, race, creed, gender, position of authority or for any other reason. This includes any activity which endangers the mental or physical health of another individual, such as verbal or physical activity of a threatening or offensive nature against another, either in person, by telephone, by computer message or otherwise; activity amounting to stalking or refusing to cease a course of conduct when requested to do so by another individual; activity consisting of nonconsensual touching of another individual, etc.
  A. Refrain from committing a hate crime which is identified by the New York State Penal Code as a "specific offense" by intentionally selecting a person(s) against whom the offense is committed or intended to be committed in whole or in substantial part because of a belief or perception regarding specified attributes of race, color, national origin, ancestry, gender, religion, age, disability, or sexual orientation of a person, regardless of whether the belief or perception is correct.
  B. Refrain from abusive, derogatory, and destructive behavior towards one’s self and/or others. Students engaging in destructive behavior against one’s self or others will be dismissed from the College immediately. Re-admission may be considered, pending submission of professional evaluation(s) stating that the individual no longer represents a threat to others as well as herself/himself.
- Respect the personal property rights of others, and the property rights and facilities of the College.
• Complete their pursuit of knowledge following the highest levels of scholarship. For students this means abiding by the academic tradition not to plagiarize, nor seek, receive, utilize, or provide unauthorized assistance in the completion of assignments and tests.
• Comply with all terms and conditions set forth in the NCCC Responsible Use of Electronic Communication Policy incorporated herein as Appendix B.
• Avoid unauthorized and unlicensed duplication of copyrighted material found in paper media, computers, computer software, or the Internet.
• Attend to their College duties (teaching, learning, administering, etc.) with the desire and goal to achieve excellence, and with due care and concern for the individual and collective rights of others.
• Use socially acceptable language.
• Dress in a manner socially acceptable and befitting to the various College activities.
• Represent the College to the wider public community in the manner consistent with the purposes of the College. The NCCC standards of behavior apply to both on and off-campus conduct when relevant to the mission, processes, functions, and interests of the College.
• Comply with all "No Tobacco Use" signs and regulations for health and safety reasons.
• Refrain from the use, possession, or distribution of alcoholic beverages on College owned or controlled property or while attending sanctioned off-campus College events. The College permits the consumption of alcoholic beverages at social functions only when the President in advance of the event has granted permission in writing. In the event written permission is granted by the President, only those individuals authorized by the President shall be permitted to bring alcoholic beverages onto a campus/site for College functions. Consumption of alcoholic beverages shall be permitted only within the approved area designated for said event. No person under the age of 21 years shall consume any alcoholic beverage at any College sanctioned event.
• The use, possession, or distribution of any drug considered illegal by Federal or State laws or a controlled substance not permitted by law at the College or at College sanctioned events is prohibited. The College regards any illegal drug involvement as an educational, as well as a legal issue, and offers counseling opportunities to members of the College community who wish to use those services. See Appendix C, which is made a part hereof.
• College clubs, organizations, and athletic teams are prohibited from any action or situation (hazing) which recklessly or intentionally endangers mental or physical health or involves the forced consumption of liquor or drugs for the purpose of initiation into or affiliation with said organization. This regulation shall govern the conduct of student, faculty, and other staff as well as visitors and other licensees and invitees on campus or college owned property.

SECTION I: APPLICATION AND ENFORCEMENT OF THE CODE OF CONDUCT
• The procedures for enforcement of these standards of conduct involving College staff and employees have been established in the applicable collective bargaining agreements between staff and employees and the College, and said procedures shall apply.
• The procedures for enforcement of these standards of conduct involving any student are as set forth below, and these procedures shall apply to all acts or conduct of a student which are of an academic or a non-academic nature occurring on any of the campuses/sites of the College, or off campus at a function sponsored or conducted under the aegis of the College.

SECTION II: DEFINITIONS
• When any provision of these procedures requires that a written notice be given to another person, the term "written notice" shall be deemed to require that such written notice to given or mailed to said other person by United States Post Office certified mail, return receipt requested. If such notice is to be given to a student, it shall be addressed to the address last appearing on the student’s current College registration
COLLEGE POLICIES

form on file at the Registrar’s Office of the College. If such notice is to be given to a member of the faculty or staff of the College, the notice shall be addressed to that person by title and name and shall be addressed to the campus address where the staff person’s office is located. For purposes of computing all time requirements provided by these procedures based on time for giving of notice, the giving of notice shall be deemed to commence on the date of actual mailing such notice at the United States Post Office by the sender, and such date shall be established by the stamped date of the United States Post Office stamped on the receipt received by the sender at the time of mailing, regardless of the date when such notice be actually received or accepted by the recipient.

