



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,

A handwritten signature in cursive script that reads "Steve Tyrell". The signature is written in dark ink and is positioned above the typed name.

Dr. Steve Tyrell
President



TABLE OF CONTENTS

ABOUT NCCC.....	1
NCCC FOUNDATION.....	2
ADMISSIONS.....	5
REGISTRAR’S OFFICE.....	12
FINANCIAL AID.....	19
GUIDE TO STUDENT EXPENSES.....	33
STUDENT LIFE.....	38
NCCC ASSOCIATION.....	44
ACADEMIC AFFAIRS.....	47
DEGREE CURRICULA.....	66
COURSE DESCRIPTIONS.....	92
COLLEGE POLICIES.....	119
APPENDICES.....	124
<i>GOVERNING BODIES</i>	124
<i>ADMINISTRATIVE OFFICES</i>	125
<i>FACULTY AND PROFESSIONAL STAFF</i>	126
<i>THE STATE UNIVERSITY OF NEW YORK (SUNY)</i>	128
INDEX.....	129

The information contained herein is official as of January 2017. 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

ABOUT NCCC

COLLEGE-WIDE GOALS FOR STUDENT LEARNING

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.

Critical, Constructive, & Creative Thinking

Students meeting this goal will demonstrate the following:

- Ability to develop well-reasoned arguments
- Ability to evaluate arguments
- Analytical and problem-solving skills
- Intuitive and imaginative processes

Scientific Literacy

Students meeting this goal will demonstrate the following:

- Some knowledge of established scientific principles
- Ability to apply the scientific method

Mathematical Competency

Students meeting this goal will demonstrate the following:

- Ability to use math skills to solve basic problems
- Financial literacy

Social & Cultural Literacy

Students meeting this goal will demonstrate the following:

- Knowledge, skills, and attitudes essential for communicating and cooperating effectively with people of diverse backgrounds
- Awareness of one's own culture in comparison with other cultures and communities, within the United States and globally
- Civic responsibility and leadership

Communication

Students meeting this goal will demonstrate the following:

- Ability to write in standardized English
- Ability to speak effectively
- Ability to listen effectively

Information Literacy

Students meeting this goal will demonstrate the following:

- Ability to gather, analyze, and use information in various forms to accomplish a specific purpose
- Technological fluency and understanding of the limits of technology

NCCC 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.



Clermont Hall

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.



College Hall

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.



Hodson Hall

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 Student Life Office 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 is housed in this building. Student government, faculty offices, and the College Store are also located in this building.

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.



Sparks Athletic Complex



Residence Halls

The North Country Community College Association maintains residence halls housing 96 students in a safe, clean and convenient location adjacent to the NCCC campus. Essex and Franklin Halls were constructed for Fall 1998, and High Peaks Hall opened Fall 2000. The Residence Halls are smoke free and substance free. Students are required to abide by village, state and federal laws.



Hall

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, Ballard Mill (left), Reshetkina Hall (right)

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.

ADMISSIONS

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). When the student has reached the maximum compulsory school attendance age, he or she is eligible to take the GED test. A student may not take the GED test until July 1st of the year in which he or she turned 16.

A diploma issued by a correspondence school that is not accredited or registered in the state is not acceptable as the recognized equivalent of a high school diploma.

APPLICANTS UNDER THE AGE OF COMPULSORY ATTENDANCE

These home-schooled students will be eligible for consideration as applicants for admission to matriculated status only if the student can provide a letter from the school district in which the student resides attesting to the student's completion of a program of home instruction that is the substantial equivalent of a four-year high school course of instruction and meets the requirements of Section 100.10 of the Regulations of the Commissioner of Education.

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

Home-schooled students beyond 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 if they provide 1) 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 or 2) a passing score on the general comprehensive examination (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.

ADMISSIONS

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 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.

ADMISSIONS

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 1st 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 Dean of Admissions 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 Student Life Office 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) course, with a grade of 2.00 or greater.

Students wishing to enter the Massage Therapy program must complete an application by December 1st for the following Fall semester admission.

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

ADMISSIONS

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.

Freshmen 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 high school requirements.

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.
- The student needs to have completed a college-level science course or BIO 109: Human Biology with a grade of B-/2.75 or greater. The alternative course determination would be made by the Science Chair or Nursing Director.

Please Note:

Students who do not meet any one portion of the requirements will be granted admission into the A.S. Health Science degree or a degree of their choice and are encouraged to re-apply to the program once the above requirements have been satisfied.

ADMISSION TO ASSOCIATE DEGREE NURSING PROGRAM

Students wishing to enter the Associate Degree Nursing program must complete an application by December 1st for the following Fall semester admission.

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

1. Successful completion of an accredited PN program.
2. Achieved a minimum of 2.0 (C)/4.0 in the following courses:
 - BIO 109 Human Biology or equivalent course
 - BIO 201 Microbiology
 - NUR 101 Nursing I
 - NUR 102 Introduction to Pharmacology
 - NUR 108 Pharmacology II
 - NUR 104 Nursing II
 - ENG 101 English Composition I
 - PSY 101 Introductory Psychology
 - PSY 202 Developmental Psychology
3. Complete a PN-to-RN Nursing Transition Exam. **There may be a charge for this exam**
4. Hold a valid CPR (AHA or RC) card for infant, child, and adult. The date of certification must be the summer prior to the Fall admission.
5. Be in good academic standing from previous institution.
6. Have a cumulative GPA of 2.50/4.00 from a PN 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 AAS: Nursing (RN) Program.

ADMISSIONS

- Current students enrolled in NCCC's Certificate of Practical Nursing program may be provisionally accepted until successful completion of the NYS comprehensive nursing PN licensure 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. 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. Successful completion of this NCLEX-PN licensure exam must occur prior to August 1st 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 AAS: Nursing (RN) Program. Students who successfully pass a comprehensive nursing exam will be granted 17 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.
- The following requirements must be on file at the College by August 1st: Nursing student insurance, Completed Health/Immunization Records and 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 this information on file will de-registered administratively for any RN nursing courses.

Please Note:

- Students who do not meet any one portion of the requirements will be granted admission into A.S. Health Science, and may re-apply for future admission when the above requirements have been satisfied.
- Admission is limited based on space available.

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. Students wishing to enter the Radiologic Technology program must complete an application by December 1st for the following Fall semester admission.

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.

Transfer/Re-admit/Continuing Student Admission:

- Student must be in good academic standing at previous institution attended with a minimum GPA of 3.00/4.00 and meet the above requirements or their equivalent and have completed a college level human biology (4 credits, with a lab component) course, with a grade of 3.00 or greater. A maximum of 34 credits may be transferred in toward the AAS: Radiologic Technology degree.

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

ADMISSIONS

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 credits require the permission of the Vice President for Academic Affairs. There is an additional fee (Excess Course Credit Administration Fee) that is applied for registering for more than 18 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.



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 be 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, 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 Campus & Student Life 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.

GRADING SYSTEM		
Letter Grade	Numeric Grade/ Quality Points Per Credit	Numeric Range
A	4.0	93-100
A-	3.7	90-92
B+	3.3	87-89
B	3.0	83-86
B-	2.7	80-82
C+	2.3	77-79
C	2.0	73-76
C-	1.7	70-72
D+	1.3	67-69
D	1.0	63-66
D-	0.7	60-62
E	0.0	Administrative Failure
F	0.0	Below 60
<i>A 2.0 cumulative G.P.A. is required for graduation.</i>		

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 is 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 Chair or 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 Chair;
- The Vice President for Academic Affairs;
- The President.

TRANSCRIPTS

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 POLICY

E GRADE – Enrollment Verification

NCCC is required to report Enrollment Verification for students who do not attend their courses during the "verification period." This 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.

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. Students who never attend a class are not eligible for financial aid for that class.

The E Grade represents an administrative drop. E Grades will be assigned for students who never show for class in the first three weeks of a semester.

E Grades do not count in the Grade Point Average (GPA) calculation. E Grades will be purged from the system meaning the students will be dropped from the course and the action will not be reflected upon their transcription.

Students with E Grades will not be charged tuition or fees and those charges will reversed provided there was no liability assumed by the student that semester (i.e. charges to the Association).

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.

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

Course	Semester Hours	Grade Received	Quality Points	Points Generated
ENG 101	3.0	B	3.0	9.00
MAT 121	3.0	D	1.0	3.00
PSY 101	3.0	A	4.0	12.00
BIO 109	4.0	C	2.0	8.00
PED 184	1.0	C+	2.3	2.30
	14.0*			34.30**
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. A \$20.00 fee is charged for add/drops during this period.

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 withdrawal 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 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 or 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 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.studentaid.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 October 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)

FINANCIAL AID

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 October 1. You/your parent will need a FSA ID in order to sign the FAFSA.
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 October 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 expected 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 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 aid.

The New York State TAP Grant program uses different criteria than that of the federal programs to measure independence. For more specific information concerning TAP independence criteria, contact either a college financial aid counselor or the New York State Higher Education Services Corporation in Albany.

SPECIAL CIRCUMSTANCES

If a student feels that there is a special circumstance that needs to be taken into consideration for financial aid eligibility, the college may be able to

recalculate your federal financial aid eligibility within federal guidelines. 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.

FINANCIAL AID

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 on line, students should first complete the FAFSA on line 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.

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

FINANCIAL AID

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.

FEDERAL AID TO NATIVE AMERICANS

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;

FINANCIAL AID

- 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.

WILLIAM D. FORD FEDERAL DIRECT LOANS

The William D. Ford Federal Direct Loan program provides low-interest rate loans to students and parents.

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

FINANCIAL AID

determine eligibility for the loan. The current interest rate is a fixed percentage available at <https://studentloans.gov/myDirectLoan/index.action>. 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:

ANNUAL LOAN LIMITS			
YEAR/CLASSIFICATION	BASE AMOUNT	ADDITIONAL UNSUBSIDIZED LOAN	TOTAL
DEPENDENT STUDENTS			
FRESHMAN	\$3,500	\$2,000	\$5,500
SOPHOMORE	\$4,500	\$2,000	\$6,500
INDEPENDENT STUDENTS			
FRESHMAN	\$3,500	\$6,000	\$9,500
SOPHOMORE	\$4,500	\$6,000	\$10,500
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)			

FINANCIAL AID

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;
- 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 \$13/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.

FINANCIAL AID

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

SATISFACTORY ACADEMIC PROGRESS (SAP) FOR TAP PRIOR TO 2009-10 <i>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.</i>						
PRIOR TO THIS SEMESTER	1 ST	2 ND	3 RD	4 TH	5 TH	6 TH
MINIMUM # CREDITS EARNED	0	3	9	18	30	45
MINIMUM G.P.A.	0	0.5	0.75	1.3	2.0	2.0

SATISFACTORY ACADEMIC PROGRESS (SAP) FOR TAP <i>Applies to non-remedial students first receiving aid in the 2010-2011 and thereafter.</i>						
PRIOR TO THIS SEMESTER	1 ST	2 ND	3 RD	4 TH	5 TH	6 TH
MINIMUM # CREDITS EARNED	0	6	15	27	39	51
MINIMUM G.P.A.	0	1.3	1.5	1.8	2.0	2.0

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.

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.

FINANCIAL AID

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 for 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 and U 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;
- 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.

SATISFACTORY ACADEMIC PROGRESS (SAP) FOR FEDERAL FINANCIAL AID FOR ALL ASSOCIATE DEGREE CANDIDATES

Attempted Credit Hours	Minimum G.P.A.	% of Credit Hours Completed
0-15	1.0	50%
16-30	1.25	60%
31-45	1.5	60%
46-60	1.75	60%
61-75	2.0	65%
76-98	2.0	70%

SATISFACTORY ACADEMIC PROGRESS (SAP) FOR FEDERAL FINANCIAL AID FOR ALL CERTIFICATE CANDIDATES

Attempted Credit Hours	Minimum G.P.A.	% of Credit Hours Completed
0-15	1.5	50%
16-30	1.75	60%
31-45	2.0	60%
46-54	2.0	60%

FINANCIAL AID

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.

	WARNING	1ST LOSS OF FINANCIAL AID	PROBATION	FINAL LOSS OF FINANCIAL AID
DEFINITION	Student fails to meet SAP at the end of a semester. <i>SAP Warning letter sent to student.</i>	Student fails to make SAP at the end of the Warning Period <i>Financial Aid Ineligibility letter sent to student.</i>	Student fails to make SAP at the end of a Warning period AND has been granted an appeal. Eligibility for aid has been reinstated for that semester only.	Student has failed to meet conditions of Academic Plan and/or make SAP during Probation period. <i>Final Financial Aid Ineligibility letter sent.</i>
REQUIRED STUDENT ACTION	No appeal is required to be placed on Warning.	Student must successfully appeal in order to be placed on probation.	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.	Student is no longer eligible to enroll in courses at North Country
ELIGIBILITY FOR AID	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		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.	

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

FINANCIAL AID

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

FINANCIAL AID

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 2018 Academic Year; Expenses subject to change without notice)

2018-2019 CHARGES	RESIDENT with Certificate of Residency	Full Time Semester	Full Time Year	2018-2019 CHARGES	NON-RESIDENTS / INTERNATIONAL & RESIDENT w/o Certificate of Residency	Full Time Semester	Full Time Year
	Tuition/Fees	3,539.00	7,078.00		Tuition/Fees	6,594.00	13,188.00
	Room/Board	5,175.00	10,350.00		Room/Board	5,175.00	10,350.00
	Books/Supplies	850.00	1,700.00		Books/Supplies	850.00	1,700.00
	Transportation	500.00	1,000.00		Transportation	500.00	1,000.00
	Personal	1,000.00	2,000.00		Personal	1,000.00	2,000.00
	Estimated Cost of Attendance	11,064.00	22,128.00		Estimated Cost of Attendance	14,119.00	28,238.00

*Fees are different for each Course of Study

*Transportation and Personal Expenses are not direct costs

2018-2019 PART-TIME CHARGES	CREDITS	RESIDENT TUITION	NON-RESIDENT TUITION	ALUMNI DUES	STUDENT FEE	ATHLETIC /REC FEE	TECH FEE	SECURITY FEE	RESIDENT TOTAL	NON-RESIDENT TOTAL
	0.5	102.00	240.00	7.00	7.00	1.00	15.00	3.50	135.50	273.50
	1	204.00	480.00	7.00	14.00	2.00	30.00	7.00	264.00	540.00
	2	408.00	960.00	7.00	28.00	4.00	60.00	14.00	521.00	1,073.00
	3	612.00	1,440.00	7.00	42.00	6.00	90.00	21.00	778.00	1,606.00
	4	816.00	1,920.00	7.00	56.00	8.00	120.00	28.00	1,035.00	2,139.00
	5	1,020.00	2,400.00	7.00	70.00	10.00	150.00	35.00	1,292.00	2,672.00
	6	1,224.00	2,880.00	7.00	84.00	12.00	180.00	42.00	1,549.00	3,205.00
	7	1,428.00	3,360.00	7.00	98.00	14.00	210.00	49.00	1,806.00	3,738.00
	8	1,632.00	3,840.00	7.00	98.00	16.00	240.00	56.00	2,049.00	4,257.00
	9	1,836.00	4,320.00	7.00	98.00	18.00	270.00	63.00	2,292.00	4,776.00
	10	2,040.00	4,800.00	7.00	98.00	20.00	300.00	70.00	2,535.00	5,295.00
11	2,244.00	5,280.00	7.00	98.00	22.00	330.00	75.00	2,776.00	5,812.00	

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

SENIOR CITIZENS

(age 60 years and older)

- If class space is available, free tuition and no student fee
- Course or lab fee will be charged

ACCIDENT INSURANCE

- Mandatory for all full-time students
- Optional for part-time students

ADDITIONAL COSTS		
Description	Amount	Notes
Books/Supplies	\$700 - \$1300	
Housing – Private	\$1500 - \$2400	
Meal Allowance	\$1500 - \$2000 per semester	<i>Meal plan available</i>
Miscellaneous – Personal/ Recreation	\$600 - \$800	
Miscellaneous – Travel	\$200 - \$400	
Additional Equipment (Nursing – estimate)	\$300 - \$400	

DIRECT COLLEGE COST BY SEMESTER			
	FALL SEMESTER	SPRING SEMESTER	TOTAL
ESSEX AND FRANKLIN COUNTY RESIDENTS			
Full-Time	\$2300	\$2300	\$4600
Part-Time	\$192 per credit		
NY STATE RESIDENTS			
Full-Time	\$2300	\$2300	\$4600
Part-Time	\$192 per credit		
NON-RESIDENT STUDENTS			
Full-Time	\$5425	\$5425	\$10,850
Part-Time	\$453 per credit		

ADMINISTRATIVE FEES		
Description	Amount	Notes
Add/Drop Fee	\$20.00	<i>Per course or transaction</i>
Alumni Dues (per semester)	\$7.00	
Allied Health Fee	\$365.00	<i>Academic year</i>
	\$260.00	<i>Spring only</i>
Excess Course Credit Administration Fee (> 18 credits per semester)	\$130.00	<i>NYS Residents with Certificate of Residency</i>
	\$275.00	<i>Resident without Certificate of Residency</i>
	\$275.00	<i>Non-NYS resident/international</i>
Excess Printing Fee	\$8.00	
Faxing Fee	\$2.00	<i>Per page</i>
Graduation Fee	\$45.00	
Immunization Form Fee	\$7.00	
Insufficient Fund Fee	\$40.00	
Late Payment Fee	\$75.00	
New Student Fee	\$125.00	
Official Transcript Fee	\$7.00	
Online Kaplan NCLEX Resource Fee	\$175.00	<i>Per semester</i>
Parking Fines	\$25.00-\$75.00	<i>Per violation</i>
ID Replacement Fee	\$15.00	
Payment Plan Fee	\$50.00	
Transcript Fee	\$7.00	

GUIDE TO STUDENT EXPENSES

COURSE SPECIFIC FEES

These fees cover the cost of consumable equipment and/or supplies that are used in these courses. Physical Health fees cover the cost to access facilities where these activities occur.

