

General Information

MISSION, VISION, PHILOSOPHY & GOALS

MISSION

Northeastern Junior College is a comprehensive two-year institution that is committed to providing excellence in learning, training, and service. We strive to produce skilled and knowledgeable students who transfer successfully and enter the workforce productively. We strive to enrich the quality of lives through affordable and accessible learning opportunities.

VISION

To be Colorado's premier two-year college of choice through excellence in education.

PHILOSOPHY

NJC believes the student is the most important person on campus. We strive to provide the best possible educational, cultural, and social experiences within a positive and supportive learning environment.

GOALS

- Provide excellence in learning and teaching for transfer, career, and technical education, business and industry training, and life-long learning.
- Enhance student success by providing comprehensive support and intervention services that maintain a nurturing learning environment.
- Proactively identify, acquire, and maintain college resources to support the mission, vision, and goals of the college.
- Attract and retain quality employees and provide incentives for their educational and professional growth.
- Foster activities and programs that promote the understanding, appreciation, and acceptance of diversity.
- Enable the institution to respond to changing needs of today's educational programming by providing current technology for instruction and operations.
- Develop relationships and partnerships with educational institutions, businesses, and industries which contribute to the cultural, economic, educational, and social betterment of the region.
- Assess institutional effectiveness as part of the planning and renewal process based on continuous improvement principles and accountability measures.
- Effectively promote the college to result in enhanced enrollments.
- Maintain, update, and improve facilities to support the educational mission in order to provide an aesthetic collegiate environment.
- Operate with integrity and be accountable to our students, our community, and our state.



**NORTHEASTERN
JUNIOR COLLEGE**

*To be Colorado's premier
two-year college of choice
through excellence in education.*

HISTORY

Northeastern Junior College is a two-year public community college and became one of 14 community colleges in the Colorado Community College and Occupational Education System in July 1997. NJC is located at the north edge of Sterling, the Logan County seat, 125 miles northeast of Denver on Interstate Highway 76, U.S. Highways 6 and 138, and Colorado Highway 14.

Sterling is a city of approximately 12,000 residents, characterized by strong business, cultural, and professional interests. Anchoring a plains area which is primarily agricultural, it provides a trade, education, and health center for a population of more than 50,000.

Major resources include extensive cattle and wheat operations and both dryland and irrigated farming, with some production from shallow oil deposits. Sterling also hosts the largest institution operated by the Colorado Department of Corrections.

The history of Northeastern Junior College is detailed in challenges which individuals accepted singly and in groups to provide this opportunity for continuing education. The college opened in the spring of 1941 as a result of joint planning and activity by educational leaders and interested citizens.

Formal history began when five members of District No. 12 Board of Education and the Logan County High School Committee filed articles of incorporation as private citizens. At an organizational meeting on May 8, 1941, they selected the following members of the Board Of Regents: C. Reeder Phillips, President; Bailey S. Jamison, Vice-President; Dr. James H. Jackson, Secretary; Harold R. Whyman, Treasurer; and H. B. Swedlund, member.

Planners had the benefit of a careful study of junior colleges in Colorado and adjoining states and the strong support of representatives of communities from throughout northeast Colorado, publicly expressed at a mass meeting held in March 1941. Sixty students from 17 northeastern Colorado communities enrolled on September 8, 1941, when first classes opened as an extension of the public school system.

A continuing interest has reinforced the values of continuity and initiative as the college has grown. In October, 1944, voters of Logan County approved tax support; and a junior college district, co-extensive with Logan County, was organized under Colorado law providing for the establishment of junior colleges. The Board Of Regents became the Junior College Committee, and shortly thereafter the name of the school became Sterling Junior College.

In 1945, The College Committee purchased a separate 15-acre parcel anchored by the building previously known as Smith Hall, which was demolished in 1997. Subsequent land additions have brought the total main campus to 25 acres. A 34-acre north campus addition acquired in December, 1961, is available for further development of the physical plant. In the fall of 1999, the college acquired an ag farm for instructional and lab purposes.