- The term “working day” when used in these procedures means a day when the College is in session by conducting one or more classes at its main campus in Saranac Lake, New York. Notwithstanding the foregoing, a “working day” shall not include official legal holiday days recognized by Federal or State laws, or any Saturday or Sunday days even if one or more classes are conducted at the main campus in Saranac Lake, New York.

- The term “College Review Board” when used in these procedures means the board charged with providing hearings and making recommendations involving charges of violations of the Code of Conduct by students of the College. The College Review Board (CRB) shall consist of one member of the teaching faculty appointed by the President who shall serve as Chief Justice of the CRB; one member of the permanent staff of Management Confidential of the College appointed by the President; one member of the faculty or staff appointed by the Vice President for Enrollment Management and Student Services; and two students of the College selected each year by the majority vote of the Student Government Association Presidents. Except for student appointees, each member appointed to the CRB shall serve for a three-year term, except for the student appointees and shall hold office until said appointee’s successor is appointed. In the event of a vacancy during the term of a member’s appointment by reason of death, resignation, disqualification or withdrawal from student or College staff status, such vacancy shall be filled by the specified appointing authority for the unexpired term in the same manner as the original appointment. All meetings of the CRB shall be open to the public. Three (3) members of the CRB shall constitute a quorum for the transaction of its functions. All meetings of the CRB shall be conducted at the main campus of the College at Saranac Lake, New York. Each member of the CRB shall have his/her recommendation on any matter considered by the CRB reported to the Vice President for Enrollment Management and Student Services even if such recommendation be contrary with the recommendations of other members of the CRB. The Vice President for Enrollment Management and Student Services of the College shall be an ex-officio member of the CRB, but shall have no right to vote. The Chief Justice shall preside at all meetings of the CRB, and shall prepare and submit all written reports and recommendations of the CRB required pursuant to these procedures.

SECTION III: INFORMAL PROCEDURES

(Regarding minor disputes involving academic or non-academic matters of students of the college)

- In the event of a dispute between a member of the faculty and a student involving an academic grade, only the instructor has the authority to change a grade (unless said instructor is no longer employed by North Country Community College or is incapacitated.) Any student who believes that a final grade has been computed incorrectly or has a grievance regarding the final grade must submit a letter outlining the change desired to the instructor within one month after the grade reports are issued. The student’s written application shall include a copy of the grade transcript showing the grade and the postmark date, and shall set forth all of the details of the student’s position regarding the dispute. The student shall sign all applications for review. The student shall also provide a complete copy of the application for review to the member of the faculty whose final grade is being reviewed. That faculty member shall consult and discuss the disputed grade with the Department Chair, which consultation shall occur in the absence of the student, and shall submit any written documentation pertaining to the disputed grade as in the sole discretion of the
In the event a satisfactory resolution of the dispute is not achieved following review by the Department Chair, the student shall have the right to have the dispute submitted to the Vice President for Academic Affairs, who shall have the right to determine and resolve all issues as, in the Vice President for Academic Affairs sole discretion, fairness and the academic policies and standards of NCCC requires. The decision of the Vice President for Academic Affairs shall be final. No further review or appeal shall be allowed.

- In the event of a minor dispute between a member of the faculty/staff of the College and a student arising from or effecting classroom activities, except for disputes pertaining to an academic grade which shall be processed only in accordance with (A) above, the procedural course for resolution without initial risk of the imposition of any sanction is by the Department Chair, or in the case of a College site, the Site Coordinator or Academic Coordinator/ Campus & Student Life Coordinator. In the event mutual resolution is not achieved following such consultation, the student or the faculty/staff member shall have the right to seek the assistance and mediation of the Vice President for Enrollment Management and Student Services of the College. In the event satisfactory mutual resolution of the dispute is not achieved following mediation and consultation with the Vice President for Enrollment Management and Student Services, the student or the faculty/staff member shall have the right to submit the dispute to the President of the College, who shall have the right to determine and resolve all remaining unresolved issues as in the President’s sole discretion, fairness and the best interests of the College and the parties dictates. In the event the student or faculty/staff member electing to participate in this informal dispute resolution process provided by this section of the Code thereafter fails or refuses to comply with the resolution determination of the President and the dispute continues, the President shall have the right to elect to initiate appropriate formal disciplinary proceedings pursuant to Section IV hereof, which process may result in a sanction against the student as herein provided or, if the dispute involves a faculty/staff member, the President shall have the right to elect to initiate appropriate disciplinary procedures in accordance with the provisions of the applicable collective bargaining agreement and/or College Policy.