Course	Amount
Studio Art Courses: ART 101, 104, 105, 108, 111, 125, 131, 150, 151, 155, 169, 201, 202, 203, 206, 220, 245, 251	\$250 per course
ART 205	\$180
ART 235	\$160
Biology Lab Courses: BIO 101, 102, 108, 109, 112, 125, 160, 201, 215, 216, 230, 240	\$150 per course
BUS 221	\$55
Chemistry Lab Courses: CHE 101, 102, 105, 201, 202	\$150 per course
Online Learning Fee	\$50 per course
ENG 100	\$75
ENG 101	\$75
ENV 108, 125, 204, 205	\$150
HED 160	\$560
HED 160 (Non-matriculated)	\$740
HED 161	\$185
Nursing Fee	\$650
PED 129, 146, 155, 179, 199, 229	\$118 per course
PED 149	\$88
PED 151, 154, 171, 175	\$92
PED 153	\$68
PED 167, 188	\$78
PED 178	\$122
PED 196	\$50
PED 183, 186, 189, 192, 193, 283, 292, 293	\$55 per course
PED 184	\$108
PED 185	\$82
PED 187	\$152
PED 190	\$72
PED 196	\$50
PED 198	\$160
Physics Lab Courses: PHY 100, 101, 102	\$150 per course
RAD 120	\$75
RAD 140	\$75
REC 118	\$105
REC 240	\$950
REC 249	\$600

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 the Affirmation of Residency form available on the college website or from the Business Office.

RESIDENTS OF 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 Essex and Franklin Counties, you must:

- Obtain an application from your County Treasurer or Chief Fiscal Officer by website, or your County Treasurer's office;
- Complete the application and provide proper documentation/proof required by your county;
- Sign the application in front of a Notary Public.
- Take or mail the application and proof 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

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)

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.

Deadlines for obtaining Certificates is set by New York State law, not NCCC. Once the deadline has passed, the counties will not issue the Certificate and you will be charged the out-of-state tuition rate. 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.



STUDENT LIFE

Student Life at North Country invites students to connect, engage, and learn to lead.

Services are available at all three campuses to assist students with career exploration, transfer planning, recreation activities, and leadership development.

Connect with your peers and faculty through student organizations and clubs, engage in campus traditions and events, and experience service learning through volunteerism.

The Student Life Office also coordinates new student orientation, residential education for on campus housing, diversity education, prevention education, wellness resources, peer mentoring, campus security, parking, and student IDs.

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 Student Life Office 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 Student Life Office. 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 Student Life Office.
- Submit the Vehicle Registration Form to the Student Life Office.
- When a vehicle is registered, a parking decal will be issued.
- 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

STUDENT LIFE

"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 Student Life Office. 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 Student Life Office, 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
- Human Services Club
- Massage Therapy Club
- Music Club
- Nursing 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 Student Life Office 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 Student Life Office. 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 Student Life Office 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 Student Life Office or administrator on call 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 Campus Safety web page 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.

"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. Information regarding campus crime statistics can be found on the NCCC website under Campus Safety in the Campus & Student Life section.

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 Student Life Office.
- 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 Student Life Office. An incident report form is available through the electronic portal.

IMMUNIZATION & HEALTH REQUIREMENTS

New York State Public Health Law 2165 Article 21 requires that all college students born on or after January 1, 1957, and enrolled in six (6) or more credits in a semester demonstrate proof of immunity against measles, mumps, and rubella.

New York State Public Health Law 2167 requires that all college students enrolled in six

(6) or more credits in a semester submit a documented response to receipt of meningococcal/ meningitis disease and vaccination information. This law applies to all students regardless of birth date. Proof of immunity and compliance with these Public Health Laws consists of:

- Measles: two doses of live measles vaccine, the first being administered no more than four (4) days prior to the student's first birthday. The second dose must be administered at least 28 days after the first); diagnosing physician documentation of measles disease; or a blood titer showing immunity.
- Mumps: one dose of live mumps vaccine administered no more than four (4) days prior to the student's first birthday; diagnosing physician documentation of mumps disease; or blood a blood titer showing immunity.
- Rubella: one dose of live rubella vaccine administered no more than four (4) days prior to the student's first birthday or a 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 within five (5) years prior to their first semester of attendance at NCCC; or 2) that the student opts not to obtain the immunization and provides the college with a

completed meningococcal vaccination response form. All of the documentation explained above must be submitted within thirty (30) days from the start of classes for the student's first semester of attendance at NCCC.

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 all required immunization documents can result in prohibition from class attendance, exclusion from future registration at NCCC, or withholding of grades, transcripts, and any financial aid refund monies a student is entitled to receive. 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 Student Life Office 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.

STUDENT LIFE

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 Student Life Office 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 chair.

HEALTH AND ADDITIONAL REQUIREMENTS	PRACTICAL NURSING	A.D.N., RN NURSING	RADIOLOGICAL TECHNOLOGY	WILDERNESS RECREATION LEADERSHIP	MASSAGE THERAPY	ATHLETE
Physical <i>(yearly, some clinical sites require every 6 months)</i>	•	•	•	•		•
Release Authorization Insert <i>(yearly)</i>						•
Information Release <i>(yearly)</i>				•		•
Immunization to Measles, Mumps, and Rubella	•	•	•	•	•	•
Meningitis Documentation	•	•	•	•	•	•
Influenza Vaccination	•	•	•			
Confidentiality Statement <i>(yearly)</i>	•	•	•	•	•	
WRL Doctor's Statement. Insert <i>(yearly)</i>				•		
TB Skin Test <i>(yearly)</i>	•	•	•			
Varicella/Zoster Info Sheet <i>(yearly)</i>	•	•	•			
Hepatitis B Info Sheet <i>(yearly)</i>	•	•	•			
Current CPR Card <i>(Must include Adult/Infant/Child CPR and AED/BVM) (Online CPR is NOT Acceptable)</i>	•	•	•			
Copy of Practical Nursing License		•				
Student Liability Insurance <i>(yearly)</i>	•	•	•			
Tetanus Shot <i>(within the last 10 years)</i>	•	•	•			

INTERCOLLEGIATE ATHLETICS

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

- Women: Soccer, Basketball, Volleyball, and Lacrosse.
- 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.



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 and Malone campuses through American Dining Creation

DINING SERVICES

Malone Campus: Café-style food service for breakfast and lunch. 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 our 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 allowed within 1 day after the drop/add period. Returns are 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 Student Life Office 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.



FACEBOOK PAGES

NCCC Libraries

<http://www.facebook.com/#!/pages/North-Country-Community-College-Libraries/117466948312374>

NCCC Malone Art Club

<http://www.facebook.com/#!/pages/NCCC-Malone-Art-Club/160093367386454>

NCCC Wilderness Recreation Leadership Program

<http://www.facebook.com/pages/NCCC-Wilderness-Recreation-Leadership-Program/153016728057501>



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 through Blackboard, Moodlerooms and 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.

SPECIAL NOTES FOR ONLINE COURSES

- It is strongly recommended that students wishing to take an on-line course have a minimum GPA of 2.0 and be ENG 101 ready. Individual courses may have other prerequisites that the student must meet to be eligible for taking the course.
- 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.
- Students not specifically enrolled in an online degree program must complete more than 50% of their degree requirements in a traditional classroom setting.

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.

LEARNING ASSISTANCE CENTER (LAC)

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
- Writing coaches
- Study coaches
- 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 available on all campuses.

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.

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 Student Life Office for list of schools that we currently have agreements with and details on what you need to do to satisfy the transfer requirements. The Student Life Office also assists students with the transfer process. The Student Life Office 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.

ACADEMIC AFFAIRS

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

COMPETENCIES:

- Critical Thinking (required)
- Information Management (required)

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 TRANSFERRING 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; ENG 222
FOREIGN LANGUAGE	FRE 101; FRE 102; FRE 201; FRE 202; HUM 107; SPA 101; SPA 102; SPA 201; SPA 202
HUMANITIES	ART 100; ART 106; ART 107; DRA 101; DRA 115; 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 107; HUM 112; HUM 124/126; HUM 145; HUM 155; HUM 202; HUM 246; MUS 100; MUS 106; MUS 107; MUS 108; MUS 115; MUS 116; PHI 100; PHI 110; PHI 112; PHI 115; PHI 140
MATHEMATICS	MAT 120; MAT 121; MAT 123; MAT 125; MAT 129; MAT 132; MAT 240; MAT 241
NATURAL SCIENCES	BIO 101; BIO 102; BIO 103; BIO 104; BIO 108; BIO 109; BIO 112; BIO 201; BIO 204; BIO 205; BIO 211; BIO 215; BIO 216; BIO 230; BIO 240; BIO 255; CHE 101; CHE 102; CHE 105; EAS 101; EAS 110; 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; PSY 101; PSY 105; PSY 130; PSY 138; PSY 202; PSY 203; PSY 265; PSY 222; PSY 253; PSY 254; PSY 263; PSY 270; SOC 101; SOC 107; SOC 108; SOC 109; SOC 110; SOC 125; SOC 155; SOC 165; SOC 200; SOC 215
THE ARTS	ART 101; ART 104; ART 105; ART 108; ART 111; ART 131; ART 150; ART 151; ART 155; ART 203; ART 205; ART 206; ART 220; ART 235; ART 245; ART 297; 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/northccc. 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 him or her.

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.

ACADEMIC AFFAIRS

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

OVERVIEW

In support of the College's mission to provide *"an exceptional learning and community building experience for all who seek it"* and in line with the College's values of *intellectual curiosity, mutual respect for diversity and individuality and accountability and integrity*, the College community embraces and holds ourselves and others to a set of behavioral expectations, both in and outside the classroom. This document addresses those as they apply to academic/classroom conduct.

In accordance with the *Preamble* of the *NCCC Student Code of Conduct*, the College is committed to the well-being of all members of the College community – students, faculty and staff alike. *The Student Code of Conduct* identifies and supports those actions which are *"appropriate, reasonable, and considerate conduct as a member of the College community."* Furthermore, the College *"affirms the right of freedom of expression within our community and also affirms our commitment to the highest standards of civility and decency toward all. We recognize the right of every individual to think and speak as dictated by personal belief, to express any idea, and to disagree with or counter another's point of view, limited only by College regulations governing time, place, and manner. We promote open expression of our individuality and our diversity within the bounds of courtesy, sensitivity, and respect."*

We believe that all students have a right to learn and faculty have the right to teach. Freedom of speech and expression, cornerstones of our democracy, are protected unless they interfere with an instructor's ability to teach a course. To that end, we expect that all parties conduct themselves in a manner that does not interfere with this process. Behaviors perceived to be disruptive, disrespectful, offensive and/or threatening and which interfere with their fellow students' learning and/or a faculty member's teaching run counter to our values and will not be tolerated.

EXPECTATIONS AND PROCEDURES

We trust that our students are committed to partnering with their faculty member(s) and fellow students to establish a positive and productive learning environment for the entire College community and expect that they will do so. There are times when students violate these standards, and in those cases there are a range of sanctions that may be imposed by the instructor or a College official. This misconduct is referenced in the Student Code of Conduct under 3.1b Maintenance of Public Order which defines academic misconduct as *"where the student's conduct interferes with the College's exercise of its educational objectives or responsibilities to its members whether on College premises or off campus."*

ACADEMIC AFFAIRS

Listed below are examples of behaviors and/or situations that the College deems disruptive, disrespectful or inappropriate for the learning environment, including but not limited to classrooms, video classrooms, computer labs, online learning forums, and field trips. The list is not inclusive of all disruptive or inappropriate behavior:

- Continual tardiness
- Continual exiting from class
- Persistent side conversations
- Inappropriate monopolizing of class time or discussion
- Eating meals in class
- Bringing children to class (refer to "Children on Campus" policy)

Included in the expectations of appropriate academic conduct is the proper use of technology in a course/class. The following are deemed inappropriate use of technology in those settings:

- 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

When a student's behavior violates these expectations and the incident rises to the level beyond an informal warning, an Incident Report is to be filed identifying the misconduct and the steps taken to correct it. These are formally addressed by College Officers and a redacted copy is shared with the student during their Initial Conference regarding their alleged behavior. The process and procedures for handling classroom misconduct are found below.

DISCIPLINARY PROCESS FOR ACADEMIC/CLASSROOM CONDUCT VIOLATIONS

The following section outlines the disciplinary process for violations of the classroom conduct expectations and a student's rights to due process. These procedures and the administration of the code violation supplement those outlined in the NCCC Student Code of Conduct in both *Section 3 – Disorderly Conduct (pp 13-16)* and in the section on *Administration of the Code: "Range of Sanctions and Special Conditions for Students Accused of Violating College Regulations" (pp 34-38)*. The administration of classroom conduct violations differs from the Student Code of Conduct procedures in that the first Administrative Hearing is held with the Dean of Student Life (or designee).

Students found to be in violation of the classroom conduct standards of the College are subject to a range of sanctions that may be imposed either by the faculty member or the appropriate College administrator. Those sanctions include:

- Formal Disciplinary Warning/repair
- Dismissal from the class for the remainder of the period
- Removal from the class for the remainder of the semester (which includes forfeiture of tuition, fees and other costs associated with the course)
- Formal Disciplinary Probation

Additionally, the Vice President for Academic Affairs may impose another level of sanctions which can include Suspension/Expulsion from the College (which includes forfeiture of tuition, fees and other costs associated with the course). This is generally reserved for those students who have repeated violations of the classroom conduct standards of the College.

The Process

Step 1: The instructor will address the concern quickly and directly with the student to determine if the action was knowing and intentional. The instructor will also establish the behavioral expectations and guidelines the student must follow to remain in the class and communicate those to the student. At this point, the instructor is strongly encouraged to file an academic incident report documenting the student behavior and action taken by the instructor and copy the Department Chair/Director, the Associate Dean of Academic Affairs, the Vice President for Academic Affairs and the Dean of Student Life. The student will also receive a redacted copy of that incident report. Informal reprimands, which occur as part of classroom management, typically do not rise to the level of an “incident.”

Levels of Instructor’s Actions

Remove the Student from the Class Session: In the event that the behavior is so egregious that it warrants dismissal from the class or where students who have received prior warnings and requests to cease the behavior yet continue to disrupt the classroom, the instructor may *remove the student for that class session* and follow-up with an incident report documenting the student behavior and action taken by the instructor and copy the Department Chair/Director, the Associate Dean of Academic Affairs, the Vice President for Academic Affairs and the Dean of Student Life. The student will receive a redacted copy of that incident report.

In the event that the student is unwilling to leave the class, the instructor should contact either Campus Security, the Administrator-on-Call or an available College official (Campus Coordinator, Student Life representative, Associate Dean of Academic Affairs, Vice President for Academic Affairs) to assist with the removal of the student. In rare occasions where no administrator is present and there is a need to either protect students and/or the integrity of the lesson, the instructor may need to end the class early.

The instructor will require the student to meet with them prior to the next class period where the instructor discusses the incident and the behavioral expectations and guidelines the student must follow to remain in and return to the course. In the Student Code of Conduct, this is referred to as an “Initial Conference.” At this time, the instructor is to offer the student the opportunity to accept or to deny responsibility for their behavior and to explain the student’s right to dispute the charges. If disputing the charges, the student would next meet with the Dean of Student Life (or designee) for an Administrative Hearing, procedures for which are outlined in the Student Code of Conduct, page 39. If the student fails to appear at this meeting, all charges will be considered true and accurate, and the student will be unable to return to the course until the meeting occurs. It is within the instructor’s rights to not allow for make-ups of missed classes and associated course work (i.e. assignments, exams) resulting from the student’s decision not to meet with the instructor.

Removal from the Course: In cases where the behavior is so egregious that it warrants *removal from the course* and/or a documented pattern of student misconduct has continued despite earlier interventions, the instructor may request that the student be *removed from the course*. The instructor may issue a failing grade (F) for the course and the student will be fully liable for any costs and unable to withdraw from the course.

Prior to removal from the course, the instructor will file an incident report detailing the behavior and/or outlining the pattern of misconduct, and earlier attempts at intervening with the student. A copy of this will be distributed to the Department Chair/Director, the Associate Dean of Academic Affairs, the Vice President for Academic Affairs and the Dean of Student Life. A copy will also be provided to the student.

Before being removed from the course, the student is to meet with the instructor to discuss the charges against him/her, the reason for removal, the student's rights and the process, and be given the opportunity to accept responsibility for his/her actions. A faculty member may request a colleague to sit in the session with him/her to bear witness, but not participate in the session. If disputing the charges, the student would meet with the Dean of Student Life (or designee) for an Administrative Hearing. If the student fails to appear at this meeting, all charges will be considered true and accurate and appropriate administrative action shall be taken by the Dean of Student Life or designee.