Names of two facilities recognize the early and continued contribution of Superintendent of Schools Robert R. Knowles and Principal Charles F. Poole. As Chief Administrative Officer, Mr. Poole served as dean until the College Committee changed the title to president in 1947. When Poole resigned in 1948, Ervin S. French came to the staff as dean; the title was again changed to president when the college administration separated from the public school system in 1953.

In 1950, the name of the college changed from Sterling Junior College to Northeastern Junior College to reflect the larger area of service. Since that time there has been continuing close

association with the home community. The years have brought further expansion of the service area, increasing state aid and other sources of financial support.

In 1941, before the first classes began, the college received assurances from four-year institutions of higher learning in Colorado guaranteeing transfer of credits. In 1963, after noting the expanded geographical area to which students transfer, Northeastern filed a comprehensive faculty self-study report as an application for accreditation within North Central Association of Colleges and Schools. Membership, with accreditation as a two-year college, occurred April 7, 1964. Northeastern has offered terminal and vocational programs from its beginning, and in recent years, has received regional and national acclaim for piloting new career and technical programs and for inviting industry to cooperate with public school superintendents for occupational programs at both the secondary and post-secondary levels on campus or in outlying communities.

In November 1996, the voters of Logan County voted to terminate the Logan County tax levy for the college incrementally over three years, thus paving the way for entry into the State System of Community Colleges on July 1, 1997.

DEGREES

Associate of Arts (A.A.) or Associate of Science (A.S.)

University Transfer Programs

Anthropology - *Degree with Designation*

Art

Astronomy

Biology

Biotechnology

Business - *Degree with Designation*

Chemistry

Communication

Criminal Justice

Early Childhood Education

Economics - *Degree with Designation*

Elementary Education

English

French - *Degree with Designation*

General Science

Geology

History - *Degree with Designation*

Journalism/Advertising

Liberal Arts

Mathematics - *Degree with Designation*

Microbiology

Music

Philosophy

Physical Education Teaching/Coaching

Physics

Political Science - *Degree with Designation*

Pre-Professional:

Pre-Chiropractic

Pre-Dental Hygiene

Pre-Dentistry

Pre-Engineering

Pre-Forestry

Pre-Law

Pre-Medical Technology

Pre-Medicine

Pre-Mortuary Science

Pre-Nursing

Pre-Occupational Therapy

Pre-Optometry

Pre-Pharmacy

Pre-Physical Therapy

Pre-Radiologic Technology

Pre-Speech Pathology

Pre-Surgery Technology

Pre-Veterinary Medicine

Psychology - B. A. - *Degree with Designation*

Psychology - B. S. - *Degree with Designation*

Recreation

Sociology - *Degree with Designation*

Spanish - *Degree with Designation*

Special Education

Sport Management

Sports Medicine/Athletic Training

Theatre

Wildlife Biology

Zoology

Associate of General Studies (A.G.S.)

University Transfer Programs

Agriculture:

Agriculture Business

Agriculture Economics

Agriculture Education

Agriculture Journalism/Communications

Animal Science – Industry Concentration

Animal Science – Science Concentration

Crop & Soil Science

Equine Science – Industry Concentration

Equine Science – Science Concentration

Farm and Ranch Management

Food Science

Range Management

General Studies

Science

Associate of Applied Science (A.A.S.)

Agri-Business

Agri-Business: Fertilizer Chemical Applicator

Agriculture: Production Agriculture

Applied Technology

Automotive Technology

Business:

Accounting

Business Administration

Computer Applications

Entrepreneurship

Management

Marketing

Web Design

Diesel Technology

Early Childhood Education

Emergency Medical Services

Equine Management

Fire Science Technology

Structure Fire

Wildland Fire

Nursing

Wind Power Technology

CERTIFICATE PROGRAMS

Agri-Business

Agriculture Business Management

Agriculture: Production Agriculture

Automotive Diesel Master Technician

Auto Maintenance & Inspection

Automotive Technology

Business:

Accounting

Cosmetology

Diesel Maintenance & Inspection

Diesel Technology

Early Childhood Education:

Director

Group Leader

Nanny

Emergency Medical Technician:

Basic

Intermediate

Fire Science:

Firefighter I

Firefighter II

Firefighter Instructor

Wildland Fire I

Wildland Fire II

Nursing Assistant

Practical Nursing

Wind Power Technology

Young Farmers

BUILDINGS

Our campus buildings reflect the continuous growth of Northeastern Junior College. The main campus is complemented by the nearby North Campus. Appearance and service are enhanced by landscaping, parking facilities and campus lighting, and well kept streets and sidewalks. The names of several buildings honor persons significantly identified with college history.