SECTION IV: FORMAL PROCEDURES
(Regarding Alleged Violations of the Code of Conduct by a Student)

- Any charges pertaining to an alleged violation of the Code of Conduct by a student shall be submitted in written form with appropriate details identifying the name of the student, the date and place of the alleged occurrence, and the details of the alleged violation. All charges shall be signed by the complainant initiating such charges. All such charges shall be submitted to the office of the Vice President for Enrollment Management and Student Services.

- Within five (5) working days following receipt of a written charge of alleged violation of the Code of Conduct, the Vice President for Enrollment Management and Student Services shall give notice to the student so charged of the charges by providing a true copy thereof, and shall give written notice to the student of the time, date and place where the student is to report for a consultation meeting. The Vice President for Enrollment Management and Student Services or his/her faculty or staff designee will serve as Judicial Advisor and shall be responsible to review and discuss the charges with the student.

- At the time and place of the consultation meeting between the Judicial Advisor and the student, the student shall be provided with a copy of the Code of Conduct and advised of his/her rights according to the procedures herein. The Judicial Advisor shall review the charges with the student, hear the student’s explanations, if any, and review the disciplinary sanctions herein provided. The student shall be advised he/she has the right to present his/her explanations or denials in writing, which writing shall become part of the record regarding the charges.

- Within five (5) working days after the consultation meeting, the individual serving as Judicial Advisor shall complete the written record with documented findings for determination to include a copy of the charges, all
written submissions by the student and such other documentation as is deemed appropriate. The Vice President for Enrollment Management and Student Services shall render a decision and announce any recommended sanctions, if any, within five (5) working days following submission of said report. Written notice of the Vice President’s decisions shall be provided to the student as required by Section II (A) above. In the event the charge results in a decision by the Vice President for Enrollment Management and Student Services that the student violated the Code of Conduct, the notice of the Vice President’s decisions shall include notification to the student of his/her right to request a hearing before the CRB, and shall advise the student that the right to a hearing before the CRB shall be entertained only upon written application for such hearing by the student within fifteen (15) working days from the date of the giving of notice of the decisions as above provided, and only on good faith grounds shown.

- A student seeking to have a CRB hearing shall serve written request for such hearing in a timely manner by service of a written request specifying the good faith grounds claimed by the student warranting a hearing to the office of the Vice President for Enrollment Management and Student Services in the manner provided by Section II (A). Upon receipt of a timely request for a CRB hearing the Vice President for Enrollment Management and Student Services shall transmit such request to the Chief Justice of the CRB within three (3) working days following receipt. In the event the request is untimely, the Vice President for Enrollment Management and Student Services shall return the request within three (3) working days to the student with a written notice advising that the request was untimely filed and no hearing is to be provided by the CRB.

- If no request for a CRB hearing be filed in a timely manner, the decision and any imposed sanction by the Vice President for Enrollment Management and Student Services shall be final. If a timely request for a CRB hearing be properly filed, any disciplinary sanction imposed by the Vice President for Enrollment Management and Student Services may be suspended by the Vice President for Enrollment Management and Student Services as, in his/her discretion the circumstances warrant, such suspension to be in effect until the CRB hearing process is concluded and the decision is either confirmed, reversed, or modified. If the Vice President for Enrollment Management and Student Services determines that the disciplinary sanction be temporarily suspended, written notice shall be given to the student within two (2) working days of such discretionary decision. If the Vice President for Enrollment Management and Student Services does not elect to suspend the sanction during the CRB hearing process, the sanction shall be in full force and effect until the CRB hearing process is concluded.