Repeated Violations of the Classroom Conduct Policy: If the student receives two (2) academic misconduct reports, the Vice President for Academic Affairs (VPAA) will arrange an appointment with the student to discuss next possible sanctions as outlined above. If the behavior was egregious enough to warrant removal after a singular incident, the VPAA will meet with the student after a singular misconduct report. If the student fails to appear at this meeting, all charges will be considered true and accurate and appropriate administrative action shall be taken by the Vice President of Academic Affairs or designee.

Student Rights and the Appeals Process

In addition to the rights afforded students under the Student Code of Conduct, the student accused of violating the academic/classroom conduct standards of the College will receive a copy of the incident report filed by the instructor and as noted earlier, has the right to request a hearing on the decision with the Dean of Student Life (or designee), ideally within three (3) business days after request. Students are also entitled to appeal that decision to the Dean of Admissions (or designee) and have up to four (4) business days to appeal after receipt of the decision by the hearing officer. Their decision will be final and is not subject to further appeal.

Students who are *removed* from the course by the instructor due to a violation of the academic/ classroom conduct standards have the right to request a hearing on the decision with the Dean of Student Life (or designee), ideally within three (3) business days after request. The student will not be allowed to attend the class during that time. Permanent removal will be determined after the hearing process and appeal process has been completed. Students are also entitled to appeal that decision to the College's Appellate Officer, the Dean of Admissions (or designee), and have up to four (4) business days to appeal after receipt of the decision by the hearing officer. His/her decision will be final and is not subject to further appeal.

Repeated Violations that Lead to Suspension/Expulsion from the College

Students who are suspended or expelled from the College by the Vice President for Academic Affairs due to academic/classroom conduct violations have the right to a hearing with the Dean of Student Life (or designee) ideally within three (3) business days after request. The student will not be allowed to attend any classes during that time. *Permanent removal* from the College will be determined after the hearing process and the appeals process has been completed. Students are also entitled to appeal that decision to the College's Appellate Officer, the Dean of Admissions (or designee) and have up to four (4) business days to appeal. Their decision will be final and is not subject to further appeal. Should students be permanently removed from the College during a semester due to violation of the policy, they will be fully liable for all costs and unable to academically withdraw from courses.

For more on the appeals process, see pg. 44 of the Student Code of Conduct http://www.nccc.edu/wp-content/uploads/2017/08/Student-Code-of-Conduct_revised-August-2017_Final.pdf.

ACADEMIC INTEGRITY POLICY

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. (If you are unsure of anything in this document, please contact your instructor or advisor immediately for clarification.)

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.

ACADEMIC AFFAIRS

- 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

The following section outlines the disciplinary process for academic integrity violations and spells out the student's rights to due process. These procedures and the administration of the code violation supplement those outlined in the NCCC Student Code of Conduct in both *Section 3 – Disorderly Conduct (pp 13-16)* and in the section on *Administration of the Code: "Range of Sanctions and Special Conditions for Students Accused of Violating College Regulations" (pp 34-38)*. The administration of academic integrity violations differs from the Student Code of Conduct procedures in that the first Administrative Hearing is held with the Associate Dean of Academic Affairs (or designee).

Students found to be in violation of the academic integrity standards of the College are subject to a range of sanctions that may be imposed either by the faculty member or the appropriate College administrator. Those sanctions include:

- Formal Disciplinary Warning/repair.
- Failure of the test/assignment
- Failure of the course (which includes forfeiture of tuition, fees and other costs associated with the course).
- Formal Disciplinary Probation.

Additionally, the Vice President for Academic Affairs may impose another level of sanctions which can include Suspension/Expulsion from the College (which includes forfeiture of tuition, fees and other costs associated with the course). This is generally reserved for those students who have repeated violations of the academic integrity standards of the College.

The Process for the Instructor

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 determine and implement the appropriate sanction for the offense and communicate those directly to the student. The instructor may consult with his/her Departmental Chair/Director to discuss appropriate sanctions.

Step 3: Regardless of sanctions determined, the instructor will file an academic incident report and copy the Departmental Chair/Director, the Associate Dean of Academic Affairs, The Vice President for Academic Affairs (VPAA) and the Dean of Student Life. The student will also receive a copy of that incident report.

Levels of Sanctions

Failure of Exam/Assignment

If the instructor determines that the student *fails the exam or assignment*, the instructor will meet with the student *prior to* the next class period to discuss the incident, the sanction (i.e. failure of exam/assignment) and the behavioral expectations and guidelines the student must follow to remain in the course. At that time, the instructor is to offer the student the opportunity to accept or deny responsibility and explain the student's right to dispute the finding of the instructor. If disputing the charges, then the student would meet with the Associate Dean of Academic Affairs (or designee) for an Administrative Hearing. If the student fails to appear at this meeting, all charges will be considered true and accurate, and the student will be unable to return to the course until the meeting occurs.

Failure of Course

If the instructor determines that actions of the student were egregious enough to warrant *failure of the course* and/or there are repeat offenses of the academic integrity expectations by the student in that class, the instructor may issue a failing grade (F) for the course and the student will be fully liable for any costs and unable to withdraw from the course. If not already completed, the instructor will file an incident report outlining the academic integrity violation(s) and the sanction, which is to be shared with the student and copy the Department Chair/Director, the Associate Dean of Academic Affairs, The Vice President for Academic Affairs, the Dean of Student Life and the Registrar's Office.

Before being issued a failing grade (F) for the course, the student is to meet with the instructor to discuss the charges against them, the reason for the failure, offer the student the opportunity to accept or deny responsibility and explain the student's right to dispute the finding of the instructor. If disputing the charges, then the student would meet with the Associate Dean of Academic Affairs (or designee) for an Administrative Hearing. If the student fails to appear at this meeting, all charges will be considered true and accurate and appropriate administrative action shall be taken by the Associate Dean of Academic Affairs or designee.

Repeated Violations of Academic Integrity

If the student receives two academic integrity reports, the Vice President for Academic Affairs (or designee) will arrange an appointment with the student to discuss possible sanctions as outlined above. If the student fails to appear at this meeting, all charges will be considered true and accurate and appropriate administrative action shall be taken by the Vice President of Academic Affairs or designee.

Student Rights and the Appeals Process

In addition to the rights afforded students under the Student Code of Conduct, the student accused of an academic integrity violation will receive a copy of the incident report filed by the instructor and has the right to request a hearing on the decision with the Associate Dean of Academic Affairs (or designee), ideally within three (3) business days after request. Students are entitled to appeal that decision to the Vice President for Academic Affairs (or designee) and have up to four (4) business days to appeal after receipt of the decision by the hearing officer. Students may appeal a decision based upon the appeal criteria outlined in the student code of conduct. Their decision will be final and is not subject to further appeal.

Students who are *removed* from the course by the instructor due to an academic integrity violation have the right to a hearing with the Associate Dean of Academic Affairs (or designee), ideally within three (3) business days after request. The student will not be allowed to attend the class during that time. Permanent removal will be determined after the hearing process and appeal process has been completed. Students are entitled to an appeal of that decision to the Vice President for Academic Affairs (or designee) and have up to four (4) business days to appeal. Their decision will be final and is not subject to further appeal.

Repeated Violations Leading to Suspension/Expulsion from the College:

Students who are suspended or expelled from the College by the Vice President for Academic Affairs due to repeat academic integrity violations have the right to a hearing with the Dean of Student Life (or designee) ideally within 3 business days after request. The student will not be allowed to attend any classes during that time. *Permanent removal* from the College will be determined after the hearing process and the appeals process has been completed. Students are also entitled to appeal that decision to the College's Appellate Officer, the Dean of Admissions (or designee) and have up to four (4) business days to appeal. Their decision will be final and is not subject to further appeal. Should students be permanently removed from the College during a semester due to violation of the policy, they will be fully liable for all costs and unable to academically withdraw from courses.

For more on the appeals process, see pg. 44 of the Student Code of Conduct http://www.nccc.edu/wp-content/uploads/2017/08/Student-Code-of-Conduct_revised-August-2017_Final.pdf.

ACADEMIC STANDING POLICY (ASP)

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:

ACADEMIC AFFAIRS

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 for 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 is 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 office of the Vice President for Academic Affairs. A final report from the advisor needs to be filed with the office of the Vice President for Academic Affairs 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 above a 2.00 but cumulative GPA is below 2.00, then the student will remain on Academic Probation for another 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 and term GPA is still below a 2.00, then the student will be on Academic Suspension for the following 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 for Academic Affairs for consideration by the ASP 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 ASP Appeals Committee.

After the Suspension Probation Semester ends:

ACADEMIC AFFAIRS

- 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 above a 2.00 but cumulative GPA is below 2.00, then the student will remain on Academic Probation for another 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 semester and 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 has a semester and 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 AFFAIRS

ACADEMIC STANDING POLICY			
	Definition	Required Student Action	Notes
Good Academic Standing	<i>Semester and cum ≥ 2.0.</i>	<i>Keep up the good work!</i>	
Academic Warning	<i>Semester and/or cum < 2.0.</i>	<i>None required. Students are recommended to utilize LAC and other academic supports including academic advisor.</i>	
Academic Probation	<i>After a semester of Academic Warning, semester and/or cum < 2.0.</i>	<i>Academic Success Plan required to be developed by student with advisor review. These identify specific steps students will take to improve and need to be filed with VPAA's office by end of 3rd week of semester.</i>	
Academic Suspension*	<i>After a semester of Academic Probation, cum < 2.0.</i>	<i>Students are required to sit out at least one semester and recommended to sit out three (3) years and apply for Academic Forgiveness.</i>	<i>* If semester GPA ≥ 2.0 and cum < 2.0 the student remains on academic probation.</i>
Suspension Probation	<i>Students returning after Academic Suspension or were granted appeal from suspension.</i>	<i>If returning from suspension, student is on Suspension Probation and will need to develop an Academic Success Plan. If returning on basis of an appeal, the ASP Committee establishes an academic success plan that must be followed.</i>	
Final Dismissal**	<i>Students on Suspension Probation who complete the semester with a cum < 2.0 GPA.</i>	<i>Students are dismissed from the College.</i>	<i>** This is the final dismissal and students are unable to return to the College as a matriculated student.</i>

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.

ACADEMIC AFFAIRS

- 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 the Academic Standards Policy) 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, Blackboard, Moodlerooms, 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. For online and some traditional courses, instructors may also require the use of Blackboard, Moodlerooms to access and submit assignments and materials. See the Online Learning section of the website for more information.

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.



DEGREE CURRICULA

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.

DEGREES BY CAMPUS				
ACADEMIC PROGRAM	MALONE	SARANAC LAKE	TICONDEROGA	ONLINE
ASSOCIATE OF ARTS DEGREE				
Environmental Studies		✓		
Liberal Arts & Science: Humanities & Social Science, Psychology Track, English Track	✓	✓	✓	✓
ASSOCIATE OF APPLIED SCIENCE DEGREE				
Business Administration	✓	✓		
Business: Office Technology	✓	✓		
Chemical Dependency Counseling	✓	✓		
Computer Graphics and Design	✓	✓		
Criminal Justice	✓	✓		
Entrepreneurship Management		✓		
Human Services		✓		
Individual Studies	✓	✓	✓	
Massage Therapy		✓		
Nursing - RN		✓	✓	
Radiologic Technology		✓		
ASSOCIATE OF SCIENCE DEGREE				
Business Administration	✓	✓		✓
Child & Family Services	✓	✓		
Sports & Events Management		✓		
Environmental Science		✓		
Fine Arts: Studio	✓	✓		
Health Science	✓	✓	✓	
Liberal Arts & Science – Math & Science	✓	✓		
Wilderness Recreation Leadership		✓		
CERTIFICATE PROGRAMS				
Business: Office Technology	✓	✓		
Community Residence Aide	✓	✓	✓	
Computer Graphics & Design	✓	✓		
Gerontology	✓	✓	✓	✓
Health Sciences	✓	✓	✓	
Practical Nursing - LPN	✓	✓	✓	

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. ENVIRONMENTAL STUDIES	
<p>(HEGIS 5603) This degree program is intended as a transfer program leading to a Bachelor’s degree in Environmental Studies or related field. The program is designed to engage students in the types of dialogues and the broader issues facing the United States and the world such as environmental policies, economic development, responsible land management practices, and responses to climate change. By appropriate course selection with input from transfer institutions, students may prepare for transfer to upper division study in environmental studies, law, policy, and advocacy.</p>	
CREDITS	REQUIRED COURSES
3	ENV 101: INTRODUCTION TO ENVIRONMENTAL AND OUTDOOR STUDIES
3	BIO 160: ADIRONDACK BIOLOGY
3	BIO 104: ENVIRONMENTAL SCIENCE
3	BIO 108: ENVIRONMENTAL SCIENCE LAB
3	BIO 125: ECOLOGY
3	BIO 204: CONSERVATION OF NATURAL RESOURCES
3	ENV 210: THE ENVIRONMENT AND SOCIETY
3	HIS 121: ADIRONDACK HISTORY
3	HUM 145: WILDERNESS IN LITERATURE, CULTURE AND IDENTITY
3	REC 115: INTRODUCTION TO WILDERNESS RECREATION LEADERSHIP
3	REC 251: WILDERNESS AND ENVIRONMENTAL MANAGEMENT
3	ENG 101: ENGLISH COMPOSITON I
3	ENG 102: ENGLISH COMPOSITON II
3	HIS 152: U. S. HISTORY II
3	SOC 101: INTRODUCTION TO SOCIOLOGY
9	LIBERAL ARTS ELECTIVES Suggested: ART, EAS, ECO, HIS, GEO, PSY, SOC (Note: One course must meet one of the following General Education requirements: the Arts, Foreign Language, Western Civilization or Other World Civilizations)
6	GENERAL ELECTIVES (6 credits) Suggested: CRJ,EDU, ENV, HED, PED, REC [REC 118 Recommended]
2	PHYSICAL HEALTH <i>Select from PED or HED (PED 178 suggested)</i>
64 MINIMUM TOTAL CREDITS	

DEGREE CURRICULA

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.

CREDITS	REQUIRED COURSES
3	SOCIAL SCIENCE: Any course on the list of SUNY-approved General Education courses that meets the requirement for Social Science
3	HISTORY: Any course on the list of SUNY-approved General Education courses that meets the requirement for American History or Western or Other World Civilization
6	SOCIAL SCIENCE ELECTIVES <i>Select from: ANT, ECO, GEO, HIS, POS, PSY, or SOC</i>
3	ENG 101: ENGLISH COMPOSITION I
3	ENG 102: ENGLISH COMPOSITION II
3	EXPERIENTIAL ART: Any course on the list of SUNY-approved General Education courses that meets the requirement for Art (includes creative writing and drama)
3	HUMANITIES: Any course on the list of SUNY-approved General Education courses that meets the requirement for Humanities
6	HUMANITIES ELECTIVES <i>Select from ART, DRA, ENG, FRE, HUM, MUS, PHI, or SPA</i>
4	NATURAL SCIENCE <i>Select from: BIO 109; BIO 101; BIO 102; BIO 104 and BIO 108; BIO 201; BIO 215; BIO 216; CHE 101; CHE 102; EAS 101; PHY 101; PHY 102</i>
3	MATHEMATICS <i>Select from MAT 121 or higher</i>
3	MATH OR SCIENCE ELECTIVE <i>Select from MAT121 or higher, BIO, CHE, EAS, PHY, or SCI</i>
8	LIBERAL ARTS AND SCIENCE ELECTIVES Note: a minimum of two courses must meet General Education requirements if they were not met in Sections A3, A4, B5, B6 or E1 above. Select from: ANT, ART, BIO, CHE, DRA, EAS, ECO, ENG (except ENG100), FRE, GEO, HIS, HUM, MAT (except MAT095 & MAT100), MUS, PHI, PHY, POS, PSY, SCI, SOC or SPA.
12	GENERAL ELECTIVES <i>Select from any credit course offering (100 level or higher)</i>
2	PHYSICAL HEALTH <i>Select from PED or HED</i>
62 MINIMUM TOTAL CREDITS	

DEGREE CURRICULA

**A.A. LIBERAL ARTS & SCIENCE: HUMANITIES & SOCIAL SCIENCE
Psychology Track**

(HEGIS 5649) As a track within the larger A.A. Liberal Arts: Humanities and Social Science degree, this program is intended to facilitate transfer to a Bachelor's degree program in Psychology. Students will be prepared for upper-division study within the field of Psychology. The program requires a distribution of courses selected from Psychology and other principal disciplines of Liberal Arts & Sciences.