Walker Hall, which houses administrative offices, honors James H. Walker, a member of the college committee from 1950 until 1962.

Phillips-Whyman Hall, a classroom and lab facility, honors C. Reeder Phillips and Harold R. Whyman, both founding incorporators and past board presidents.

Beede-Hamil Hall, houses agricultural programs and recognizes former college committee members Armory E. Beede and David A. Hamil.

Lebsack/Schmidt Hall, completed in 1976 on North Campus, houses the automotive and diesel technology programs. The building honors former board members Clarence Lebsack and Ellis Schmidt.

The Hays Student Center, named in memory of longtime Dean of Instruction Zane R. Hays, is an activities and services center for students featuring the college bookstore, student government offices, a large ballroom, the Tennant Center of Western Art, recreation space, activities room used by the college and community, and Student Services offices.

The Cosmetology Building, supports classroom instruction and practical training in the cosmetology career program.

The E.S. French Hall, named for long-time president Ervin S. French, features the Corsberg Theatre, named in honor of veteran instructor and Humanities Chair Dorothy Corsberg. Its 560 theatre seats, a multi-purpose stage, and workshop rooms, complement other classrooms serving a variety of college academic and career programs.

The Area Vocational Building, on the North Campus serves secondary and postsecondary career and technical programs.

Welding Shop, was the first building on the North Campus, completed in 1969, originally housed the Farm Machinery Mechanics Program and now serves welding classes.

The "Chuck Wagon" Cafeteria, adjacent to the Student Center, contains three adjustable-space dining/meeting rooms in addition to the large cafeteria.

Knowles Hall, is a former dormitory renovated and expanded in 1992. It houses the Monahan Library, named for board member and benefactor Rex Monahan, Extended Studies and the Comprehensive Learning Center.

Six Residence Halls, at Colorado's largest residential two-year campus now offers housing to 602 students. Six residence halls, of various size and age, offer campus living for men and women with a variety of options including single rooms, double rooms, three person apartments and two and four person suites. Some buildings have unique features such as housing of honors students, private restrooms, air conditioning, gender by wing, or being strictly female. Blue Spruce Hall, a very modern residence building, opened Fall 2011, offers 128 beds on 3 floors with the latest in lighting and HVAC technology. Please inquire for details through the college's housing office.

Bank of Colorado Event Center, in October 1998 NJC opened the \$7 million Bank of Colorado Event Center, located on the NJC campus where Jackson Hall previously stood. The almost 60,000 square foot facility is home to the Plainsmen and Plainswomen varsity athletic teams. This state-of-the art facility

includes the 2,000-seat Jackson & Edwards Arena, two wellness centers, two additional full-sized basketball courts, a walking/jogging track, locker rooms, a training room, athletic offices, a ticket office, and large lobby with concession center.

Northeastern 18/Plainsman Grill, in January 2010, Northeastern Junior College became the benefactor of an 18 hole golf course and restaurant. NJC now becomes one of only a few elite two-year colleges in this nation to own and operate a public golf course and restaurant. The 18 hole course is one of the premier golf courses in Northeastern Colorado. The dining area is not only a public restaurant, but it is the focal point for banquets, parties, and large functions in the area.

The Family Literacy Center, formerly the NJC Child Development Center and Early Learners, Inc., was remodeled in 2008 and currently houses the Adult Basic Education, GED, ESL, and Family Literacy programs.

ADMISSION INFORMATION

ADMISSIONS INFORMATION

Admissions Classification: As an open enrollment institution, all students who are 17 years of age or older may enroll in degree credit courses. However, based on individual credentials, students are classified as either "regular" or "special" students.