- Upon receipt of a timely request for a hearing by the Chief Justice of the CRB, the Chief Justice shall first determine if, in his/her sole discretion, there are good faith grounds for a hearing based on the reasons stated by the student. In the event the Chief Justice determines there are no good faith reasons warranting a CRB hearing, and that the contentions of the student applicant are frivolous or in bad faith, and intended to delay or prolong the imposition of the sanction, or asserted to harass or maliciously injure another person, the Chief Justice shall have the right to deny a CRB hearing. In the event the Chief Justice determines that a hearing request is frivolous or in bad faith, he/she shall notify the student of the denial of a CRB hearing, which notification shall specify his/her reasons for denying a CRB hearing. Written notice to the student shall be given within five (5) working days following the Chief Justice’s receipt of the application for a hearing.

- Any student receiving notice from the Vice President for Enrollment Management and Student Services that his/her application for a CRB hearing was denied because it is untimely, or receiving notice from the Chief Justice that his/her application for a CRB hearing was denied because it is, in the opinion of the Chief Justice, frivolous or not in good faith, shall have the right to submit a written request for reconsideration of such decision by the President, provided written application for such reconsideration be filed by the student at the office of the President within ten (10) working days following the date of mailing of such decision to the student by the Vice President or Chief Justice. The President shall decide the issue based on the written documentation presented, and the President’s decision shall be final. If the President reverses the decision being appealed, the review procedures below shall commence. Notice of the President’s decision shall be
given to the student and the Vice President for Enrollment Management and Student Services or the Chief Justice within five (5) working days following receipt of the application for reconsideration by the President.

- Upon receipt of a timely good faith request for a CRB hearing, the Chief Justice shall provide written notice to the student of the date, place and time of the hearing. The Chief Justice shall also provide such written notice to all members of the CRB. The Chief Justice shall have the authority to grant any adjournments of a noticed hearing only on good cause. Notice of a CRB hearing shall be provided to the student at least five (5) working days prior to the scheduled hearing date.

- Any student participating in a CRB hearing shall have the right to the assistance of an advisor or attorney of his/her choice, at the student’s sole expense. A student shall have the right to present witnesses, to question the complainant, and to dispute any documents related to the charge. The rules of evidence shall not apply to any CRB hearing and hearsay may be considered. The Chief Justice and/or each member of the CRB participating in the hearing shall submit their written recommendations based upon the information presented at the hearing in written form to the Vice President for Enrollment Management and Student Services within three (3) working days following the conclusion of the hearing. Written notice of a copy of all of the recommendations of the CRB shall be provided to the student.

- Within three (3) working days following receipt of the recommendations of the CRB, the Vice President for Enrollment Management and Student Services shall render a final decision confirming, modifying, or reversing the decision on appeal. If the appealed decision and imposed sanction is confirmed, any temporary suspension of the sanction, if any, shall terminate, and the actions shall proceed and be in full force and effect. If the decision or sanction under appeal be reversed, all records pertaining thereto shall be purged, and the student’s records cleared of any reference thereof. If the decision or sanction be modified, or confirmed, that decision shall be final and binding, unless such decision or sanction involves dismissal of the student from the College or denial or revocation of a previously granted College honor, degree or certificate, in which case the recommendation of the CRB and the decision of the Vice President for Enrollment Management and Student Services shall be referred to the President of the College for final review and determination.

- All recommendations of the CRB and all decisions of the Vice President for Enrollment Management and Student Services involving dismissal of a student from the College or denial or revocation of a previously granted College honor, degree, or certificate shall be finally and exclusively decided by the College President, without any further appeal.

SECTION V: AVAILABLE SANCTIONS FOR VIOLATION OF THE CODE OF CONDUCT
In the event any violation of the Code of Conduct is established, any of the following sanctions or combination of sanctions can be imposed:

**Official reprimands and warning letters** may be imposed outlining the consequences if the behavior continues.

**Restrictions** or revocation of activities or privileges may be imposed, including social probation by which students are prohibited from attending non-academic functions sponsored by the College or the Student Government Association. Social probation may be given for academic or disciplinary reasons, and shall be made for a specific time period. Mandatory workshops for anger management, alcohol or drug-related control may also be imposed. Additional

and/or more severe sanctions may be imposed for non-compliance or for the occurrence of additional Code violations during the probationary period.

**Restitution** may be imposed, which may include requiring payment for damages caused by the offender, and/or indirect payment through rendering service to the College.

**Fines** previously established and published may be imposed. Proceeds from fines levied will benefit the Ragusa Student Emergency Fund and/or the NCCC Foundation Scholarship Fund.
Loss of course credit may be imposed for academic offenses only. In such cases, no monetary refund of any College fees shall be allowed.