CREDITS	REQUIRED COURSES
3	PSY 101: INTRODUCTORY PSYCHOLOGY
3	PSY 202: DEVELOPMENTAL PSYCHOLOGY
3	PSY 203: ABNORMAL PSYCHOLOGY
3	PSY 270: SOCIAL PSYCHOLOGY
3	ENG 101: ENGLISH COMPOSITION I
3	ENG 102: ENGLISH COMPOSITION II
3	EXPERIENTIAL ART: Any course on the list of SUNY-approved General Education courses that meets the requirement for Art (includes creative writing and drama)
3	HUMANITIES: Any course on the list of SUNY-approved General Education courses that meets the requirement for Humanities
6	HUMANITIES ELECTIVES <i>Select from ART, DRA, ENG, FRE, HUM, MUS, PHI, or SPA</i>
4	NATURAL SCIENCE <i>Select from: BIO 109; BIO 101; BIO 102; BIO 104 and BIO 108; BIO 201; BIO 215; BIO 216; CHE 101; CHE 102; EAS 101; PHY 101; PHY 102</i>
3	MATHEMATICS <i>Select from MAT 121 or higher</i>
3	MATH OR SCIENCE ELECTIVE <i>Select from MAT121 or higher, BIO, CHE, EAS, PHY, or SCI</i>
8	LIBERAL ARTS AND SCIENCE ELECTIVES Note: a minimum of two courses must meet General Education requirements if they were not met in Sections A3, A4, B5, B6 or E1 above. Select from: ANT, ART, BIO, CHE, DRA, EAS, ECO, ENG (except ENG100), FRE, GEO, HIS, HUM, MAT (except MAT095 & MAT100), MUS, PHI, PHY, POS, PSY, SCI, SOC or SPA.
12	GENERAL ELECTIVES <i>Select from any credit course offering (100 level or higher)</i>
2	PHYSICAL HEALTH <i>Select from PED or HED</i>
62 MINIMUM TOTAL CREDITS	

DEGREE CURRICULA

**A.A. LIBERAL ARTS & SCIENCE: HUMANITIES & SOCIAL SCIENCE
English Track**

(HEGIS 5649) As a track within the larger A.A. Liberal Arts: Humanities and Social Science degree, this program is intended to facilitate transfer to a Bachelor's degree program in English. Students will be prepared for upper-division study within the field of English. The program requires a distribution of courses selected from English and other principal disciplines of Liberal Arts & Sciences.

CREDITS	REQUIRED COURSES
3	ENG 101: ENGLISH COMPOSITION I
3	ENG 102: ENGLISH COMPOSITION II
3	ENG 112: INTRODUCTION TO LITERATURE OR ENG 115: MODERN WORLD LITERATURE
3	ENG SURVEY and PERIOD COURSE: Choose from: ENG203, ENG 204, ENG 206, ENG 207
3	EXPERIENTIAL ART: Any course on the list of SUNY-approved General Education courses that meets the requirement for Art (includes creative writing and drama)
6	Literature and Writing Electives: Choose from DRA115, ENG120, ENG129, ENG135, ENG202, ENG205, ENG210, ENG220, ENG250, ENG203, ENG204, ENG206, ENG207, ENG108, ENG202, ENG205, or ENG250
3	HISTORY: Any course on the list of SUNY-approved General Education courses that meets the requirement for American History or Western or Other World Civilization
3	SOCIAL SCIENCE: Any course on the list of SUNY-approved General Education courses that meets the requirement for Social Science
6	SOCIAL SCIENCE ELECTIVES Select from: ANT, ECO, GEO, HIS, POS, PSY, or SOC
4	NATURAL SCIENCE Any 4-credit course (or combination of 3-credit lecture and 1-credit lab) on the list of SUNY-approved General Education courses that meets the requirement for Natural Science
3	MATHEMATICS <i>Select from MAT 121 or higher</i>
3	MATH OR SCIENCE ELECTIVE <i>Select from MAT121 or higher, ANT 101, BIO, CHE, EAS, PHY, or SCI</i>
6	LIBERAL ARTS AND SCIENCE ELECTIVES Select from: ANT, ART, BIO, CHE, DRA, EAS, ECO, ENG (except ENG100), FRE, GEO, HIS, HUM, MAT (except MAT095 & MAT100), MUS, PHI, PHY, POS, PSY, SCI, SOC or SPA. (DRA, ENG, HUM, or PHI strongly recommended)
12	GENERAL ELECTIVES <i>Select from any credit course offering (100 level or higher)</i>
2	PHYSICAL HEALTH <i>Select from PED or HED</i>
62 MINIMUM TOTAL CREDITS	

ASSOCIATE OF APPLIED SCIENCE DEGREE PROGRAMS

A.A.S. BUSINESS ADMINISTRATION	
<p>(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.</p>	
CREDITS	REQUIRED COURSES
3	BUS 100: BUSINESS ORGANIZATION & MANAGEMENT
4	BUS 101: INTRODUCTION TO FINANCIAL ACCOUNTING
4	BUS 102: INTRODUCTION TO MANAGERIAL ACCOUNTING
3	BUS 203: BUSINESS LAW I
3	BUS 204: BUSINESS LAW II
3	CIS 130: PRODUCTIVITY COMPUTING
15	PROGRAM CORE ELECTIVES <i>Select from BUS, CIS, ECO, OFT, REC 101, or REC/SPM 150 (BUS 211, BUS 212, or BUS 220 are recommended)</i>
3	SOCIAL SCIENCE <i>Select from ANT, ECO, GEO, HIS, POS, PSY, or SOC</i>
3	ENG 101: ENGLISH COMPOSITION I
3	HUMANITIES ELECTIVE <i>Select from ART, DRA, ENG (except ENG 100), FRE, HUM, MUS, PHI, or SPA (ENG 105 is recommended)</i>
3	MATHEMATICS <i>Please note: MAT 095 and MAT 100 do not meet this requirement</i>
3-4	NATURAL SCIENCE <i>Select from BIO, CHE, EAS, PHY, or SCI</i>
6	LIBERAL ARTS & SCIENCE ELECTIVES <i>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</i>
6	GENERAL ELECTIVES <i>Select from any credit course offering (100 level or higher)</i>
1	PHYSICAL HEALTH <i>Select from PED or HED</i>
63-64 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.

CREDITS	REQUIRED COURSES
3	HUS 101: INTRO TO HUMAN SERVICES
3	HUS 200: HUMAN SERVICES DELIVERY
3	HUS 201: BASIC COUNSELING SKILLS
3	HUS 222: INTRO TO GROUP COUNSELING
3	HUS 230: INTRO TO SUBSTANCE ABUSE COUNSELING
3	BIO 211: PHYSIOLOGY & PHARMACOLOGY OF ALCOHOL/DRUGS
3	PSY 203: ABNORMAL PSYCHOLOGY
3	PSY 265: PERSONALITY
3	SOC 107: SOCIOLOGY OF ADDICTION
3	SOC 200: INTRO TO SOCIAL WELFARE
3	HUS 205: HUMAN SERVICES INTERNSHIP & SEMINAR
3	PSY 101: INTRO TO PSYCHOLOGY
3	PSY 202: DEVELOPMENTAL PSYCHOLOGY
3	ENG 101: ENGLISH COMPOSITION
3	ENG 102: ENGLISH COMPOSITION OR ENG 105: SPEECH FUNDAMENTALS
3	MATHEMATICS <i>Please note: MAT 095 and MAT 100 do not meet this requirement (MAT 131, Elementary Statistics is recommended)</i>
4	BIO 109: HUMAN BIOLOGY
3	LIBERAL ARTS & SCIENCE ELECTIVES <i>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)</i>
6	GENERAL ELECTIVES <i>Select from any credit course offering (100 level or higher; CIS 130 is recommended)</i>
2	PHYSICAL HEALTH <i>Select from PED or HED (PED 138: Introductory Yoga is recommended)</i>
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.

CREDITS	REQUIRED COURSES
3	ART 101: DRAWING I
3	ART 105: INTRO TO COMPUTER GRAPHICS
3	ART 106: ART HISTORY SURVEY: PREHISTORIC TO GOTHIC OR ART 107: ART HISTORY SURVEY: RENAISSANCE TO POSTMODERN
3	ART 111: 2D DESIGN
3	ART 125: DIGITAL ILLUSTRATION
3	ART 245: DIGITAL PHOTOGRAPHY, OR ART 150: PHOTOGRAPHY I (LIBERAL ARTS)
3	CIS 200: DESKTOP PUBLISHING
3	CIS 230: MULTIMEDIA SOFTWARE
3	CIS 231: WEBSITE DESIGN & MANAGEMENT
9	PROGRAM CORE ELECTIVES <i>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</i>
3	PSY 101: INTRODUCTION TO PSYCHOLOGY
3	ENG 101: ENGLISH COMPOSITION
3	ENG 102: ENGLISH COMPOSITION II
3	MATHEMATICS <i>Select from MAT 121 or higher</i>
4	NATURAL SCIENCE ELECTIVE <i>Select from BIO, CHE, EAS, PHY, or SCI</i>
3	HISTORY OR POLITICAL SCIENCE <i>Select from HIS or POS</i>
6	GENERAL ELECTIVES <i>Select from any credit course offering (100 level or higher)</i>
2	PHYSICAL HEALTH <i>Select from PED or HED</i>
63 MINIMUM TOTAL CREDITS	

DEGREE CURRICULA

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.

CREDITS	REQUIRED COURSES
3	CRJ 101: INTRO TO CRIMINAL JUSTICE
3	CRJ 102: POLICE IN CONTEMPORARY SOCIETY
3	CRJ 135: INTO TO CORRECTIONS
1	CRJ 140: LAW ENFORCEMENT REPORT WRITING
3	CRJ 202: SUBSTANTIVE CRIMINAL LAW
3	CRJ 208: CRIMINAL INVESTIGATION
3	CRJ 290: CRIMINAL EVIDENCE LAW
3	SOC 155: JUVENILE JUSTICE & DELINQUENCY
3	PSY 101: INTRODUCTION TO PSYCHOLOGY
3	PSY 130: PSYCHOLOGY OF PERSONAL GROWTH; or PSY 138: PSYCHOLOGY OF HUMAN RELATIONS
3	SOC 101: INTRO TO SOCIOLOGY
3	POS 101: PRINCIPLES OF POLITICAL SCIENCE; or POS 102: AMERICAN GOVERNMENT & POLITICS; or POS 110: STATE & LOCAL GOVERNMENT
3	ENG 101: ENGLISH COMPOSITION I
3	ENG 222: TECHNICAL WRITING
3	MATHEMATICS <i>Please note: MAT 095 and MAT 100 do not meet this requirement (MAT 121, Elementary Statistics , is preferred)</i>
3-4	NATURAL SCIENCE ELECTIVE <i>Select from BIO, CHE, EAS, PHY, or SCI</i>
6	LIBERAL ARTS & SCIENCE ELECTIVES <i>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</i>
5	GENERAL ELECTIVES <i>Select from any credit course offering (100 level or higher)</i>
3	<i>Select from</i> OFT 101: BEGINNING KEYBOARDING; CIS ELECTIVE: <i>To be selected from any CIS course</i>
2	PHYSICAL HEALTH <i>Select from PED or HED</i>
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.

CREDITS	REQUIRED COURSES
3	BUS 110: QUANTITATIVE BUSINESS SKILLS
3-4	BUS 154: SMALL BUSINESS ACCOUNTING OR BUS 101: INTRODUCTION TO FINANCIAL ACCOUNTING
3	BUS 203: BUSINESS LAW I
3	BUS 211: HUMAN RESOURCE MANAGEMENT
3	BUS 212: MARKETING PRINCIPLES
3	BUS 215: SMALL BUSINESS MANAGEMENT
3	BUS 220: BUSINESS COMMUNICATIONS
3	CIS 130: PRODUCTIVITY COMPUTING
9	PROGRAM CORE ELECTIVES <i>Select from BUS, CIS, ECO, OFT, REC 101, or REC 150</i>
3	SOCIAL SCIENCE ELECTIVE <i>Select from ANT, ECO, HIS, POS, PSY, or SOC</i>
3	ENG 101: ENGLISH COMPOSITION
3	HUMANITIES ELECTIVE <i>Select from ART, DRA, ENG (except ENG 100), FRE, HUM, MUS, PHI, or SPA</i>
3	MATHEMATICS <i>Please note: MAT 095 and MAT 100 do not meet this requirement</i>
3	NATURAL SCIENCE <i>Select from ANT 140, BIO, CHE, EAS, PHY, or SCI</i>
6	LIBERAL ARTS & SCIENCE ELECTIVES <i>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</i>
6	GENERAL ELECTIVES <i>Select from any credit course offering (100 level or higher)</i>
2	PHYSICAL HEALTH <i>Select from PED or HED</i>
62-63 MINIMUM TOTAL CREDITS	

DEGREE CURRICULA

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.

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

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.

CREDITS	REQUIRED COURSES
6	SOCIAL SCIENCE ELECTIVES <i>Select from ANT, ECO, GEO, HIS, POS, PSY, or SOC</i>
3	ENG 101: ENGLISH COMPOSITION I
6	HUMANITIES ELECTIVES <i>Select from ART, DRA, ENG (except ENG 100), FRE, HUM, MUS, PHI, or SPA</i>
3	MATHEMATICS <i>Select from MAT 121 or higher</i>
3-4	NATURAL SCIENCE <i>Select from BIO, CHE, EAS, PHY, or SCI</i>
9	LIBERAL ARTS & SCIENCE ELECTIVES <i>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</i>
30	GENERAL ELECTIVES <i>Select from any credit course offering (100 level or higher)</i>
2	PHYSICAL HEALTH <i>Select from PED or HED</i>
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.

CREDITS	REQUIRED COURSES
4	BIO 109: HUMAN BIOLOGY
4	BIO 215: ANATOMY & PHYSIOLOGY I
4	BIO 230: INTRO TO KINESIOLOGY
3	BIO 240: MYOLOGY
3	BIO 255: INTRO TO DISEASE
3	BUS 110: QUANTITATIVE BUSINESS SKILLS <i>(may substitute MAT 121 or higher)</i>
0.5	HED 115: CPR
0.5	HED 140: BASIC FIRST AID
3	HED 150: SOMATIC KINESIOLOGY
4	MAS 110: WESTERN MASSAGE I
4	MAS 111: WESTERN MASSAGE II
4	MAS 120: EASTERN MASSAGE I
4	MAS 121: EASTERN MASSAGE II
4	MAS 210: WESTERN REMEDIAL MASSAGE
4	MAS 211: ADVANCED TOPICS IN MASSAGE THERAPY
1.5	MAS 251: MASSAGE CLINICAL I
1.5	MAS 252: MASSAGE CLINICAL II
3	ENG 101: ENGLISH COMPOSITION
3	PSY 130: PSYCHOLOGY OF PERSONAL GROWTH
3	PSY 138: PSYCHOLOGY OF HUMAN RELATIONS
3	GENERAL ELECTIVES <i>Select from any credit course offering (100 level or higher) (HEA 200, HED 102, HED 103, CIS, or BUS recommended)</i>

64 MINIMUM TOTAL CREDITS

DEGREE CURRICULA

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.

CREDITS	REQUIRED COURSES
4	BIO 109: HUMAN BIOLOGY
4	BIO 201: MICROBIOLOGY
4	BIO 215: ANATOMY & PHYSIOLOGY I
4	BIO 216: ANATOMY & PHYSIOLOGY II
3	ENG 101: ENGLISH COMPOSITION
3	MATHEMATICS: <i>Select from MAT 121 or higher</i>
7	NUR 101: NURSING I
1	NUR 102: INTRO TO NURSING PHARMACOLOGY
7	NUR 104: NURSING II
2	NUR 108: NURSING PHARMACOLOGY II
5	NUR 201: MATERNAL/CHILD NURSING
5	NUR 202: PSYCHIATRIC/MENTAL HEALTH NURSING
1	NUR 203: MANAGING PATIENT CARE
9	NUR 204: ADULT MEDICAL/SURGICAL NURSING
1	NUR 205: PROFESSIONAL SEMINAR
3	PSY 101: INTRO TO PSYCHOLOGY
3	PSY 202: DEVELOPMENTAL PSYCHOLOGY
66 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.

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.

CREDITS	REQUIRED COURSES
3	RAD 101: RADIOLOGIC TECHNOLOGY I
3	RAD 102: RADIOLOGIC TECHNOLOGY II
3.5	RAD 120: RADIOGRAPHIC PROCEDURES I
1	RAD 125: CLINICAL EDUCATION I
3	RAD 130: RADIOLOGIC SCIENCE I
3.5	RAD 140: RADIOGRAPHIC PROCEDURES II
1	RAD 145: CLINICAL EDUCATION II
3	RAD 150: RADIOLOGIC SCIENCE II
6	RAD 155: CLINICAL EDUCATION III
2	RAD 220: PHARMACOLOGY & DRUG ADMINISTRATION
3	RAD 245: ADVANCED IMAGING & CURRENT TECHNOLOGY I
3	RAD 248: ADVANCED IMAGING & CURRENT TECHNOLOGY II
6	RAD 255: CLINICAL EDUCATION IV
6	RAD 265: CLINICAL EDUCATION V
2	RAD 270: RADIATION BIOLOGY & PROTECTION
3	SOCIAL SCIENCE ELECTIVES <i>Select from ANT, ECO, HIS, POS, PSY, or SOC</i>
3	ENG 101: ENGLISH COMPOSITION
3	HUMANITIES ELECTIVE <i>Select from ART, DRA, ENG (except ENG 100), FRE, HUM, MUS, PHI, or SPA</i>
4	BIO 215: ANATOMY & PHYSIOLOGY I
4	BIO 216: ANATOMY & PHYSIOLOGY II
3	MATHEMATICS <i>Select from MAT 129 or higher</i>
0.5	HED 115: CPR
0.5	HED 140: BASIC FIRST AID

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.