Regular Classification includes graduates of accredited high schools or applicants who hold a General Equivalency Diploma (GED). They may enroll with a part-time or full-time credit load. The college prefers students submit ACT or SAT scores at the time of application. Students who do not provide these scores are required to take NJC's assessment test* prior to registering.

Special Classification includes non-high school graduates, students graduating from non-accredited high schools, students who have not attained a GED, those who have completed a home school program or who are under 17 years of age. Students may enroll with a part-time or full-time credit load.

Students from home school programs and non-accredited high schools who are over the age of 17 are initially enrolled as "special" students. Home-based education received prior to application to NJC must be compliant with C.R.S. 22-33-104.5. A student may be completing one or more semesters with satisfactory academic performance. Home schooled students may advance to "regular" status by obtaining passing scores on the Ability to Benefit test (Accuplacer).

Students younger than 17 years of age who seek admission to credit classes must obtain a waiver from the college president based upon extenuating circumstances unique to the role and mission of the college.

Admission to the college does not guarantee a student will be admitted to a specific program. In addition to general admission requirements, each student must provide evidence of adequate background to successfully pursue the program in which he/she wishes to enroll. Admission to one program does not automatically satisfy entrance requirements for other courses of study. Professional counselors and academic advisors are available to assist students in this evaluation process prior to selection of a program or transfer from one program to another.

*Assessment testing may be completed through a distance arrangement. Please contact the Counseling Office (970) 521-6608 for more details.

MANDATORY PLACEMENT "PLACEMENT FOR SUCCESS"

NJC students complete a basic skill assessment to determine their "best fit" in course placement. This assessment underscores NJC's commitment to the student's right to succeed. Earning a degree from NJC requires the successful completion of certain communications and math courses. Students must demonstrate mandatory skills to access college level courses with a high expectation of successful completion. Admitting students to courses for which they are ill-prepared does them an injustice. Developmental coursework prepares students with the academic skills necessary to succeed in college level coursework. Placement testing determines if students are prepared to succeed in required English, reading, and math courses or if they would benefit from developmental course preparation before advancing to the required college level courses. New and returning students must make arrangements with the Assessment Office, HSC 132, at NJC to meet the assessment requirements prior to conferring with an advisor. The student should contact the Assessment Office as early as possible for assessment arrangements.

The assessment requirement is met in one of the following ways:

1. Take the NJC assessment (Accuplacer) in English, reading, math, or;
2. Provide proof of successful previous college experience at an accredited college ("C" or better in transfer college level English and math classes), or;
3. Provide proof of minimum ACT scores of 18 in English, 17 in reading, 23 in math, depending on course and program of study or;
4. Provide proof of minimum SAT scores of 450 in the verbal area and 460 in the math area.

Official transcripts from accredited colleges showing proficiency (grade "C" or better) in transferable college level math, English, and reading (as applicable) will satisfy NJC's assessment and mandatory placement for success requirements. Assessment scores (Accuplacer, ACT, and SAT) are considered valid for initial placement for a period of five years. There will be a \$15 fee charged for the battery of Accuplacer tests or a fee of \$5 per test if the whole battery is not needed. Students with documented mobility, visual, hearing, learning, mental, emotional, speech, or health disabilities must meet with the Assessment Office staff to arrange for special accommodations in assessment testing.

APPLYING FOR ADMISSION

Each student desiring admission to NJC must present to the Office of Admission the following materials prior to the date stipulated on the college calendar for submission of credentials:

1. Application for admission to Colorado Collegiate Institutions or the application to Northeastern Junior College properly completed by the applicant. Students may also apply online at www.njc.edu. There is no application fee.
2. Immunization - Colorado law requires college students born since January 1, 1957, to be immunized against measles, mumps and rubella. All students, including graduate students, must show proof of immunity if they attend a college or university with on-campus housing. For all public or nonpublic postsecondary education institutions in

Colorado, the state law requires that each incoming freshman student residing in student housing, as defined by the institution, or any student who the institution requires to complete and return a standard certificate indicating immunizations received by the student as a requirement for residing in student housing, be provided with information on meningococcal disease. If the student is under the age of 18 years, the student's parent or guardian must be provided with this information. Each institution must require each new student who has not received a vaccination against meningococcal disease, or, if the new student is under the age of 18 years, the student's parent or guardian, to check a box and sign to indicate that the signer has reviewed information on meningococcal disease and has decided that the new student will not obtain a vaccination against meningococcal disease.