Denial or revocation of a College honor, degree, or certificate may be imposed, particularly in cases where the charge pertains to falsification of records or academic offenses are of such nature that the absence of entitlement to the honor, degree or certificate is established. In such cases, the final decision is subject to final determination by the College President. In such cases, no monetary refund of any College fees shall be allowed.

Denial or revocation of membership and/or elected or appointed representative office in Organizations, Clubs or the Student Government Association. Such denial or revocations shall proceed in accordance with the provisions set forth in the various Organizations, Clubs, or Student Government Association constitution or charter. In such cases, the final decision is subject to final determination by the College President.

Withdrawal from a course may be imposed, which sanction may be imposed for academic or non-academic charges. No monetary refund of any College fees shall be allowed.

Suspension from College may be imposed. This sanction means that the student is not allowed to participate in any College activity in any form, including classes, for a specified length of time. No monetary refund of any College fees shall be allowed.

Dismissal from College may be imposed. This sanction means that the student is prohibited from taking part in any college activity. No monetary refund of any College fees shall be allowed. In such case the final decision is subject to final determination by the College President.

SECTION VI: APPEALS OF SANCTIONS
(Of Dismissal or Denial or Revocation of College Honor, Degree, or Certificate to the President)

In those cases where a sanction recommendation is made for dismissal of a student from the College or denial or the revocation of a College honor, degree, or certificate, the following final appeal process is available:

- The student may appeal the Vice President’s recommendation of dismissal or denial or revocation of a College honor, degree, or certificate to the College President within ten (10) working days of receipt of the Vice President’s decision. Such appeal shall be in writing and shall set forth a clear statement of why the student claims the recommendation of the Vice President should not be followed, stating all details and specifics constituting the grounds for the appeal.

- The College President shall make a final decision of such appeal and notify the student of the President’s decision in writing, with copies to the Vice President for Academic Affairs, the Vice President for Enrollment Management and Student Services, and the College Review Board. Notification will be made to the student within ten (10) working days of the receipt of the student’s appeal.
## GOVERNING BODIES

### BOARD OF TRUSTEES

<table>
<thead>
<tr>
<th>Name</th>
<th>Appointee</th>
<th>Term Expires</th>
<th>Position</th>
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<tbody>
<tr>
<td>Gerald L. Blair</td>
<td>Essex County Appointee</td>
<td>2016</td>
<td></td>
</tr>
<tr>
<td>Barbara S. Dwyer</td>
<td>Governor Appointee</td>
<td>2015</td>
<td>Acting Board Chair</td>
</tr>
<tr>
<td>Mary Irene Lee</td>
<td>Governor Appointee</td>
<td>2019</td>
<td></td>
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<tr>
<td>Margaret A. Lowell</td>
<td>Franklin County Appointee</td>
<td>2018</td>
<td></td>
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<tr>
<td>Anne McDonald</td>
<td>Essex County Appointee</td>
<td>2019</td>
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<tr>
<td>Thomas Michael</td>
<td>Franklin County Appointee</td>
<td>2019</td>
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<tr>
<td>Mary Kay Tulloch</td>
<td>Governor Appointee</td>
<td>2018</td>
<td>Board Secretary</td>
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<td></td>
<td>Student Trustee</td>
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### ESSEX COUNTY BOARD OF SUPERVISORS

Effective March 2014

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<thead>
<tr>
<th>Town</th>
<th>Supervisor</th>
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<tbody>
<tr>
<td>Chesterfield</td>
<td>Gerald Morrow</td>
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<tr>
<td>Crown Point</td>
<td>Charles Harrington</td>
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<tr>
<td>Elizabethtown</td>
<td>Noel Merrihew III</td>
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<tr>
<td>Essex</td>
<td>Edward Gardner</td>
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<tr>
<td>Jay</td>
<td>Randall Douglas</td>
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<td>Keene</td>
<td>William Ferebee</td>
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<td>Lewis</td>
<td>David Blades</td>
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<tr>
<td>Minerva</td>
<td>Stephen McNally</td>
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<td>Moriah</td>
<td>Thomas Scozzafava</td>
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<tr>
<td>Newcomb</td>
<td>George Canon</td>
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<td>North Elba</td>
<td>Robert Politi</td>
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<td>North Hudson</td>
<td>Ronald James Moore</td>
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<tr>
<td>St. Armand</td>
<td>Charles Whitson Jr.</td>
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<tr>
<td>Schroon</td>
<td>Michael Marnell</td>
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<tr>
<td>Ticonderoga</td>
<td>R. William Grinell</td>
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<tr>
<td>Westport</td>
<td>Daniel Connell</td>
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<tr>
<td>Willsboro</td>
<td>Ed Hatch</td>
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<td>Wilmington</td>
<td>Randy Preston</td>
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### FRANKLIN COUNTY LEGISLATORS