CREDITS	REQUIRED COURSES
3	BUS 100: BUSINESS ORGANIZATION & MANAGEMENT
4	BUS 101: INTRODUCTION TO FINANCIAL ACCOUNTING
4	BUS 102: INTRODUCTION TO MANAGERIAL ACCOUNTING
3	BUS 203: BUSINESS LAW I
3	BUS 204: BUSINESS LAW II
3	CIS 130: PRODUCTIVITY COMPUTING
3	ECO 101: INTRO TO MACROECONOMICS
3	ECO 102: INTRO TO MICROECONOMICS
3	BUS ELECTIVE <i>Select any course with a BUS prefix</i>
3	ENG 101: ENGLISH COMPOSITION I
3	ENG 102: ENGLISH COMPOSITION II or ENG 222: TECHNICAL WRITING
3	HUMANITIES ELECTIVE: Any course on the list of SUNY approved General Education courses that meets the requirements for Humanities.
3	MATHEMATICS <i>Please note: MAT 095 and MAT 100 do not meet this requirement. (MAT 121 or MAT 129 recommended)</i>
4	NATURAL SCIENCE: Any course on the list of SUNY approved General Education courses that meets the requirement for Natural Science
9	GENERAL EDUCATION ELECTIVES: Two courses selected must meet any two (2) of the following General Education requirements: History, Experiential Art (includes Creative Writing and Drama), Foreign Language. All three (3) courses must be chosen from the list of SUNY approved General Education courses.
9	GENERAL ELECTIVES <i>Select from any credit course offering (100 level or higher)</i>
1	PHYSICAL HEALTH <i>Select from PED or HED</i>
64 MINIMUM TOTAL CREDITS	

DEGREE CURRICULA

A.S. CHILD AND FAMILY SERVICES

(HEGIS 5506) This program prepares students for and facilitates their entry into the children and family services workforce and/or towards pursuing a baccalaureate degree in the human services or related fields such as social work. The program focuses on the academic foundations, core competencies/skills, a commitment to and practice of increasing self-awareness and applied ethical decision-making skills that are hallmarks of this profession. By appropriate course selection with input from transfer institutions and academic advisors, students may prepare for transfer to upper division study in child and family services as well as other human service-related fields.

CREDITS	REQUIRED COURSES
3	HUS 101: INTRO TO HUMAN SERVICES
3	HUS 161: INTRO TO CHILDREN AND FAMILY SERVICES
3	HUS 261: SKILLS FOR WORKING WITH CHILDREN AND FAMILIES
3	HUS 242: DEVELOPMENTAL DISABILITIES
3	ENG 210: CHILDREN'S LITERATURE
3	PSY 253: CHILD PSYCHOLOGY
3	SOC 109: SOCIOLOGY OF THE FAMILY
3	HUS 205: HUMAN SERVICES INTERNSHIP & SEMINAR
3	PROGRAM CORE ELECTIVE <i>Select from any HUS, PSY or SOC course or ANT 102, BIO 211, EDU 201, HED 100, HED 102)</i>
3	PSY 101: INTRO TO PSYCHOLOGY
3	PSY 202: DEVELOPMENTAL PSYCHOLOGY
3	SOC 101: INTRO TO SOCIOLOGY
3	ENG 101: ENGLISH COMPOSITION I
3	ENG 102: ENGLISH COMPOSITION II; or ENG 105: SPEECH FUNDAMENTALS
3	MATHEMATICS <i>Please note: MAT 095 and MAT 100 do not meet this requirement (MAT 121, Elementary Statistics, is preferred)</i>
4	BIO 109: HUMAN BIOLOGY
6	LIBERAL ARTS ELECTIVES: The courses must meet two of the following General Education requirements: the Arts, American History, Foreign Language, Western Civilization or Other World Civilizations
6	GENERAL ELECTIVES <i>Select from any credit course offering (PSY 130 strongly recommended)</i>
2	PHYSICAL HEALTH <i>Select from PED or HED (HED 100 or HED 102 strongly recommended)</i>

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.

CREDITS	REQUIRED COURSES
6	MATHEMATICS <i>3 credits to be selected from MAT 121 or higher</i> <i>3 credits to be selected from MAT 129 or higher</i>
3	BIO/ENV 104: ENVIRONMENTAL SCIENCE
1	BIO/ENV 108: ENVIRONMENTAL SCIENCE LAB
4	BIO/ENV 204: CONSERVATION OF NATURAL RESOURCES
4	BIO/ENV 205: FIELD METHODS IN ENVIRONMENTAL SCIENCE
3	BIO/ENV 125: ECOLOGY
3	BIO 160: ADIRONDACK BIOLOGY
4	BIO 101: PRINCIPLES OF BIOLOGY I
4	BIO 102: PRINCIPLES OF BIOLOGY II
4	CHE 101: PRINCIPLES OF CHEMISTRY I
4	CHE 102: PRINCIPLES OF CHEMISTRY II
6	SOCIAL SCIENCE <i>Select from ANT, ECO, GEO, HIS, POS, PSY, or SOC (HIS 121 is recommended)</i>
3	ENG 101: ENGLISH COMPOSITION I
6	HUMANITIES & SOCIAL SCIENCE ELECTIVES <i>ANT, ART, DRA, ECO, ENG (except ENG 100), FRE, GEO, HIS, HUM, MUS, PHI, POS, PSY, SOC, or SPA</i>
3	CIS ELECTIVE <i>To be chosen from any CIS course</i>
6	GENERAL ELECTIVES <i>Select from any credit course offering (100 level or higher)</i>
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.

CREDITS	REQUIRED COURSES
3	ART 101: DRAWING I
3	ART 104: 3D DESIGN
3	ART 105: INTRODUCTION TO COMPUTER GRAPHICS
3	ART 106: ART HISTORY SURVEY- PREHISTORIC TO GOTHIC
3	ART 107: ART HISTORY SURVEY- RENAISSANCE TO POST MODERN
3	ART 111: 2D DESIGN
3	ART 206: DRAWING II
9	PROGRAM CORE ELECTIVES <i>Select from ART125, ART 131, ART150, ART151, ART203, ART205, ART220, ART235, ART245, ART250, ART297</i>
3	ENG 101: ENGLISH COMPOSITION I
3	ENG 102: ENGLISH COMPOSITION II
3	MATHEMATICS <i>MAT 121 or select from a higher Math</i>
4	NATURAL SCIENCE <i>Select from BIO, CHE, EAS, PHY, or SCI with a lab</i>
3	MATH OR SCIENCE ELECTIVE <i>Select from ANT 101, BIO, CHE, EAS, MAT 121 or higher, PHY, or SCI</i>
3	LIBERAL ARTS & SCIENCE ELECTIVE <i>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</i>
3	HISTORY ELECTIVE <i>Select from any course that meets General Education requirements for Amer. History, Western Civ. or other World Civilization.</i>
3	SOCIAL SCIENCE ELECTIVE <i>Select any course that meets General Education requirements for Social Science.</i>
6	GENERAL ELECTIVES <i>Select from any advisor-approved credit course offering (100 level or higher)</i>
2	PHYSICAL HEALTH <i>Select from PED or HED</i>
63 MINIMUM TOTAL CREDITS	

DEGREE CURRICULA

A.S. HEALTH SCIENCE

(HEGIS 5299) Grounded in the Liberal Arts, the A.S. Health Science Degree is designed primarily as a transfer degree for students interested in furthering their studies in the allied health fields. For students preparing to enter the Radiologic Technology or Nursing degree programs, this degree is structured to allow those students the flexibility to move into those programs, if accepted, without significant impact. For those students who pursue the degree without an eye towards an NCCC Allied Health program, the courses build upon a foundation in biology, chemistry, health, English and math courses.

CREDITS	REQUIRED COURSES
7	HEA or HED: HEALTH SCIENCE ELECTIVES
3	SOC 107: SOCIOLOGY OF ADDICTION
3	MATHEMATICS <i>3 credits to be selected from MAT 121 or higher (Please note: MAT 108 has been deactivated but if a student has taken the course prior to Fall 2013, he or she may use it to meet this requirement)</i>
3	CHE 100: CHEMISTRY FOR THE LIFE SCIENCES, or CHE 101: GENERAL CHEMISTRY I
4	BIO 101: PRINCIPLES OF BIOLOGY I, or BIO 109: HUMAN BIOLOGY
4	BIO 215: ANATOMY & PHYSIOLOGY I
4	BIO 216: ANATOMY & PHYSIOLOGY II
3	BIO 255: INTRODUCTION TO DISEASE
3-4	SCIENCE ELECTIVE <i>Select from BIO, CHE, EAS, ENV, PHY, RAD 130, RAD 150, or SCI (RAD requires admission to Radiologic Technology Program)</i>
3	HIS ELECTIVE <i>Select from any HIS course</i>
3	PSY 101: INTRO TO PSYCHOLOGY
3	ENG 101: ENGLISH COMPOSITION I
3	ENG 102: ENGLISH COMPOSITION II OR ENG 105: SPEECH FUNDAMENTALS
6	HUMANITIES ELECTIVES <i>3 credits to be selected from ENG, FRE, HUM, PHI, or SPA 3 credits to be selected from ART, DRA, or MUS</i>
3	CIS ELECTIVE <i>Select from any CIS course</i>
6	GENERAL ELECTIVES <i>Select from any credit course offering (100 level or higher)</i>
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.

CREDITS	REQUIRED COURSES
6	MATHEMATICS <i>3 credits to be selected from MAT 121 or higher</i> <i>3 credits to be selected from MAT 129 or higher</i>
8	NATURAL SCIENCE <i>2 semester sequence of courses to be chosen from</i> <i>BIO 101 & BIO 102; CHE 101 & CHE 102; or PHY 101 & PHY 102</i>
12	MATH & SCIENCE ELECTIVES <i>Select from ANT 101, BIO, CHE, EAS, MAT 121 or higher, PHY, or SCI</i>
3	HISTORY Any course on the list of SUNY-approved General Education courses that meets the requirement for American History or Western or Other World Civilization
3	SOCIAL SCIENCE ELECTIVE Any course on the list of SUNY-approved General Education courses that meets the requirement for Social Science
3	ENG 101: ENGLISH COMPOSITION I
3	ENG 102: ENGLISH COMPOSITION II
3	EXPERIENTIAL ART Any course on the list of SUNY-approved General Education courses that meets the requirement for Art (includes creative writing and drama)
3	HUMANITIES Any course on the list of SUNY-approved General Education courses that meets the requirement for Humanities
6	HUMANITIES & SOCIAL SCIENCE ELECTIVES <i>Select from ANT, ART, DRA, ECO, ENG (except ENG 100), FRE, GEO, HIS, HUM, MUS, PHI, POS, PSY, SOC, or SPA</i>
3	CIS ELECTIVE <i>Select from any CIS course</i>
7	GENERAL ELECTIVES <i>Select from any credit course offering (100 level or higher)</i>
2	PHYSICAL HEALTH <i>To be selected from PED or HED</i>
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.

CREDITS	REQUIRED COURSES
4	BUS 101: INTRODUCTION TO FINANCIAL ACCOUNTING
3	BUS 203: BUSINESS LAW I
3	BUS 211: HUMAN RESOURCE MANAGEMENT
3	CIS 130: PRODUCTIVITY COMPUTING
3	REC 101: INTRO TO LEISURE SERVICES
3	SPM/REC 150: INTRO TO SPORT MANAGEMENT
3	SPM/REC 201: SPORTS & EVENTS MANAGEMENT INTERNSHIP
3	BUS 212: MARKETING
3	ECO 102: INTRODUCTION TO MICROECONOMICS
3	HISTORY ELECTIVE <i>Select from any course that meets General Education requirement for American History, Western Civilization or Other World Civilizations</i>
3	ENG 101: ENGLISH COMPOSITION I
3	ART ELECTIVE <i>Select from any course that meets General Education requirement for Arts.</i>
3	HUMANITIES ELECTIVE <i>Select from any course that meets General Education requirement for Humanities.</i>
3	MATHEMATICS <i>Select from MAT 121 or higher</i>
4	NATURAL SCIENCE WITH LAB NATURAL SCIENCE with Lab (4 credits) <i>Select from: BIO 101; BIO 102; BIO 104 and BIO 108; BIO 109; BIO 201; BIO 215; BIO 216; CHE 101; CHE 102; EAS 101; PHY 101; PHY 102</i>
9	LIBERAL ARTS AND SCIENCE ELECTIVES Courses must be identified as meeting General Education requirements provided that other General Education requirements are fulfilled
6	GENERAL ELECTIVES <i>Select from any credit course offering (100 level or higher)</i>
2	PHYSICAL HEALTH <i>Select from PED or HED</i>
64 MINIMUM TOTAL CREDITS	

DEGREE CURRICULA

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.

CREDITS	REQUIRED COURSES
3	HED 160: WILDERNESS FIRST RESPONDER
3	<i>Select from</i> REC 101: INTRO TO LEISURE SERVICES: OR REC/SPM 150: INTRO TO SPORTS MANAGEMENT
3	REC 115: INTRO TO WILDERNESS RECREATION LEADERSHIP
1	REC 235: WILDERNESS RECREATION LEADERSHIP CAREER SEMINAR
4	REC 240: WILDERNESS FALL PRACTICUM
3	REC 249: WILDERNESS WINTER PRACTICUM
3	REC 251: WILDERNESS MANAGEMENT
2	PROGRAM CORE ELECTIVES: <i>Select from REC (REC 236 is recommended)</i>
3	PSY 105: LEADERSHIP
3	SOCIAL SCIENCE ELECTIVE <i>Select any course that meets General Education requirements for Social Science, American History, Western Civ. or Other World Civilizations.</i>
3	ENG 101: ENGLISH COMPOSITION I
3	ENG 105: SPEECH FUNDAMENTALS
3	HUMANITIES ELECTIVE <i>Select from any course that meets General Education requirement for Humanities.</i>
3	MATHEMATICS <i>Select from MAT 121 or higher. (MAT 121 Elementary Statistics is recommended)</i>
4	BIO/ENV 104 & BIO/ENV 108: ENVIRONMENTAL SCIENCE AND LAB
3-4	SCIENCE ELECTIVE <i>Select from any course that meets General Education requirement for Natural Science. (Note: If student chooses to take 4 cr. course, will graduate w/65 credits)</i>
6	LIBERAL ARTS & SCIENCE ELECTIVES <i>The courses selected must meet General Education requirements in two (2) of the following General Education areas not met in Section IIA: the Arts, American History, Foreign Language, Western Civilization or Other World Civilizations.</i>
3	CIS ELECTIVE: <i>Select from CIS 130 or CIS 221</i>
6	GENERAL ELECTIVES <i>Select from any credit course offering (100 level or higher)</i>
2	PED 167: LIFEGUARDING
64 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.	
CREDITS	REQUIRED COURSES
3	HUS 101: INTRODUCTION TO HUMAN SERVICES
1	HUS 141: STRATEGIES IN CRISIS INTERVENTION & PREVENTION
3	HUS 142: MEDICATION ADMINISTRATION
3	HUS 205: HUMAN SERVICES INTERNSHIP & SEMINAR
3	HUS 240: COMMUNITY RESIDENCE SKILLS
3	HUS 241: BEHAVIOR MODIFICATION
3	HUS 242: DEVELOPMENTAL DISABILITIES
3	HED 110: EMERGENCY CARE & SAFETY
3	ENG 101: ENGLISH COMPOSITION I
3	PSY 101: INTRO TO PSYCHOLOGY
3	PSY 130: PSYCHOLOGY OF PERSONAL GROWTH
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.	
CREDITS	REQUIRED COURSES
3	ART 101: DRAWING I
3	ART 105: INTRO TO COMPUTER GRAPHICS
3	<i>Select from</i> ART 106: ART HISTORY SURVEY- PREHISTORIC TO GOTHIC; OR ART 107: ART HISTORY SURVEY- RENAISSANCE TO POST MODERN
3	ART 111: 2D DESIGN
3	ART 125: DIGITAL ILLUSTRATION
3	<i>Select from</i> ART 150: PHOTOGRAPHY I; OR ART 245: DIGITAL PHOTOGRAPHY
3	ENG 101: ENGLISH COMPOSITION
3	CIS 200: DESKTOP PUBLISHING
3	CIS 230: MULTIMEDIA SOFTWARE
3	CIS 231: WEBSITE DESIGN & MANAGEMENT
30 MINIMUM TOTAL CREDITS	

DEGREE CURRICULA

GERONTOLOGY	
<p>(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. This certificate may</p>	
CREDITS	REQUIRED COURSES
3	HED 120: HEALTH ASPECTS OF AGING
3	<i>Select from</i> HUS 101: INTRODUCTION TO HUMAN SERVICES; OR SOC 101: INTRODUCTORY SOCIOLOGY
3	PSY 254: PSYCHOLOGY OF ADULT DEVELOPMENT & AGING
3	SOC 125: DEATH & DYING
3	SOC 165: AGING IN AMERICA
3	SOC 291: PERSONAL STUDY IN GERONTOLOGY
3	ENG 101: ENGLISH COMPOSITION I
3	HUS 150: AGING SERVICES NETWORK
30 MINIMUM TOTAL CREDITS	

HEALTH SCIENCE	
<p>(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.</p>	
CREDITS	REQUIRED COURSES
3	CHE 100: CHEMISTRY FOR LIFE SCIENCES
3	MATHEMATICS <i>To be selected from MAT 120 or higher (Please note: MAT 108 has been deactivated but if a student has taken the course prior to Fall 2013, they may use it to meet this requirement)</i>
4	BIO 109: HUMAN BIOLOGY
3	HEA 101: MEDICAL TERMINOLOGY
3	HED 102: INTRO TO NUTRITION
0.5	HED 115: CPR
0.5	HED 140: BASIC FIRST AID
3-4	<i>Select from</i> BIO 201: MICROBIOLOGY; OR BIO 211: PHARMACOLOGY OF ALCOHOL/DRUGS; OR BIO 255: INTRO TO DISEASE; OR PHY 100: CONCEPTS OF PHYSICS
3	ENG 101: ENGLISH COMPOSITION I
8-9	GENERAL ELECTIVES <i>Select from any credit course offering (100 level or higher)</i>
31-33 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.