3. Official high school transcript, showing date of graduation and signed by the high school principal, college counselor, or super intendent of schools. GED graduates must submit proof of successful GED test completion.
4. College transcripts. Transfer students must submit current, official transcripts of all previous college attendance. Transfer students must also submit high school transcripts. This includes responsibility for requesting and authorizing officials of the high school(s) or college(s) previously attended by applicant to send transcripts.
5. Assessment test scores. Scores from the American College Test (ACT), or the Scholastic Aptitude (SAT) if available. A student may also take an alternative assessment test if the ACT or SAT has not been taken or if ACT scores are below 23 in math, 18 in English or 17 in reading or SAT scores are below 450 verbal or 460 math.
6. Students enrolling in the following programs may, but are not required to, submit ACT or SAT test results:
 - Automotive Technology
 - Cosmetology
 - Diesel Technology
 - Production Agriculture
 Students in these programs will be subject to assessment testing prior to registering for class.
7. High school students who have attended NJC to take dual credit classes and choose to become full-time students must complete all admission requirements. Contact the Admissions Office at (970) 521-7000 for more details.

ADMISSION CLASSIFICATION

Northeastern Junior College classifies students by the following categories.

Freshman: a student who has earned fewer than 30 academic semester credit hours.

Sophomore: a student who has earned 30 or more academic semester credit hours.

Full-time student-a student registered for 12 or more credit hours of college work per semester.

Part-time student-a student registered for under 12 credit hours of college work per semester.

TUITION/FEE STATUS

Tuition and fees are determined by the number of college credits for which a student registers and the residential tuition classification of the student. The most current fee schedule is available at www.njc.edu/admissions/cost.html

RESIDENTIAL TUITION CLASSIFICATION

Colorado state tuition classification is governed by state law (Colorado Revised Statutes §23-7-101, et seq., 1998) and by judicial decisions that apply to all public institutions of higher education in Colorado. The Director of Admissions is the College's Tuition Classification Officer (TCO). The tuition classification officer (TCO) makes determination of residency status for tuition purposes as prescribed by Colorado State law. Complete tuition classification guidelines can be located on the Colorado Commission on Higher Education website www.state.co.us/cche

In-state status for tuition purposes requires domicile (legal, primary residence) of a qualified person in Colorado for the year proceeding the first day of class. Domicile is defined as your true, fixed, and permanent home and place of habitation.

To be considered a qualified person for tuition classification by the State of Colorado, you must be at least 22 years of age, married, emancipated, have a dependant, or be a graduate student to begin your one year domiciliary period. If you are not a qualified person, your residency for tuition classification will be determined by your parent or legal guardian's domicile. A person 23 years of age or older who has resided outside Colorado and has established a residency outside the state cannot, merely by attending an institution of higher learning in Colorado, establish a residency within the state. To meet the legal residency requirements, the student or their guardian, if under 23, must have resided in Colorado for one year.

A minor student whose parents change their residency from Colorado to a location outside of Colorado shall be considered a resident for one year from the date of the parents' removal from the county or state.

The tuition classification officer can answer questions about residency. Opinions of other persons are neither official nor binding.

CAMPUS VISITS

Visiting campus is a crucial step in choosing a college and to determine if a college is the right fit for you. The Admissions Office at Northeastern Junior College invites you to plan a campus visit. Attending a Discovery Day allows students to visit with other students, meet with faculty, tour campus, have lunch in the cafeteria, and experience the life of a college student. Plan to visit on one of three Discovery Days or allow us to tailor a personalized campus experience just for you. Scheduling an individual campus visit will also allow you to tour campus, visit faculty, and learn about becoming a successful student at Northeastern!

To schedule a campus visit, or to find out more information regarding Discovery Days, contact the Admissions Office at (970) 521-7000.