Effective March 2014

<table>
<thead>
<tr>
<th>District</th>
<th>Legislator</th>
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<tbody>
<tr>
<td>1</td>
<td>Guy Smith</td>
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<td>2</td>
<td>D. Billy Jones</td>
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<td>Gordon Crossman</td>
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<td>Carl Sherwin</td>
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<td>Donald Dabiew</td>
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<td>6</td>
<td>Paul Maroun</td>
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<td>7</td>
<td>Barbara Rice</td>
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ADMINISTRATIVE OFFICES

OFFICE OF THE PRESIDENT
Steven Tyrell, President
Jan Brhel, Executive Assistant to the President

OFFICE OF THE VICE PRESIDENT FOR ACADEMIC AFFAIRS
Joseph Keegan, Interim Vice President for Academic Affairs
Jonathan MacAbee, Administrative Aide
Sarah Maroun, Interim Associate Dean of Academic Affairs
Laurie Muncil, Administrative Assistant to the Vice President for Academic Affairs
Maureen Sayles, Assistant Dean for Grants and Funded Programs

OFFICE OF THE VICE PRESIDENT FOR ENROLLMENT & STUDENT SERVICES
Joseph Akey, Enrollment & Financial Aid Counselor
Meredith Chapman, Interim Associate Director of Enrollment & Financial Aid
Diane Crowe, Microcomputer Operator
Shalena Duprey, Acting Director of Enrollment & Financial Aid
Dory Dustin, Senior Account Clerk
Teresa Finch, Administrative Assistant for the Vice President for Enrollment & Student Services
Rachel Gebhardt, Enrollment & Financial Aid Counselor
Scott Mitchell, Enrollment & Financial Aid Counselor
Micah Peterson, Administrative Assistant to the Vice President for Enrollment & Student Services

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William Chapin, Vice President for Fiscal Operations
Barbara Collier, Senior Account Clerk
Nancy Macdonald, Comptroller
Rachel Pickard, Senior Account Clerk
Mary Smutz, Microcomputer Operator
Lisa Symonds, Bursar

OFFICE OF THE VICE PRESIDENT FOR ORGANIZATIONAL EFFECTIVENESS & TECHNOLOGY SOLUTIONS
Colleen Downs, Vice President for Organizational Effectiveness & Technology Solutions
Erika Moody, Administrative Assistant to the Vice President for Organizational Effectiveness & Technology Solutions
Ami Fletcher, Acting Senior Human Resources Specialist
Scott Harwood, Assistant Dean for Institutional Research & Support
Dean Kidder, Technology Coordinator
Dianna Trummer, Help Desk Technician

OFFICE OF CAMPUS & STUDENT LIFE
Bobbie Karp, Director of Campus & Student Life
Erica Bilodeau, Student Activities Coordinator
Edna Bowers, Account Clerk/Typist
Adam diVincenzo, Director of Resident Students
Bella Madden Doolittle, Coordinator of Student Life
Kathy Goodrow, Microcomputer Operator
Bruce Kelly, Coordinator of Student Life

ATHLETICS
Chad LaDue, Director of Athletics
Jerrad Dumont, Athletics Facilities Manager

FACILITIES & GROUNDS
Kevin Bisonette, Custodian
Dennis Bradley Jr., Custodian
Arlene Carr, Custodian
Mary Cromp, Custodian
David Dudley, Senior Maintenance Worker
Floyd King, Building Maintenance Worker
Michael Mosher, Laborer
Christopher Rdzanek, Building Maintenance Foreman
Gary Smith, Building Maintenance Worker

LEARNING ASSISTANCE CENTER
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Kate Wells, Coordinator, Malone
Joe Pete Wilson, Interim Coordinator, Saranac Lake

LIBRARY
Brian O’Connor, Interim Director of Library Services
Irene Finlayson, Senior Library Clerk
Phil Gallos, Senior Library Clerk