CREDITS	REQUIRED COURSES
4	BIO 109: HUMAN BIOLOGY
3	PSY 101: INTRO TO PSYCHOLOGY
7	NUR 101: NURSING I
1	NUR 102: INTRODUCTION TO NURSING PHARMACOLOGY
4	BIO 201: MICROBIOLOGY
3	PSY 202: DEVELOPMENTAL PSYCHOLOGY
7	NUR 104: NURSING II
2	NUR 108: NURSING PHARMACOLOGY II
3	ENG 101: ENGLISH COMPOSITION I
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 100 Art Appreciation 3 credits

Examines the communicative and visual aspects of art, the role of the artist and the observer, and the elements and forms of art. The materials, techniques, and organization of a work of art into various styles will be examined to develop greater visual sensitivity and understanding of 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. (*Prerequisite: ART 105*)

ART 114 Typography 3 credits

An introduction to the basic elements of letterforms through the investigation of the historical background and

contemporary uses of typography. Students are exposed to the technical and aesthetic issues and communicative abilities of typography as text and individual forms.

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 emphasis 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 155 Intro to Pottery

3 credits

This is a beginning course in the techniques related to traditional hand-building 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: ART101)*

ART 209 Digital Art

3 credits

Provides the terminology, tools, and techniques to allow the student to create and digitally manipulate original images through research, the generation of ideas, and final presentation, using the industry standard Adobe Photoshop.

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, nontoxic 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. *(Prerequisite: ART 105)*

ART 251 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 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. Lecture and laboratory.

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. Lecture and laboratory.

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. A one-credit laboratory, BIO 112, may be separately scheduled.

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, BIO 108, 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. Lecture and laboratory.

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 113 Environmental Careers

1 credit

This course is designed to provide students with an overview of the range of possible environmental and green careers. It will engage students in the process of making informed career decisions. Also, students will gain and understand the decision-making theory, as well as, how their cultural and family values play a role in the career development process. (Cross-listed with ENV 113)

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. Lecture and laboratory. (Cross-listed with ENV 204; Prerequisites: BIO/ENV 104, BIO/ENV 108)

BIO 205 Field Methods in Environmental Science

4 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. Lecture and laboratory. (*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. Lecture and laboratory. (*Prerequisite: BIO 109 or BIO 215*)

BIO 230 Introduction to Kinesiology
4 credits

An introduction to human movement from both anatomical and mechanical perspectives. Neuromuscular physiology, muscle roles, types of muscle, contraction, movement sequencing and mechanical analysis of movement are included. Related neuromuscular pathologies as well as common sports injuries are discussed. Lecture and laboratory. (*Prerequisite: BIO 215, additionally BIO 216 must be taken previously or concurrently*)

BIO 240 Myology
3 credits

An introduction to the study of the muscular system of the human body with an emphasis on integrating knowledge of joints, muscle attachment sites. We will utilize informed touch, observation of living anatomy and internal proprioception of muscle function as well as text and video materials. Ten hours will be devoted to the discussion of pathology. Upon completion of this course students will be able to navigate the surface of the human body to locate and identify specific muscles including their fiber orientation and attachments where accessible. They will be able to explain basic muscle physiology including the effects on muscle of exercise, disuse, injury, aging, and massage. (*Prerequisite: BIO 215*)

BIO 255 Introduction to Disease
3 credits

An introduction to the study of the disordered functioning of the human body due to infection, disease, or injury. General concepts of pathology including injury, inflammation, repair processes, immunity, infection, neoplasia, and genetic disorders will be introduced. This is followed by a survey of common diseases of organ systems. (*Prerequisite: BIO 101, BIO 103, BIO 109, BIO 215*)

BUSINESS

BUS 100 Business Organization & Management
3 credits

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 Introduction to Financial Accounting
4 credits

This is a course of study that introduces financial accounting and financial reporting for business entities. It offers an introduction to accounting information systems with emphasis on measuring, reporting, and using accounting information related to operating, investing, and financing activities, and involves detailed

discussion of accounting concepts and issues concerning the financial position, income statement, statement of stockholders' equity and statement of cash flows. (*Prerequisite: Placement into MAT 100 or higher*)

BUS 102 Introduction to Managerial Accounting
4 credits

This is a course of study that introduces managerial accounting for business entities. It offers an introduction to managerial accounting topics including cost analysis, cost allocation, job order and process costing systems, activity-based-costing, cost-volume-profit analysis, short-run decision making, budgeting, standard costing and variance analysis, capital budgeting decisions, and financial statement analysis. Accounting ethics and values are also emphasized. (*Prerequisite: BUS101*)

BUS 110 Quantitative Business Skills
3 credits

Development of quantitative skills through application of mathematical operations to the solution of practical problems in general business, retailing, accounting, consumer credit, and personal finance. Topics include percentages, simple and compound interest, establishing retail pricing, discounts, depreciation, payroll, taxes, bank statements and reconciliation, preparing accounting financial reports, consumer credit, investing, annuities, and statistics. This course does not meet college-level math course requirements.

BUS 153 Hospitality Management
3 credits

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
3 credits

A practical approach to the principles of accounting pertaining to proprietorships. The accounting cycle

and preparation of financial statements are emphasized, with a focus on control of cash, payroll, sales, and purchases. The latest available technology will be used to expose students to accounting software used by small businesses.

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

Introduction to the study of law and legal dispute resolution, litigation, courts and procedures. Criminal law, civil law, including contracts and torts, and administrative law will be examined. The emphasis of the course is contract law related to business, including offer and acceptance, consideration, defenses, performance, breach, and rights of third parties. *Generally offered Fall semester only.*

BUS 204 Business Law II

3 credits

Introduction to the legal issues surrounding commercial paper, agency, employment, and property. The following related areas are emphasized: Contractual and tort liability of principals/agents and third parties, duties of principal and agent, business entities (including sole proprietorship, partnership/s, limited liability companies, corporations), acquisition of title to real and personal property, leases for real property, real estate sales transactions, and the general law related to will and trusts. *Generally offered Spring semester only.*

BUS 211 Human Resource Management

3 credits

An overview of human resource management functions such as strategic human resource planning, equal employment opportunity, job analysis, recruitment, selection, performance appraisal, compensation, training and employee development, employee rights, benefits, health and safety, and labor relations.

BUS 212 Marketing Principles

3 credits

An overview of marketing management in modern organizations. Introduces basic marketing terminology and concepts, focusing on the marketing mix elements of product, price and promotion and distribution. The role of marketing in society is presented, along with economic, demographic, legal, ethical and technical considerations. *(Prerequisite: Placement into ENG 101)*

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 examined.

BUS 215 Small Business Management

3 credits

Introduces students to the basics of entrepreneurship and small business management. Students gain an understanding of how to establish and manage a small business. An essential part of the course is the students' development of research and analysis skills as applied to completion of a business plan.

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 internal and external communications including letters,

memos, emails, and the development of job search communication skills, including resume development, interview skills, and related job search written communication skills. *(Prerequisite: ENG 100.)*

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. This course is not open to any student who has successfully completed CHE 101 or CHE 102. (*Prerequisite: Placement into MAT 121 or higher, or completion of or concurrent enrollment in MAT 100*)

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. Lecture and laboratory. (*Prerequisite: High school algebra, previous or concurrent registration in MAT 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. Lecture and laboratory. (*Prerequisite: CHE 101*)

CHE 105 Forensic Science
4 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 productivity package to enhance their knowledge of word processing, electronic spreadsheet, and presentation graphics functionality and techniques. Students will also create an integrated project, work with basic manipulation of graphic images within application programs.

CIS 135 Information Systems Development
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 credits CIS 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. (*Prerequisite: 3 credits CIS or equivalent experience*)

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 of 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.

COURSE DESCRIPTIONS

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

An introductory course which views the behavior of the economy as a whole and the problems of economic organization. Students will explore the fluctuations of output and prices. Problems and measurement of economic growth, inflation, unemployment, and income will be discussed. Money, credit and financial institutions will be analyzed, as well as their impact on fiscal policies and international trade.

ECO 102 Introduction to Microeconomics

3 credits

This course provides an analysis of the basic market forces of demand and supply, and economic outcomes under different market structures such as competitive, imperfectly competitive, and monopolistic markets. The labor and capital markets are also analyzed. In addition, the economics of the public sector emphasizes tax policy, externalities, monopoly power, and the provision of public goods. The course examines contemporary social issues such as income distribution, poverty, and the welfare system, as well as global issues such as international trade and protectionism.

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

Students will learn the fundamentals of reading, evaluating, and writing essays to prepare them to read and write successfully at the college level. Key skills developed throughout the course include writing clear and correct sentences, arranging sentences in a variety of paragraph types that develop a central thesis, and writing short essays on a variety of topics. Critical reading and thinking skills (evaluating sources, as well as recognizing an 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. *(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: C- or higher in ENG 100 or placement test)*

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 higher 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 in three genres: poetry, short fiction, and creative nonfiction. This course emphasizes the writing process; the characteristics of good writing; and the discipline, practice, and self-awareness required to produce contemporary literature. *(Prerequisite: Placement into ENG 101 or a grade of C- or higher in ENG 100)*

**ENG 112 Literature Appreciation:
 Special Topics**

3 credits

Introduction to the elements of fiction, drama, poetry, and creative nonfiction through the reading of classic and contemporary literature. Critical skills are also developed through in-class discussion and response essays. *(Prerequisite: Placement into ENG 101 or a grade of C- or higher in ENG 100)*

**ENG 115 Modern World
 Literature**

3 credits

Introductory study of classic and contemporary literature with an international and multicultural focus. Critical skills are also developed through in-class discussion and response essays. *(Prerequisite: Placement into ENG 101 or a grade of C- or higher in ENG 100)*

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. *(Prerequisite: Placement into ENG 101 or a grade of C- or higher in ENG 100)*

ENG 129 Poetry

3 credits

An introduction to poetry 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. *(Prerequisite: Placement into ENG 101 or a grade of C- or higher in ENG 100)*

ENG 135 Fantastic Literature

3 credits

Explores the interrelationship of three popular literary and cinematic genres: fantasy, horror, and science fiction *(Prerequisite: Placement into ENG 101 or a grade of C- or higher in ENG 100)*

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 works and published stories will center on elements such as theme, character, plot, setting, point of view, tone, and style. *(Prerequisite: Placement into ENG 101 or a grade of C- or higher in ENG 100)*

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, Douglass, and Truth, among others. Writers historically left out of the traditional canon shall also be included. *(Prerequisite: ENG 101)*

COURSE DESCRIPTIONS

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, and Alexie, among others. Writers historically left out of the traditional canon shall also be included, as well as recent authors. *(Prerequisite: ENG 101)*

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: Placement into ENG 101 or a grade of C- or higher in ENG 100)*

ENG 206 British Literature I

3 credits

A survey course that traces the origin and development of English literature from the Anglo-Saxon period through the eighteenth century. Students will read, discuss, and analyze a wide variety of literature, including poetry, prose, essays, and drama, both from the traditional canon and from other authors of each period. *(Prerequisite: ENG 101)*

ENG 207 British Literature II

3 credits

A survey course that traces representative and important works of British literature, from the Romantic period through the twenty-first century. Students will read, discuss, and analyze a wide variety of literature, including poetry, prose, essays, and drama, both from the traditional canon and from other authors of each period. *(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: Placement into ENG 101 or a grade of C- or higher in ENG 100)*

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 222 Technical Writing

3 credits

A study of the writing of technical materials with emphasis on concrete description, narration, and process analysis to produce abstracts, proposals, and formal and informal reports required in various fields of work, including criminal justice, human services, journalism, sciences and others. Writing will be the main focus of the course, but oral communication and presentation of technical material will also be a component. *(Pre-requisite: 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)*

ENVIRONMENTAL SCIENCE

ENV 101 Introduction to Environmental and Outdoor Studies

3 credits

This course introduces students to environmental and outdoor studies from multiple perspectives based in the liberal arts. The interdisciplinary nature of this course includes study of the environmental movement, shifts in environmental philosophies, human impact on the environment, ethics, economic policy, sustainability, and outdoor recreation. The course will include an exploration of the unique balance of economic development, tourism, recreation, and conservation within the Adirondack Park.

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, ENV 108, 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 ENV 104 or permission of instructor).* *(Cross-listed with BIO 108)*

ENV 113 Environmental Careers

1 credit

This course is designed to provide students with an overview of the range of possible environmental and green careers. It will engage students in the process of making informed career decisions. Also, students will gain and understand the decision-making theory, as well as, how their cultural and family values play a role in the career development process. *(Cross-listed with BIO 113)*

ENV 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 BIO 125)*

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. Lecture and laboratory. (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; cross-listed with SOC 210)

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 (Human Biology) is not necessary but strongly recommended.)

HEA 102 Introduction to Health Careers
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 health care setting.

HEALTH EDUCATION

HED 100 Personal & Family Health
3 credits

This course approaches the concepts of health and wellness by examining the most pertinent topics and issues facing adults in today's society. The object is an awareness and application of preventative and holistic practices. The opportunity to develop plans for life style health behavioral changes and/or strategies, with input and assistance from the instructor, is available and encouraged.

HED 101 Concepts of Wellness & Physical Fitness
3 credits

Comprehensive approach to wellness, fitness and recreational types of physical activities. Cognitive experiences in preventative medicine, holistic wellness practices, nutrition, aerobic fitness, flexibility, and muscular endurance and strength.

HED 102 Introduction to Nutrition
3 credits

An introductory course designed to provide a relationship between health and nutrition. Nutrients, their actions, interactions, balance and relationships will be covered. In addition, energy balance, special needs (e.g. athletes, aged, etc.), consumerism and application to personal needs will be explored. A background in biochemistry is not essential.

HED 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.

HED 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.

HED 106 Addressing Risky Behaviors

1 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

1 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 110 Emergency Care and Safety

3 credits

Prepares participants to make appropriate decisions about the care to provide in an emergency. Injury prevention, personal safety, and the skills first responders need to act within the emergency medical services (EMS) system are taught. Students may obtain American Red Cross certification in Emergency Response.

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 nonurban 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.

HED 180 Emergency Medical Technician-Basic
6 credits

This course provides students with the foundational knowledge and opportunity to develop entry-level skills expected of Emergency Medical Technicians (EMT). The course follows the National Emergency Medical Services Education Standards, adopted by New York State for Emergency Medical Technicians, and prepares students to provide basic emergency medical care and transportation for critical and emergent patients who access the emergency medical system. In addition to the didactic component, there is a clinical experience as part of the course.

HED 280 Advanced Emergency Medical Technician
6 credits

This is the second of two courses preparing students for volunteer or career opportunities as an Advanced Emergency Medical Technician (AEMT). The course builds upon the knowledge and clinical skills gained in HED 180 and prepares them for entry-level positions as an AEMT. It follows the National Emergency Medical Services Education Standards, adopted by New York State for Advanced Emergency Medical Technicians, and prepares students to provide basic emergency medical care and transportation for critical and emergent patients who access the emergency medical system. In addition to the didactic component, there is an extensive clinical experience as part of the course. (*Prerequisite: Successful completion of HED 180.*)

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.

HIS 152 U.S. History II
3 credits

Industrialization and America's emergence as a major world power are focal points in the study of modern America from the Civil War to the present.

HIS 210 Modern Latin American History
3 credits

An introduction to modern Latin American history. This course will

consider historical events in the Americas from the wars for independence to the present and explore the changing relationships of these new countries with Europe and the United States. The course will consider regional geography, culture, economics, and sociology, as well as in-depth investigation of five countries chosen by the instructor. (*Prerequisite: ENG 101*)

HUMANITIES

HUM 100 Introduction to Film
3 credits

Focuses on the study of the film as an art form. Students will learn the elements of film and develop a basic theory of film criticism based on how artistic techniques of filmmaking contribute to the cinematic aesthetic experience.

HUM 101 Introduction to the Humanities: Special Topics
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 but not limited to advertising, cartoons and comics, music, television, newspapers, sports, computer games, and the Internet. A discussion of what it means to be human in this evolving society is part of a cultural critique.

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 Travel and Culture

1 credit

Students will have the opportunity to visit a unique, culturally rich destination, domestic or international, with the purpose of experiencing the unique cultural heritage of another part of the world.

HUM 126 Travel and Culture

3 credits

Students will have the opportunity to visit a unique, culturally rich destination, domestic or international, with the purpose of engaging in an in-depth study of a cultural, political, or historical aspect of the culture that they will visit.

HUM 145 Wilderness in Literature, Culture, & Identity

3 credits

Through this course, students will learn how encounters with wilderness have helped shape an American identity, American ideas about wilderness, and the literary canon in the United States. The course will include an experiential component in which students participate in wilderness-based field activities and reflect upon their attitudes and ideas about wilderness in the Adirondack Park.

HUM 155 Religion & the Modern World

3 credits

An exploration of perspectives on the place of religion and spirituality in the contemporary world. Topic areas include: religion and science, religion and education, religion's role in war and peacemaking, religious and spiritual diversity, first amendment concerns, and modes of communication among persons with different world views.