ADMISSION OF TRANSFER STUDENTS

Any applicant for admission who has attended another college or university must submit his/her previous collegiate record (from ALL other colleges attended) and apply for admission to NJC as a first-time freshman.

A student who wishes to transfer to Northeastern Junior College from another college may do so provided he/she has an acceptable academic and financial aid record from the previous institution(s), and is a student in good standing at the college from which he/she wishes to transfer. Such students will be admitted to advanced standing on the basis of their records.

Students on academic probation from another institution of college rank will be considered for admission on the basis of a number of factors: the high school record, the college record, scores for the American College Test (ACT), or the Scholastic Aptitude Test (SAT) (if applicable), and a personal interview with the Vice President of Student Services, if requested.

TRANSFER OF CREDITS INTO NJC

The college accepts all undergraduate college credits transferred from other regionally accredited institutions of higher education. Transfer credit shall be accepted at NJC with an academic/university transfer and/or career/technical designation. When a question exists as to course equivalency or designation, a request will be made for description of that course from the transfer college or school from which the course was taken.

Transfer courses from regionally accredited institutions of higher education, from regionally accredited post secondary programs include: Emily Griffith Opportunity School, Delta-Montrose Area Vocational School, Pickens Area Vocational School, and San Juan Basin Technical College and from area vocational schools that correspond to equivalent NJC, university transfer, or career/technical designated courses shall be accepted at face value (in semester credit hours). These transfer credits will be used to fulfill as many course/program requirements as possible. Courses for which there are no equivalencies will be treated as electives.

Only transfer credits with passing grades of A, B, C, S (satisfactory) or P (pass) will be evaluated and transcribed. Courses with a "D" grade will be accepted and transcribed on a case-by-case basis. Students wishing to have a course with a "D" grade accepted must go to the Student Records Office and fill out the appropriate form. Transfer credits and grades will not be used in calculating an NJC cumulative GPA.

All lower division undergraduate credit hours awarded within the prior ten years will apply towards the completion of the graduation requirements. Credits more than ten years old will receive careful consideration. The Registrar, in conjunction with the department chair of the respective academic divisions, reserves the right to examine any course more than ten years old to determine their currency and applicability to existing curriculum and programming before credit is accepted.

If a course was denied, an appeal process exists by contacting the Records Office.

TRANSFER OF DEGREE TO ALL COLORADO PUBLIC FOUR-YEAR COLLEGES & UNIVERSITIES

Colorado's agreement between public colleges and universities guarantees that when you complete you AA or AS degree-at least 60 credit hours of coursework carrying a C grade or better in every course-you can transfer to any Baccalaureate Liberal Arts and Sciences major (e.g., English,

history, mathematics) and graduate after earning an additional 60 credit hours. While you are guaranteed not to have to take more than 60 credit hours to graduate, to finish within two years depends on the number of credits you take each semester at the four-year institution, the source sequencing in your major (e.g., some upper-division major courses require that you complete lower-division major courses) and course availability.

This agreement does not apply to business, teacher education, engineering, or nursing as all these have statewide articulations that have specific lower division requirements. Save time by seeing your advisor at your earliest opportunity for the "transfer guides," many of which can also be found online. In addition to showing you which lower division courses are required for articulated programs such as business, these guides will tell you which lower division courses will be best suited for your intended major and you can be sure to complete the pre-requisites for sequenced coursework before transferring to a four-year college.

The AA and AS transfer agreement applies to courses completed at and Colorado community college. Credit earned for prior learning, Advanced Placement, correspondence courses, CLEP and other tested-only credit may not apply. The institution to which you transfer will evaluate these credits according to its own policies.

For a copy of the Colorado Commission Transfer Policy to www.cccs.edu or <http://higher.ed.colorado.gov>

INTERNATIONAL STUDENT ADMISSION

Admission of International and Non U.S. Citizen Students

Admission of international students will be considered under the following guidelines. An I-20 form will be issued when the following are received on record and evaluated as acceptable.