NORTH COUNTRY COMMUNITY COLLEGE FOUNDATION
Diana Fortune, Director of Development

REGISTRAR’S OFFICE
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Maggie Willett, Microcomputer Operator
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CUNNINGHAM, JAMES Instructor & Director of Wilderness Recreation Leadership; M.S., SUNY Cortland; B.S., SUNY Plattsburgh; A.S., North Country Community College

DAJANY, INNAM Associate Professor; LAC Coordinator; M.Ed., University of Idaho; B.S., SUNY Cortland

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DOOLITTLE (MADDEN), BELLA Coordinator of Student Life; M.A., SUNY Albany

DOWD, KATHLEEN Instructor of Psychology; M.S.W., SUNY Albany; B.S.W., SUNY Plattsburgh

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DUFFY, KIMBERLY Instructor of Business and Computer Information Sciences; J.D., Nova University Law Center, BA, Fairfield University

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KIDDER, DEAN, Technology Coordinator

KILBY, SARAH Associate Professor of Mathematics; M.S., Clarkson University; B.S., Johnson State College

LADUE, BECKY, Assistant Professor, Clinical Coordinator, Radiologic Technology; M.S., Buffalo State College; B.S., SUNY Empire State; A.A.S. North Country Community College

LADUE, CHAD Director of Athletics, Assistant Professor, Head Men’s Basketball Coach; M.B.A. Columbia Southern University; B.S. SUNY Institute of Utica/Rome; A.S., North Country Community College

LAMOUR, TINA Assistant Professor, Art Department; M.F.A., University of Colorado; B.F.A., SUNY Plattsburgh; A.A.S., Adirondack Community College

LEMAY- KLIPPEL, SELINA Professor of Nursing; Doctorate of Chiropractic, Logan College; B.S. Logan College; A.A.S., Adirondack Community College

SUNY Chancellor’s Award for Excellence in Teaching, 2010-2011
MACDONALD, NANCY Comptroller; B.S., SUNY Oswego; B.S., SUNY IT; A.A.S. SUNY Canton

MACDOUGALL, DAVID Associate Professor & Director of Massage Therapy; M.A., Ohio State University; B.S., Ohio State University

MAROUN, SARAH Interim Associate Dean of Academic Affairs; Associate Professor of English; M.A., Bread Loaf School of English, Middlebury College; B.A., Middlebury College

MARTIN, RICHARD Assistant Professor of Biology; D.P.M., California College of Podiatric Medicine; B.S., Oregon State University; B.A., SUNY Albany

MASCIA- SUSICE, STACEY Associate Professor of English; Ph.D., Indiana University of Pennsylvania; M.A., The College of St. Rose; B.A., The College of St. Rose; A.A.S., North Country Community College

MCFADDIN, LAWRENCE Assistant Professor, Coordinator for Sports & Events Management, Coordinator for Health, Recreation; Sports & Wellness, Coordinator for Athlete Mentoring Programs; M.E.D., St. Lawrence University; B.S., University of New Hampshire; A.A.S., SUNY Morrisville

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PAULSON, DONALD Assistant Professor of Computer Information Science; M.Ed., Fairfield University; B.A., University of New Haven

SUNY Chancellor’s Award for Excellence in Service, 2011-12

POIRIER, RENEE Assistant Professor of Social Sciences; M.S.W., Syracuse University; B.A., SUNY Plattsburgh

SUNY Chancellor’s Award for Excellence in Teaching, 2013-14

PRICE, WILLIAM Professor of Psychology, Coordinator for Social Science; Ph.D., Oregon State University, M.Ed., Oregon State University; B.A., Oregon State University

REALE, LYNNE Instructor of Nursing; RN, Albany Medical Center; B.A., College of St. Joseph

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ROWE, BRUCE Instructor of English; M.A., Middlebury College; B.A., Dickinson College

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SHERIDAN, CAMMY Associate Professor for Social Sciences, ADA/504 Coordinator; M.S., Walden University; M.S., SUNY Plattsburgh; B.S., Green Mountain College

SHOEMAKER, SARAH Instructor of Chemistry/Biology; M.S., University of Pennsylvania; B.A., Washington University

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STEINBERG, JUDITH Professor of Biology, Science Department Coordinator; Ph.D., West Virginia University; M.S., University of Delaware; B.A., Washington and Jefferson College