HUM 202 Film: Aesthetic and Cultural Studies

3 credits

Focuses on the study of film as an art form within its specific cultural context. Students learn how to evaluate films in reference to audience, content, and universal cultural and/or historical themes. Film theory and criticism based on how artistic techniques of filmmaking contribute to the cinematic aesthetic experience are discussed in detail. Special topics genres depend upon instructor's area of specialization. *(Prerequisite: Prior or concurrent enrollment in ENG 101)*

HUM 246 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 direct service professionals working with those with developmental disabilities in New York State in the skills of medication administration. The course will cover State and Federal Laws related to administering medications, pharmacology with an emphasis on drug classifications, therapeutic action, side effects, and 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 161 Introduction to Children and Family Services

3 credits

This course introduces students to the broad field of human services provided to young children and their families. Emphasis will be placed on the developmental needs of children and families and the corresponding services available to respond to those needs. A critical examination of our current system will also be addressed.

**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: HUS 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. *(Prerequisite: Second year standing in major including completion of 50% or more of core coursework. Core course average of a grade of "C" or higher.)*

**HUS 222 Introduction to
 Group Counseling**
 3 credits

This course provides an introduction to group counseling theory, skills, and practice. As such, it explores the foundational group counseling skills and interventions, including working with

special populations, and provides opportunities for practice and demonstration of newly found abilities. It is the companion course of *HUS 201 Basic Counseling Skills* and students interested in counseling as a profession are encouraged to take both courses. *(Prerequisite: PSY 101; HUS 201 strongly recommended)*

**HUS 230 Introduction to
 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 240 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)*

**HUS 261 Skills for Working with
 Children and Families**
 3 credits

This course introduces foundational knowledge, skills and approaches to effectively work with children and families and support them in their development as both individuals and as a family unit. The course provides opportunities to develop a repertoire of working skills through practice. *(Prerequisite: HUS 161 or a previous course in Psychology)*

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. Students will be able to perform a basic, fluid, one-hour full body relaxation-circulatory massage upon completion of this course. *(Co-Requsite BIO109)*

MAS 111 Western Massage II
4 credits

This course is a continuation of Western Massage I moving on to broaden and refine the practice of Swedish relaxation massage including passive range of motion facilitation, therapeutic use of thermal modalities, and development of a client-centered treatment plan. Students will learn precautions and methods for working with diverse client populations such as the frail elderly, pregnant, functionally challenged, and others with special needs. Students will continue an in depth study of living anatomy including the use of palpation and postural observation as assessment techniques. In addition students will learn theories, techniques, and applications for on-site chair massage, zone therapy, and foot reflexology. Upon completion of this course students will be able to safely and effectively perform relaxation massage therapy with a broad spectrum of client populations including the development of a client-centered treatment plan. 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 111; Co-Requisite 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 and 210, 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

COURSE DESCRIPTIONS

professional communication.
(Prerequisites: Successful completion of MAS 110, 111 and 210, 251 and C grade or better in all core program courses)

MATHEMATICS

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. (Prerequisite: Math Placement Examination or successful completion of MAT 095 with C- or higher. Students who have successfully completed MAT 129 or higher may **not** take this course.)

MAT 101 **Mathematical Reasoning/Quantway I** 4 credits

A concentrated study of arithmetic skills and applications designed to prepare students for solving mathematical problems faced in daily life. Topics include operations on real numbers, proportional reasoning (fractions, decimals, proportions, and percents), order of operations, linear and exponential modeling, data interpretation, graphical analysis, and quantitative

reasoning. Mathematical concepts are investigated through group problems and class discussions based on real-life contexts of citizenship, personal finance, and medical literacy. This course is designed for non-STEM majors.

MAT 102 **Math for Meds** 1 credit

This course is designed to prepare students for common mathematical situations specific to nursing and emergency medicine (AEMT). Topics include arithmetic applications, drug measures, medication labels and syringe calibrations, dosage, intravenous, and pediatric calculations, and various applications of each. (Prerequisite: Placement into MAT 100 or higher or completion of MAT 095 with C- or higher grade)

MAT 120 **Introduction to Math Concepts**

This mathematics course is designed for students majoring in a career or terminal program as an option for satisfying their minimum mathematics requirements. In certain cases, it may serve as a preparatory course for higher level mathematics. Topics include real numbers, graphing, algebra, geometry, introductory statistics, personal financial management, and various applications of each. (Prerequisite: MAT 095 with B- or higher, successful completion of MAT 100, or placement test)

MAT 121 **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 120 with C- or higher grade)

MAT 123 **Introductory Geometry & Trigonometry** 3 credits

This course is an introduction to as well as a preparation for the study of geometry and trigonometry. Topics to

be covered include linear and quadratic functions, triangles, quadrilaterals, circles, parallel lines, coordinate geometry, right triangle trigonometry, and vectors. Applications for all topics will be addressed. (Prerequisite: Math Placement Examination or completion of MAT 100, 101, or 120 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: Math placement examination or successful completion of MAT 100 with a C- or higher grade)

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. Students who have successfully completed MAT 132 or higher may **not** take this course.)

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 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'Hopital'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 MUS103. 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 skills *(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 theory. *(Prerequisites:*

Successful completion of NUR 101, NUR 102 and BIO 109)

NUR108 Nursing PharmacologyII

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: Current LPN Licensure)*

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: Current LPN Licensure)*

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 to professional nurse role transition clarity. *(Prerequisites: Successful completion of NUR 201, NUR 202, NUR 203)*

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

COURSE DESCRIPTIONS

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. Unless otherwise noted, all courses earn one (1) credit.

PHYSICAL ACTIVITIES AND SPORTS		
PED	158	Zumba
PED	167	Lifeguarding (2 credits)
PED	176	Coed Indoor Soccer
PED	184	Bowling
PED	188	Golf
PED	190	Physical Conditioning
PED	191	Self Defense
PED	196	Tennis
PED	197	Volleyball
PED	291	PED Individual Study

PED	159	Intercollegiate Athletics – Women's Lacrosse I
PED	183	Intercollegiate Athletics I - Basketball
PED	192	Intercollegiate Athletics I - Softball
PED	193	Intercollegiate Athletics I - Soccer
PED	257	Intercollegiate Athletics – Women's Volleyball II
PED	259	Intercollegiate Athletics – Women's Lacrosse II
PED	283	Intercollegiate Athletics II - Basketball
PED	292	Intercollegiate Athletics II - Softball
PED	293	Intercollegiate Athletics II - Soccer

HEALTH AND WELLNESS		
PED	134	Teambuilding and Challenge Activities
PED	137	Wellness Through Movement
PED	138	Introduction to Yoga
PED	141	Introduction to Relaxation
PED	237	Intermediate Wellness Through Movement
PED	238	Intermediate Yoga
OUTDOOR AND ADVENTURE ACTIVITIES		
PED	129	Basic Rock Climbing
PED	146	Alpine Snow Sports
PED	148	Defense Tactics
PED	149	Whitewater Guide Training
PED	151	Adirondack Hiking and Yoga
PED	152	Snowshoeing and Yoga
PED	154	Snowshoeing
PED	171	Adirondack Hiking
PED	178	Backpacking
PED	185	Canoeing
PED	187	Backcountry Skiing
PED	199	Mountain Biking
PED	229	Intermediate Rock Climbing
PED	246	Intermediate Alpine Snow Sports
INTERCOLLEGIATE TEAM SPORTS		
PED	157	Intercollegiate Athletics – Women's Volleyball I

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 120 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: 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*)

POLITICAL SCIENCE

POS 101 Introduction to Political Science & Comparative Politics
3 credits

An introduction to essential concepts, theories, and principles of political science.

POS 102 American Government & Politics
3 credits

A study of the political development, structure, governmental processes, and political parties of the United States.

POS 110 State & Local Government
3 credits

An introduction to the structure, function, and scope of state and local government while clarifying the relationship of these institutions to the United States government. The course will provide the opportunity for face-to-face exposure to the workings of local government.

POS 120 Introduction to International Politics
3 credits

A comparative survey of the major political systems that have emerged internationally over the last two hundred years. The course will examine the various structures in place, their relative strengths and weaknesses, and the challenges that currently confront them.

PSYCHOLOGY

PSY 101 Introductory Psychology
3 credits

The systematic study of human behavior and experience. Students will become acquainted with the methods and language of the discipline.

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. *(Pre-requisites: 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 also presented include radiographic equipment, the x-ray tube and x-ray production (nature and characteristics of radiation), filtration, and radiation protection concepts. Factors that influence the image and patient dose including the prime factors of mAs, kVp and distance, x-ray interactions, and beam restriction will also be discussed. (*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 acquisition, display, archiving and retrieval of radiologic images fluoroscopic and mobile equipment, and design, image quality factors, an digital imaging are topics to be covered. In addition, content will impart an understanding of the components and operation of digital imaging systems found in diagnostic radiography. (*Prerequisite: successful completion of RAD 130*)

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.

RAD 245 Advanced Imaging and Current Technology I
3 credits

This course is the first half of a two-semester sequence in Advanced Imaging and Current Technology I and is only offered in the fall semester. Course content consists of several topics: Image Analysis, Advanced Imaging Modalities and Radiation Therapy, and Radiographic Pathology.

Image analysis content provides a basis for analyzing radiographic images. Included are the importance of optimal imaging standards, discussion of a problem-solving technique for image evaluation and the factors that can affect

image quality. Actual images will be included for analysis.

Advanced Imaging Modalities and Radiation Therapy is designed to introduce advanced imaging modalities and procedures. Included are indication and contraindications for exams and procedures, specialized equipment and pre/post patient care.

Radiographic Pathology introduces concepts related to disease and etiological considerations with emphasis on radiographic appearance of disease and impact on exposure factor selection.

RAD 248 Advanced Imaging and Current Technology II

This course is the second half of a two-semester sequence in Advanced Imaging and Current Technology II and is only offered in the spring semester. Course content consists of several topics; Introduction to Computed Tomography, Quality Improvement/Management and Quality Assurance/Quality Control.

Content provides entry-level radiography students with an introduction to and basic understanding of the operation of a computed tomography (CT) device. Content is not intended to result in clinical competency. Quality Improvement/Management and Quality Assurance/Quality Control content provides an introduction and instruction in quality improvement/management practices in the evaluation of radiographic systems to ensure consistency in the production of quality images.

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.

CLINICAL EDUCATION I – V:

- RAD 125 Clinical Education I**
1 credit
- RAD 145 Clinical Education II**
1 credit
- RAD 155 Clinical Education III**
6 credits
- RAD 255 Clinical Education IV**
6 credits
- RAD 265 Clinical Education V**
6 credits

Affiliation agreements with various hospitals of the North Country enable NCCC Radiologic Technology students to gain valuable clinical experience in departments of radiology. Each student is given the opportunity to demonstrate the skills learned in the classroom and laboratory in the very real clinical setting. The student at first works closely with a licensed radiologic technologist observing and assisting. The student will *only* be allowed to perform examinations in an indirectly supervised capacity once proficiency and speed increase *and* the student is able to successfully pass a competency exam.

Clinical experience involves the student in handling and care of patients and manipulation of various radiological apparatus and exposure factors in clinical situations under varied conditions. Each student gains significant experience in routine and special positioning methods, radiation protection, patient communication, critical thinking skills, processing of radiographic film image, and maintaining radiological records. (*Prerequisite: Compliance with medical requirements and CPR certification*)

READING

RDG 099 College Reading & Analysis

3 equated credits for Financial Aid – Does not meet graduation requirement.
This developmental course focuses on reading and analysis 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. (*Cross-listed as SPM 150*)

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. Cross-listed as SPM 201.*)

REC 203 Recreation Apprenticeship

1 credit
Forty-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 Chair/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 236 NYS Guide License Prep

1 credit

Prepares students to sit for NYS Guide License Exam offered by the New York State Department of Environmental Conservation (NYSDEC). All students will prepare for the general guide exam and may choose to prepare for additional testing in the following areas: hiking, camping, canoeing, rock-climbing, ice climbing, whitewater rafting and canoeing, hunting and fishing. Exam preparation may vary according to the above mentioned discipline options.

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 240 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 108 Sociology of Diversity

3 credits

An introduction to diversity in American society. This course explores the bases and social implications of difference with particular reference to race, ethnicity, religion, gender, sexual orientation, disability, and aging. Patterns of prejudice, discrimination and possible solutions to these issues will be explored.

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 128 Travel and Culture
3 credits

Students will have the opportunity to visit a unique, culturally rich destination, domestic or international, with the purpose of engaging in an in-depth study of cultural, political, and/or historical aspects of the area.

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 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 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 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 or SOC 107*)

SOC 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; cross-listed with ENV 210*)

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: SOC 101*)

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*)

SPORTS & EVENTS MANAGEMENT

SPM 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. (*Cross-listed as REC 150*)

SPM 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. Cross-listed as REC 201.*)



COLLEGE POLICIES

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 & 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 Director of Campus & Student Life, the Vice President for Academic Affairs, the Vice President of Administration 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 Director of Campus & Student Life.

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 a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic, research, or support staff position; (including law enforcement unit personnel) and health staff, a person or company with whom the College has contracted as its agent to provide a service instead of using College employees or officials (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or student serving on an official committee, such as a grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the College.

Upon request, the College also 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

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 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 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:
<http://www.ed.gov/admis/lead/safety/campus.html>.

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 for 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

STUDENT CODE OF CONDUCT

See NCCC website at www.nccc.edu for Student Code of Conduct.

CHILD PROTECTION POLICY

See NCCC website at www.nccc.edu for Child Protection Policy.

GOVERNING BODIES

BOARD OF TRUSTEES			
Tim Burpoe	Franklin County Appointee	term expires 2020	
Joseph Costa	Student Trustee	term expires 2017	
Jerry Griffin	Franklin County Appointee	term expires 2020	
Daniel Kelleher	Governor Appointee	term expires 2022	
Mary Irene Lee	Governor Appointee	term expires 2019	
Anne McDonald	Essex County Appointee	term expires 2019	
Mark Moeller	Franklin County Appointee	term expires 2021	
Stephen Reed	Essex County Appointee	term expires 2023	
Richard P. Suttmeier	Essex County Appointee	Term expires 2019	
Mary Kay Tulloch	Governor Appointee	term expires 2018	Board Secretary

ESSEX COUNTY BOARD OF SUPERVISORS	
Effective March 2016	
Chesterfield	Gerald Morrow
Crown Point	Charles Harrington
Elizabethtown	Noel Merrihew III
Essex	Edward Gardner
Jay	Archie Depo
Keene	Joe Pete Wilson
Lewis	James W. Monty
Minerva	Stephen McNally
Moriah	Thomas Scozzafava
Newcomb	Hester E. Miga
North Elba	Robert Politi
North Hudson	Ronald James Moore
St. Armand	Charles Whitson Jr.
Schroon	Michael Marnell
Ticonderoga	Joseph M. Giordano

Westport	Michael K. Tyler
Willsboro	Shaun Gilliland
Wilmington	Randy Preston

FRANKLIN COUNTY LEGISLATORS	
Effective March 2015	
District 1	Guy Smith
District 2	D. Billy Jones
District 3	Gordon Crossman
District 4	Carl Sherwin
District 5	Donald Dabiew
District 6	Paul Maroun
District 7	Barbara Rice

ADMINISTRATIVE OFFICES

OFFICE OF THE PRESIDENT

Steven Tyrell, *President*
Stacie Hurwitch, *Executive Assistant to the President*

OFFICE OF THE VICE PRESIDENT FOR ACADEMIC AFFAIRS

Joseph Keegan, *Vice President for Academic Affairs*
Sarah Maroun, *Interim Associate Dean of Academic Affairs*
Jane Carpenter, *Career Services Coordinator*
Laurie Muncil, *Administrative Assistant to the Vice President
for Academic Affairs*
Gina Pollock, *Administrative Aide*

OFFICE OF ADMISSIONS

Chris Tacea, *Dean of Admissions*
Joseph Akey, *Admissions Counselor*
Meredith Chapman, *Associate Director of Admissions*
Rachel Gebhardt, *Assistant Director of Admissions*
Scott Mitchell, *Admissions Counselor*

OFFICE OF FINANCIAL AID

Mary Ellen Chamberlain, *Director of Financial Aid*
Diane Crowe, *Financial Aid Counselor*
Teresa Finch, *Financial Aid Counselor & Veterans' Officer*

OFFICE OF THE VICE PRESIDENT FOR ADMINISTRATION

Robert Farmer, *Vice President for Administration and Chief
Financial Officer*
Barbara Collier, *Senior Account Clerk*
Dianna Dudley, *Help Desk Technician*
*SUNY Chancellor's Award for Excellence in Classified
Service, 2015-2016*
Dory Dustin, *Senior Account Clerk*
Eric Harvey, *Comptroller*
Scott Harwood, *Assistant Dean for Institutional Research &
Support*
Dean Kidder, *Technology Coordinator*
Ericka Moody, *Human Resource Associate*
Rachel Pickard, *Senior Account Clerk*
McCayla Quinn, *Bursar*
Tara Smith, *Director of Human Resources*
Mary Smutz, *Microcomputer Operator*
Lisa Symonds, *Director of Business Operations*

REGISTRAR'S OFFICE

Michelle St. Louis, *Interim Registrar*
Jessica Martin, *Microcomputer Operator*
Maggie Willett, *Microcomputer Operator*