The following documents must be provided and requirements fulfilled:

1. An application for admissions for international students to Northeastern Junior College. The application must indicate in which semester the student will begin. Fall semester applications and all supporting documents are requested to be on file by July 15th. Spring semester applications and supporting documents are requested to be on file by December 15th.
2. Official and complete transcripts of all previous secondary and collegiate academic work with certified English translations (if needed).
3. Proof of English proficiency. If student's native language is other than English, student must provide one of the following:
 - a. Test of English as a Foreign Language (TOEFL) showing a minimum score of 475 (paper based) or 150 (computer based) or 52 (internet based). For information contact:
Test of English as a Foreign Language
Educational Testing Services
PO Box 899
Princeton, New Jersey 08540 USA
 - b. Michigan Test of English Language Proficiency showing minimum score of 75.
 - c. Recommendations from an accredited English Language School with completion of Level 109.
 - d. Completion of Level 5 Advanced at an Intensive English Language Center.
 - e. Graduation from an American high school after attending for at least two years or one year and meets assessment test requirements.

- f. Completion of the STEP examination in Japan with at LEVEL II evaluation or above.
- g. Special admission waiver approved by the president of the college.

4. Statement of financial support for a two-year program of study at Northeastern Junior College. Federal/state financial aid and tax supported scholarships are not available for international students.
5. Family Health History Form and record of immunizations.
6. A \$500 non-refundable deposit applicable toward tuition and fees once student actually enrolls in classes.
7. Proof of medical insurance. All international students are required to have medical insurance in place while attending NJC.
8. International students must pay their outstanding tuition and fees on the day they register. Failure to comply may result in withdrawal of the student's U.S. Immigration I-20.

Note: International students can be admitted for one (1) semester as "Special Students," after one (1) semester, all regular admission standards must be met. Contact the Admissions Office for further requirements.

Additional I-20 form information:

- Students country of birth
- Drivers License #
- State or Providence of License

Steps for international students to apply

1. Student applies for admission to college
2. Student provides documentation to college Designated School Official (DSO)
3. DSO creates file in SEVIS (or previous college transfers information in SEVIS) to print an I-20
4. DSO signs and sends student the original I-20
5. Student obtains a passport
6. Student pays SEVIS I-901 fee at: www.ice.gov/sevis
7. Student makes an appointment with the US Embassy or Consulate to interview for an F1 Visa
8. Consular reviews application, confirms SEVIS fee has been paid, runs security check, interviews student and potentially grants visa
9. Student arrives in US with passport, visa and I-20 then receives I-94 card (w/duration of status stamp) at point of entry
10. Student arrives on campus and reports to DSO for updates and confirmation in SEVIS

SUMMER SCHOOL ADMISSION

Provisional admission may be granted on the basis of transcript through the first semester of the senior year to permit an applicant to register for the summer semester immediately following high school graduation. Completion of work in the summer term under such provisional admission; however, does not automatically qualify the student for subsequent enrollment. All admission requirements, including a complete high school transcript, must be met before full admission status is granted.

STUDENT ACCOUNT INFORMATION

GENERAL

Completed payment of financial obligations to the college is required at the time of registration. Registration, thus enrollment, is not complete unless the financial obligation is satisfied. Students with any outstanding financial debt to the college will not receive official transcripts of credits earned and a student officially withdrawing from college must resolve outstanding financial obligations to the college.

TUITION

The State Board for Community Colleges and Occupational Education approves tuition rates annually and students are billed according to their residency status. The number of college credits for which a student registers and the residential classification of the student determine tuition. A student who carries twelve credits or more qualifies as a full-time student. A student who carries fewer than twelve credit hours is considered a part-time student.

WESTERN UNDERGRADUATE EXCHANGE (WUE)

Students attending NJC from states participating in the WUE program will be charged a reduced out-of-state tuition rate of 150% of in-state tuition. Only students from the following states may qualify: Alaska, Arizona, California, Hawaii, Idaho, Montana, Nevada, New Mexico, North Dakota, Oregon, South Dakota, Utah, Washington and Wyoming. For more information please contact the NJC Office of Admissions.

BORDER STATE INCENTIVE (BSI)

Residents of Nebraska, Kansas, and Oklahoma may be eligible for the Border State Incentive Scholarship. For more information on the BSI scholarship, contact the Northeastern Junior College Admissions Office.