STRINGER, SCOTT Technical Specialist of Radiologic Technology; A.A.S., North Country Community College

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SYMONDS, LISA Bursar; C.P.N., North Country Community College

TYRELL, STEVEN President; Ph.D., Michigan Technology University; M.A., SUNY New Paltz; B.S., SUNY New Paltz

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VOSSLER, CAROL Instructor of Art M.F.A., Syracuse University; B.A., SUNY Plattsburgh; A.A.S., Paul Smith’s College of Arts & Sciences

WARNER, ALLISON; Instructor of Mathematics; M.A., Goddard College; B.S., Washington & Lee University

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WELLS, KATHLEEN MILLER Instructor, LAC Coordinator; M.A., SUNY Potsdam; B.A., SUNY Potsdam

WHITE, LORRAINE Assistant Professor of Nursing; M.A., Excelsior College; B.S.N, Curry College; A.D.N., Cape Cod Community College

WHITELAW, DONNA Instructor of Biology; M.S., SUNY Potsdam; B.S., SUNY Empire State; A.A.S., SUNY Canton; A.S., SUNY Canton

WILSON, JOE PETE Interim LAC Coordinator; M.A., University of Wyoming; B.A., St. Lawrence University
THE STATE UNIVERSITY OF NEW YORK (SUNY)

The nation's largest and most comprehensive state university system, The State University of New York (SUNY), was founded at Potsdam, New York in 1816. Years later, the Morrill Act of 1862 led to the creation of four Ivy League land-grant SUNY colleges, which now currently exist at Cornell University. SUNY was officially established in February 1948 when New York became the 48th state, of the then 48 states, to create a state university system. SUNY initially represented a consolidation of 29 unaffiliated institutions, including 11 teachers colleges. All of these colleges, with their unique histories and backgrounds, united for a common goal: To serve New York State. Since 1948, SUNY has grown to include 64 individual colleges and universities that were either formerly independent institutions or directly founded by the State University of New York.

Today, the State University of New York’s 64 geographically dispersed campuses bring educational opportunity within commuting distance of virtually all New Yorkers and comprise the nation’s largest comprehensive system of public higher education. The State University of New York’s 64 campuses are divided into four categories, based on educational mission, types of academic opportunities available and degrees offered. SUNY offers students a wide diversity of educational options including short-term vocational/technical courses, certificate, associate, and baccalaureate degree programs, graduate degrees and post-doctoral studies. SUNY provides access to almost every field of academic or professional study within the system via over 7,000 degree and certificate programs. SUNY students represent the society that surrounds them. In December 2010, 21.4% of all enrolled students were minorities. While SUNY students are predominantly New York State residents, representing every one of the state’s 62 counties, they also hail from every other state in the United States, the District of Columbia, four U.S. territories, and 160 nations. Total enrollment is over 467,000. Nearly 40% of New York State high school graduates choose SUNY and 99.8% of New York residents live within 30 miles of a SUNY campus. SUNY alumni number over 2.8 million graduates who reside in New York State and throughout the world.

SUNY attracts the best and brightest scholars, scientists, artists and professionals, and boasts nationally and internationally recognized faculty in all major disciplines. Faculty are regular recipients of prestigious awards and honors. SUNY colleges and universities range from world-renowned community colleges, such as the Fashion Institute of Technology, to first-rate graduate schools and the nation’s top veterinary school. The highly-regarded doctoral degree granting universities are home to top research programs and attract experts in a variety of fields. Students study in campus classrooms and laboratories or work from a distance through the SUNY Learning Network, which provides educational opportunities to more than 100,000 students through courses and degree and certificate programs.

The State University of New York is committed to providing quality education at an affordable price to New Yorkers and students from across the country and the world.

SUNY BOARD OF TRUSTEES

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<thead>
<tr>
<th>H. Carl McCall, Chairman</th>
<th>Eunice A. Lewin</th>
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<tr>
<td>Joseph Belluck</td>
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<td>Henrik Dullea</td>
<td>Lori Mould</td>
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<td>Eric Corngold</td>
<td>John Murad</td>
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<td>Richard Socarides</td>
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<td>Tina Good</td>
<td>Carl Spielvogel</td>
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<td>Stephen Hunt</td>
<td>Cary Staller</td>
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<td>Peter Knuepfer</td>
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