STUDENT LIFE OFFICE

Kim Irland, *Dean of Student Life*
Angela Brice, *Associate Director of Campus Life for Residential
Services*
Cara Bullock, *Account Clerk/Typist*
Kathy Goodrow, *Microcomputer Operator*
Bruce Kelly, *Coordinator of Student Life and Malone Campus*

ATHLETICS

Chad LaDue, *Director of Athletics*
Jerrad Dumont, *Athletics Facilities Manager*
Kent Egglefield, *Athletic Program Assistant*

FACILITIES & GROUNDS

Rick Heath, *Superintendent of Buildings & Grounds*
Brian Barden, *Head Custodian*
Chelsea Bissonette, *Cleaner*
Kevin Bissonette, *Senior Maintenance Worker*
Julia Bovia, *Cleaner*
Steven Furman, *Cleaner*
Harold Hermance, *Cleaner*
Joel Locke, *Senior Maintenance Worker*
Shane Mosher, *Laborer*
Jessica Murphy, *Clerk of Buildings & Grounds*
Sean Petty, *Laborer*
Richard Smutz, *Senior Maintenance Worker*
Arlene Soucis, *Cleaner*
Kevin Symonds, *Messenger*

LEARNING ASSISTANCE CENTER

Tom McGrath, *Coordinator, Ticonderoga*
Kate Wells, *Coordinator, Malone*
Lisa Williams, *Coordinator, Saranac Lake*

LIBRARY

Brian O'Connor, *Library Director*
Brooke McCormick, *Senior Library Clerk*
Cardina, Christen, *Senior Library Clerk*

NORTH COUNTRY COMMUNITY COLLEGE ASSOCIATION

Elizabeth Quinn, *Executive Director*
Kimberly Gonyo, *Bookstore Manager, Malone*
Candy Merritt, *Textbook Coordinator, Saranac Lake*
Mary Riley, *Bookstore Clerk, Saranac Lake*
Robert Woodward, *Associate Director of Residence Life &
Housing*

NORTH COUNTRY COMMUNITY COLLEGE FOUNDATION

Diana Fortune, *Director of Development*

FACULTY AND PROFESSIONAL STAFF

As of June 2017

AKEY, JOSEPH *Admissions Counselor*;
B.A., SUNY Empire State; A.S., North
Country Community College

BARRETT, JENNIFER *Director of
Massage Therapy*; B.S., Cornell
University; Certificate in Massage,
Finger Lakes School of Massage

BENNETT, LORI *Clinical Coordinator for
Nursing*; B.S. Nursing, Empire State
College; A.A.S. Nursing, North Country
Community College

BRICE, ANGELA *Associate Director of
Campus Life for Residential Services*;
M.S. Bridgewater State University; B.A.
SUNY Brockport

CARPENTER, JANE *Associate Professor
of Business/Office Technology*; M.A.,
SUNY Plattsburgh; B.S., Bryant
University

CHAMBERLAIN, MARY ELLEN *Director
of Financial Aid*; A.S., SUNY Canton

CHAPMAN, MEREDITH *Associate
Director for Admissions*; B.A., SUNY
Potsdam

CODLING, MARY JO CARTER *Instructor
of Nursing*; A.A.S., North Country
Community College

CUNNINGHAM, JAMES *Instructor &
Director of Wilderness Recreation
Leadership*; M.S., SUNY Cortland; B.S.,
SUNY Plattsburgh; A.S., North Country
Community College

CZELUSNIAK-SERVISS, CHAD
Instructor of Business; M.B.A., Antioch
University New England; B.S., Capella
University; A.A.S., The Sage Colleges

DUFFEY, KIMBERLY *Instructor of
Business and Computer Information
Sciences*; JD, Nova University Law
Center, BA, Fairfield University

DORR, SUMMER *Instructor of English*;
M.F.A., University of New Orleans; B.A.,
Flagler College

DUMONT, JERRAD *Athletic Facilities
Manager*; M.S. Columbia Southern
University; B.A., SUNY Plattsburgh

EGGLEFIELD, KENT *Head Women's
Soccer and Lacrosse Coach and Athletic
Program Assistant*; A.A.S., SUNY
Canton

FILLER, SHIR *Associate Professor of
English; Humanities Department Chair*;
M.A., New York University; B.S.,
Massachusetts Institute of Technology

FORTUNE, DIANA *Director of
Development, NCCC Foundation*; M.A.,
SUNY Plattsburgh, B.A., SUNY
Potsdam

FRIEDLANDER, DIANA *Executive
Director, NCCC Association*; B.S.,
Roanoke College

GEBHARDT, RACHEL *Assistant Director
for Admissions*; B.A., SUNY Potsdam

GOODFELLOW, MARIANNE *Second
Chance PELL Coordinator*; B.A., SUNY
Plattsburgh; M.A. Penn State
University; Ph.D. Penn State University

GOTHARD, SANDRA *Director of
Nursing*; M.S., Norwich University; B.S.,
Jacksonville University; Diploma in
Nursing, Northwestern University

HARE, TANA *Instructor of Nursing*;
A.A.S., Loyalist College

HARVEY, ERIC *Comptroller*; B.S. SUNY
Plattsburgh

HARWOOD, SCOTT *Assistant Dean for
Institutional Research & Support*; M.S.
Walden University, M.A. Empire State
College, A.S. Clinton Community
College, A.A.S., Paul Smith's College

HUDAK, LUKE *P-TECH Liaison*; B.A., St.
Michael's College

HURWITH, STACIE *Executive Assistant
to the President*; A.A.S., Empire State
College

IRLAND, KIM *Dean of Student Life*;
M.A. Binghamton University, B.A.,
SUNY Oswego

KEEGAN, JOSEPH *Vice President for
Academic Affairs, Associate Professor &
Human Services Program Chair*; M.A.,
SUNY Albany; B.A., SUNY Potsdam;
A.A., North Country Community
College

*SUNY Chancellor's Award for
Excellence in Teaching, 2011-2012*

KELLY, BRUCE *Coordinator of Student
Life; Malone Campus Coordinator*;
M.Ed., University of Vermont; B.A.,
Hartwick College

KEMP, LYNNE FISHER *Professor of
Business; Business Programs Chair*;
M.B.A., University of Colorado; B.A.,
SUNY Potsdam; A.A., North Country
Community College

KIDDER, DEAN, *Technology
Coordinator*

KILBY, SARAH *Associate Professor of
Mathematics, Math Department Chair*;
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; Ticonderoga Campus
Coordinator*; 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*

APPENDICES

MALONEY-DOWD, KATHLEEN
Instructor of Psychology; M.S.W., SUNY Albany; B.S.W., SUNY Plattsburgh

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 *Professor of English*; Ph.D., Indiana University of Pennsylvania; M.A., B.A., The College of St. Rose; A.A.S., North Country Community College

MCFADDIN, LAWRENCE *Assistant Professor, Sports & Events Management Chair; Health, Recreation, Sports & Wellness Chair; Coordinator for Athlete Mentoring Programs*; M.E.D., St. Lawrence University; B.S., University of New Hampshire; A.S., SUNY Morrisville

MCGRATH, TOM *Instructor of Social Sciences, Learning Assistance Center Coordinator*; B.A., University of Massachusetts Amherst, Ph.-D., SUNY Albany

MERRICK, DAVID *Instructor of Criminal Justice, Criminal Justice Chair*; B.S., University of Phoenix; A.A.S., North Country Community College

MITCHELL, SCOTT *Admissions Counselor*; B.A., SUNY Potsdam; A.S., North Country Community College

MOODY, ERICKA *Human Resources Associate*; B.S., SUNY Plattsburgh; A.A.S., North Country Community College

O'CONNOR, BRIAN *Library Director*; M.S.L.S., UNC Chapel Hill; M.A., Florida Atlantic University; B.S.Ed., Indiana University of Pennsylvania

POIRIER, RENEE *Assistant Professor of Social Sciences*; M.S.W., Syracuse University; B.A., SUNY Potsdam

SUNY Chancellor's Award for Excellence in Teaching, 2013-14

QUINN, McCAYLA *Bursar*; B.A., St. Lawrence University

REALE, LYNNE *Instructor of Nursing*; RN, Albany Medical Center; B.A., College of St. Joseph

RODRIGUEZ, KELLI *Instructor of Social Sciences*; M.S., Capella University; G.C., Capella University; B.S., SUNY Empire State; A.A., Clinton Community College

ROWE, BRUCE *Instructor of English*; M.A., Middlebury College; B.A., Hamilton College

RYAN, MEDEINA *P-TECH Coordinator*; B.A., University of Massachusetts; M.A., Prescott College

SAULPAUGH, MICHAEL *Instructor of Criminal Justice*; B.A., Berklee College of Music

SAYLES, PETER *Assistant Professor of Biology*; Ph.D., University of Wisconsin; M.S., London School of Hygiene and Tropical Medicine; B.A., SUNY Potsdam; A.A.S., SUNY Delhi

SHEPARD, MICHAEL *Associate Professor of Nursing*; M.S.N.P., SUNY at Stony Brook; B.S., SUNY at Plattsburgh

SUNY Chancellor's Award for Excellence in Teaching, 2016-2017

SHERIDAN, CAMMY *Associate Professor for Social Sciences, ADA/504 Coordinator, Social Science Department Chair*; M.S., Walden University; M.S., SUNY Plattsburgh; B.S., Green Mountain College

SUNY Chancellor's Award for Excellence in Teaching, 2015-2016

SHOEMAKER, SARAH *Assistant Professor of Health Sciences*; M.S., University of Pennsylvania; B.A., Washington University

SMITH, DEANNA *Instructor of Nursing*; B.S., SUNY Canton; A.A.S., North Country Community College

SMITH, TARA *Director of Human Resources*; M.S., Penn State University; B.S., SUNY Empire; A.A.S., North Country Community College

SNYDER, J. DANIEL *Second Chance PELL Coordinator*; M.A. Ball State University; B.A. Ball State University

St. GERMAIN, DAVID *SUNY Potsdam Branch Campus Director*; Ed. D., Walden University; M.A., Castleton

State College; B.S., Siena College

ST. LOUIS, MICHELLE *Interim Registrar*; A.A.S. North Country Community College

STEEN, SUSAN *Instructor of Biology*; Ph.D., University of Edmonton; M.A., University of Alaska; B.A., University of Alaska; B.S., Virginia Tech, A.A.S., SUNY Canton

STEINBERG, JUDITH *Professor of Biology, Science Department Chair*; Ph.D., West Virginia University; M.S., University of Delaware; B.A., Washington and Jefferson College

SUNY Chancellor's Award for Excellence in Teaching, 2015-2016

STRINGER, SCOTT *Technical Specialist of Radiologic Technology*; B.S., Biologic/Life Science; A.A.S., North Country Community College

SUSICE, LEE *Associate Professor of Mathematics*; M.S., Clarkson University; B.S., Clarkson University

SYMONDS, LISA *Director of Business Operations*; C.P.N., North Country Community College

TACEA, CHRIS *Dean of Admissions*; B.P.S., Cazenovia College; A.A.S., SUNY Cobleskill

TAYLOR, ELAINE *Instructor of Art*; M.F.A., M.A., University of Wisconsin; B.S., Texas Woman's University

TYRELL, STEVEN *President*; Ph.D., Michigan Technology University; M.A., B.S., SUNY New Paltz

WARNER, ALLISON; *Instructor of Mathematics*; M.A., Goddard College; B.S., Washington & Lee University

WELLS, KATHLEEN MILLER *Instructor, Learning Assistance Center Coordinator*; M.A., SUNY Potsdam; B.A., SUNY Potsdam

WHITELAW, DONNA *Instructor of Biology*; M.S., SUNY Potsdam; B.S., SUNY Empire State; A.A.S., SUNY Canton; A.S., SUNY Canton

WILLIAMS, LISA *Learning Assistance Center Coordinator*; M.Ed., University of Massachusetts Amherst; B.A., Keene State

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.

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INDEX

- Academic Advising, 48
 Academic Affairs, 47
 Academic Calendar, 47
 Academic Dismissal, 55
 Academic Forgiveness, 58
 Academic Grievances, 13
 Academic Honors, 50
 Academic Integrity Policy, 53
 Academic Programs, 61
 Academic Standing Policy, 56
 Accommodative Services, 48
 Accreditation, 1
 Add/Drop Policy, 16
 Administrative Offices, 119
 Anthropology, 87
 Appeal of Denial of Admission to Allied Health Programs, 10
 Application Procedures, 5
 Art, 87
 Associate of Arts, 62
 Association, 44
Athlete Mentoring Program, 43
Athletics, 43
 Attendance, 52
 Biology, 88
 Board Of Trustees, 118
 Business, 90
 Business Administration, 65, 76
 Campus Activity Board, 39
 Campus Visit, 7
 Campuses, 3
 Career & College Preparedness, 93
 Career Services, 40
 Certificate Of Residence, 36
 Chemical Dependency Counseling, 67
 Chemistry, 91
 Child and Family Services, 77
 Child Protection Policy, 117
 Children on Campus, 113
 Classroom Conduct, 53
 Clery Act, 115
 Clubs, 39
 Code of Conduct, 117
 College Bridge Program, 52
 College Cost, 34
 College Policies, 113
 College Transfer Services, 40
 College-Wide Goals for Student Learning, 2
 Community Residence Aide, 84
 Competitive Programs, 8
 Complete Withdrawal, 32, 37
 Computer & Information Sciences, 92
 Computer Graphics & Design, 68, 84
 Continuing Students, 11
 Correspondence High School Graduates, 6
 Course Formats, 47
 Course Grades, 13
 Course Load, 11
 Course Withdrawal, 16
 Criminal Justice, 69, 92
 Deferment of Charges, 37
 Degrees, 61
 Deposits, 37
 Dining Services, 44
 Disabled Parking, 39
 Drama, 94
 Earth Science, 94
 Economics, 94
 Education, 94
 E-Grade Policy, 14
 Electronic Resources, 60
 Emergency Withdrawal Policy, 16
 Employment, 27
 English, 94
 Entrepreneurship Management, 70
 Environmental Science, 78, 96
 Environmental Studies, 62
 Faculty, 120
 Family Educational Rights and Privacy Act, 114
 Federal Direct Parent Loans, 25
 Federal Pell Grant, 19, 22
 Fees, 34, 35
 Financial Aid, 19
 Fine Arts - Studio, 79
 Foundation, 2
 French, 96
 Full-Time Student, 5
 General Education, 50

- General Equivalency Diploma, 7
- Geography, 97
- Gerontology, 85
- Grade Point Average, 15
- Grading, 13
- Graduation, 18
- Grants, 22
- Health Education, 97
- Health Professions, 97
- Health Science, 80, 85
- Health Services, 40
- Health-Related Career Programs, 8
- History, 98
- Homeschooled Students, 6
- Honor Societies, 50
- Human Services, 71, 99
- Humanities, 99
- Humanities & Social Science, 63, 64
- Hybrid Courses, 47
- Immunization and Health Requirements, 41
- Individual Studies, 72
- International Admission, 7
- Joint Admission, 7
- Lambda Nu Honor Society, 50
- Learning Assistance Center, 49
- Liberal Arts & Sciences: Math & Science, 81
- Library Services, 48
- Massage Therapy, 8, 73, 101
- Mathematics, 102
- Matriculated, 5
- Mission Statement, 1
- Moodlerooms, 47, 60
- Multiple Degree Requirements, 17
- Music, 103
- New Students, 11
- New York State Resident, 36
- Non-matriculated, 5
- Non-Matriculated, 5
- Non-Resident Student, 36
- Nursing, 74, 103
- Office Technology, 66, 86, 105
- Online Courses, 47
- Parking, 38, 39
- Parking permits, 38
- Parking Policy, 38
- Part-Time Student, 5
- Pass/Fail Policy, 15
- Phi Theta Kappa International Honor Society, 50
- Philosophy, 106
- Physical Education, 105
- Physics, 106
- Placement Testing, 7
- Political Science, 106
- Practical Nursing, 8, 86
- President's List, 50
- Professional Staff, 120
- Psychology, 106
- Radiologic Technology, 10, 75
- Radiology, 107
- Reading, 109
- Re-Admission to Allied Health Programs, 11
- Recreation, 109
- Refunds, 37
- Registrar's Office, 12
- Registration, 11
- Religious Beliefs, 53
- Repeating a Course, 14
- Returning to NCCC, 17
- Safety and Security, 40
- Satisfactory Academic Progress, 28
- Scholarships, 32
- Science, 110
- Senior Citizens, 33
- Sociology, 110
- Spanish, 111
- Sports & Events Management, 82, 112
- Stafford Loans, 25
- State University of New York, 122
- Strategic Directions & Goals, 1
- Student Fees and Other Costs, 33
- Student Government Associations, 39
- Student Identification, 38
- Student Publication, 40
- Student Services, 40
- Traditional Classroom, 47
- Transcripts, 14
- Transfer, 27
- Tuition, 33
- Tuition Assistance Program (TAP), 19, 23
- Tuition Refunds, 37
- Tutoring, 49
- Use of College Facilities, 113
- Use of Electronic Communications, 115
- Vice President for Academic Affairs Honors List, 50
- Video Courses, 47

APPENDICES

Vocational Rehabilitation, 24
Web Portal, 60

Wilderness Recreation Leadership, 83
Withdrawal, 16