FEES

The State Board for Community Colleges and Occupational Education approves fees for full-time and part-time students. A registration fee is charged for all students each semester of enrollment. A technology fee and a fee to cover bond indebtedness are charged on the basis of the number of credits in which a student is enrolled. In addition, all full-time students pay fees to support the Health Center; the Associated Student Government (ASG) operations and activities, and the Event Center. Various courses have fees related to the course as indicated in the term schedules. Selected career and technical programs, such as cosmetology, automotive technology, and nursing programs, require special equipment or materials. The State Board has approved a Student Fee Plan detailing the student participation in the annual fee revision.

REFUNDS AND RETURNS

If a student officially drops a class or withdraws from College before the census date (the last day to drop a class for a term), a refund of 100% of tuition and fees will be made. There will be no refund of tuition and fees after that date.

If a student withdraws from residence facilities, the room and board charges will be refunded on a per day basis through 87.5% of the term.

If the student had Title IV federal financial aid, a portion of these grants or loans must be returned to the programs based on the date the student withdrew from college. If the withdrawal occurs after sixty percent (60%) of the term is completed, no return of these federal funds will be required.

In order to calculate the amount to be returned, the withdrawal date must be determined. This will be the date the student began the withdrawal process as prescribed by NJC, or otherwise provided NJC with official notification of intent to withdraw. If the student drops without any of the above notification, the midpoint of the term will be used as the withdrawal date. If the withdrawal process was not begun because of illness, accident, grievous personal loss, or similar circumstances beyond the student's control, NJC will determine the appropriate withdrawal date.

The amount of the unearned institutional charges and unearned Title IV funds based on the number of days in attendance to the withdrawal date will be calculated. NJC will then return to the Title IV programs the lesser of the unearned institutional charges or the unearned Title IV assistance. The student will return any remaining unearned Title IV funds. (If the student needs to return funds to Pell or SEOG programs based on the return priority, he/she need return no more than fifty percent [50%] of the calculated amount.) The loan amounts the student needs to return will be repaid according to the regular payment schedule for the loan. The college refund to the loan account will be credited to the original loan amount. The amount a student needs to return to grants will be collected from the student by the college and then repaid to the grant program.

The order of return of Title IV funds will be as follows:

- Unsubsidized Stafford Loans
- Subsidized Stafford Loans
- Plus Loans
- Federal Pell Grants
- Federal SEOG
- Federal LEAP

In order for NJC to return the federal funds as calculated, NJC may refund unearned money to the student account. In making this refund, one of the following two situations will apply:

If the refund made for the B term classes, other special terms and (or) from unearned room and board is greater than the amount of the federal awards NJC needs to return according to the calculation the process ends and the returns are made.

If the amount of any scheduled refund is less than the calculated amount of the return of federal funds to be made by NJC, then the college will refund to the student account the additional funds needed to equal this return amount and then complete the return process.

In times of national or state emergency, certain students (e.g. reserve military units, National Guard, individuals with specialized skills, firefighters) are called to provide services to the country. When the call for service or a national emergency is issued, it is often necessary for student to interrupt their coursework in mid-term. In these situations the refund policy may be altered in keeping with the best financial interest of the student. Refunds for unearned room and board will be made on a per day basis as indicated above. Tuition refunds will be made on a pro-rata basis even after the census date.

INDEBTEDNESS POLICY

No student who has a prior unsettled indebtedness to the college will be allowed to register for any new semester. During the period in which the indebtedness remains, requests to verify attendance or other requests for official college records will not be honored. Indebtedness shall include tuition and fees, room and board charges; and any other financial holds placed on the student's record showing a balance owed to the college. Degrees and certificates will not be granted, nor will transcripts of credits be transferred to other colleges or employers until all accounts are paid.

ROOM AND BOARD COSTS

Room and board expenses are approved annually by the State Board for Community Colleges and Occupational Education. For current rates, contact the Admissions Office, Housing Office, Business Office, or see our web site. <http://www.njc.edu/admissions/housing-costs.html>. All fees, tuition, room and board charges, effective at the printing of this catalog are subject to change by the State Board.